

Susana Martinez, Governor Brent Earnest, Secretary Sean Pearson, Deputy Secretary

General Information Memorandum

ISD-GI 16-48

TO:	ISD Employees
FROM:	Sean Pearson, Deputy Secretary, Income Support Division
RE:	Employment & Training (E&T) Transportation Pumbursements
DATE:	June 1, 2016

Currently, ISD has a voluntary E&T program in which SNAP prodicipants can participate. All participants who chose to volunteer will receive a transportation rannbursement of \$25 per month, in accordance with 7 CFR 273.7(d)(4). The participant must utilize the FSP 020 SNAP Employment and Training Program (E&T) Transportation Reimbursement Claim Form for each month that they wish to request the reimbursement. This form will verify their out-of-pocket travel costs to participate in the E&T program.

Field offices are responsible for processing the numbursements through ASPEN by accessing the NMW screens and the reimbursements houst be issued within 5 days from receipt of the request. The SNAP reimbursement request will no longer go through SL Start and instead will be received by ISD through the submission by the participant of the FSP 020 Reimbursement Claim form. Case commonts in ASPEN need to reflect the date the FSP 020 form was received, the reimbursement was issued, the reason for the reimbursement and the amount issued; hole reimbursement request was denied, the reason for the denial must be clearly documented house comments.

Attached are screet nots and instructions on how to issue the reimbursement.

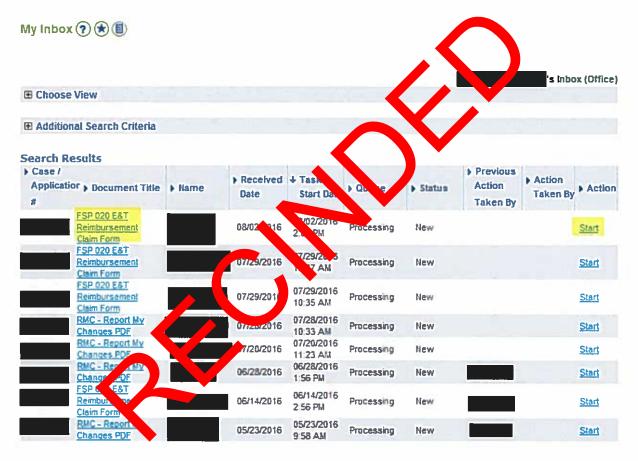
The FSP 020 SNAP Ext Transportation Reimbursement Claim Form can be found on the forms drive at: \\disfasv025\ISDForms.

If you have questions regarding this GI, please contact Marisa Vigil at (505) 827-1326 or by email at Marisa.Vigil@state.nm.us.

Steps to process E&T Transportation Reimbursements when the FSP 020 is scanned and a task is created:

Once the FSP 020 is scanned into ASPEN:

- 1. Pick the task up from the Inbox
- 2. Initiate the task by clicking Start
 - a. If the task isn't completed after hitting Start the user will see if on their dashboard
 - b. If task is continued go to page #5 to follow the next steps

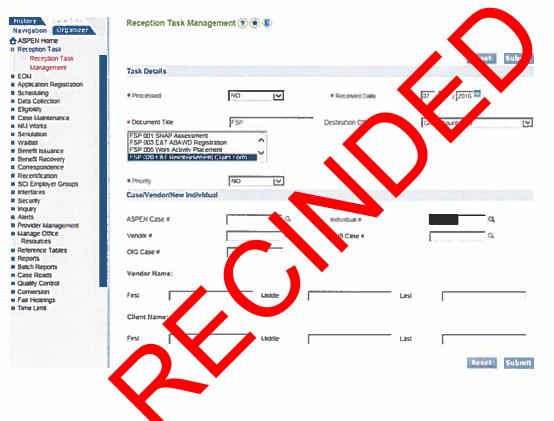


Start Next New Task

Steps to create manual E&T Transportation Reimbursements:

Log into ASPEN with active SNAP case

- 3. Go into Reception Task on left navigation
- 4. Click on Reception Task Management
- 5. Processed box leave as "NO"
- 6. Enter Received Date (the date the actual FSP 020 was received)
- 7. Select Document Title as FSP 020 E&T Reimbursement Claim Form
- 8. Enter Individual number
- 9. Click Submit



Once you click submit you should receive a message at the top of the screen that states: "Request has been submitted successfully"

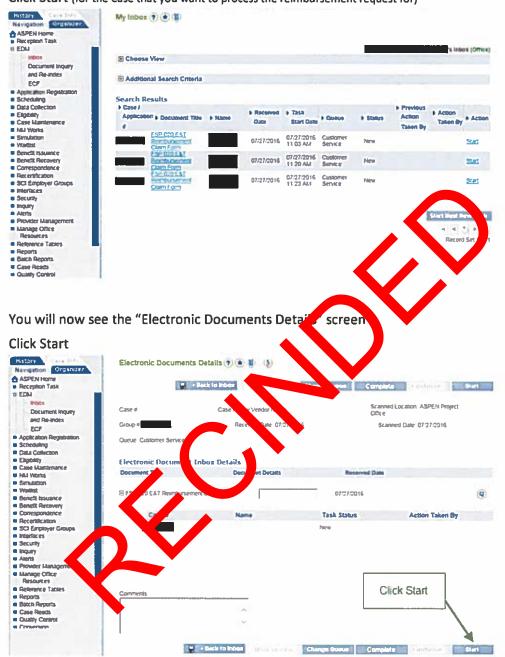
	Reception Task Manager	nent		
History Cale Selfs Navigation Organizer	Reception Task Man	agement 🕐 🛞 🕸		
ASPEN Home	Constanting of the			
Reception Task Reception Task	D 14000 Request has b	WE SCHEDED SECURITY		
Management	1 1			Resot Submit
EDM	Task Details			
Application Registration Scheduling	1			
Gata Collection	· Processed	NO	· Received Date	1717 541 MIT
Eligibility	10	and compared when we have		100.00000000000000000000000000000000000
Case Maintenance	Document Tale		Destination Office	
Samdation			Desination Grace	2
Walkst Benefil Issuance	ABAWO Reinstatement Re ADH Signed Waver	derral 🔨		
Benefil Recovery	ALJ Recommendation	· · · · · · · · · · · · · · · · · · ·		
Correspondence	Acknowledgment Letter of	Hearing Request		
RecentReation SCI Employer Groups	1			
interfaces	* Pnorty	NO		
Security	Case/VendorRiew Indiv	laudi		
Inquiry Alerts				
Provider Management	ASPEN Case #	9	indendual #	q
Manage Office Resources	Vendor II	a	THE PART OF	
Reference Tables	Vensor II		FHB Case #	•
Reports	OIG Case #			
Batch Reports Case Reacts				
Duality Control	Vendor Name:			
Conversion				
Fair Hearings Time Limit	Fest	& hddle		
	2			
		~	7	
			•	

NEXT...

- 1. Go to EDM on left navigation
- 2. Select Inbox
- 3. Click on Additional Search Criteria
- 4. Enter Document Title FSP 020 E&T Reimbursement Claim Form
- 5. Enter Case number
- 6. Click Search

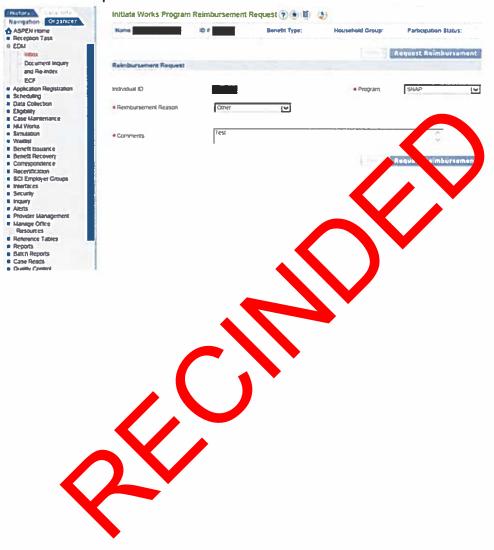
EDM 🗾		
		Bernadette Sisneres-questana's inbox (Office)
- Indone	Choose View	
Document Inquiry		
and Re-astes	El Additional Search Criteria	
ECF		
Application Registration		
Scheduling Data Collection		Resat Sc.
Elookty	Document Details	
Case Manienance		
NAI Warks	Date Received From grim / jdd / jnyry 🔤 Date Received To / jnm / jdd / jnyry 🏭 a	Document FSP
Senutation		
Wadest		FT of Shah Asy syneric
Benefil Issuance	Show Completes Duplicate 📄 Expeditest 🗍	2003 E&T A5 Alegistration C 2005 Work Are Placement
Benefit Recovery Correspondence		College and Antipation of a Contraction
Recentification	IR Due Month	
SCI Employer Groups		
Interfaces		
Becurity	Case/Application/New Individual	
Inquiry	Critery bitscholes when understitle	
Alerts	ASPENCase Application # Q Pro Case #	Q OIG Case
Provider Management Manage Office	ASPENCIAISACONTANTA	· · · · ·
Resources	Prets V First Last	Suttra 🛛 🔍
Reference Tables		and the second se
Reports		
Batch Reports		Reset Search
Case Rents		IRFIEL SCARL
Quality Control		
Crowersane	Search Results	
	+ Case / + Receiver Tapa	+ Previous Annual + Action
	Application + Document Title + Name Receive Table Autour	Blates Action Action Taken By Action
		Taken By
1		
_		

FSP 020 E&T Reimbursement Claim Form Task displays in the Search Results Click Start (for the Case that you want to process the reimbursement request for)



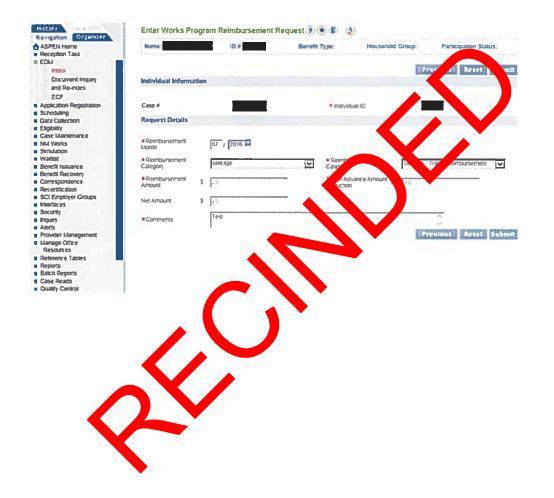
You will now see the "Initiate Works Program Reimbursement Request" screen

- 1. Select Program
- 2. Select Reimbursement reason
- 3. Enter Comments regarding the Reimbursement Request
- 4. Click Request Reimbursement



You will now see the "Enter Works Program Reimbursement Request" screen

- 1. Enter Reimbursement Month (this is the month that the reimbursement is being requested for)
- 2. Select Reimbursement Category as Mileage
- 3. Select Reimbursement Sub-Category at Mileage Travel Reimbursement
- 4. Select Reimbursement Amount \$25
- 5. Travel Advance Amount should be \$0
- 6. Enter Comments regarding the Reimbursement
- 7. Hit Submit



Initiate Works Program Reimbursement Request screen displays the following message at the top of the screen:

ne Name Jask	10.0	Benefit Type:	Household Croup."	Participation Status
42 Rembursen	ent has been successfully requested	Presse go io home page lo p		
etti impany			Citery ()	Notarets Recovers See
ides Reimbursemen	Request			
FUT RECEIPTING				
stratum				
Otheused			 Program 	SNAP
Revibursement	Reaton	V		
· PAPAT ALF METTERS				
Currents				0
	1			
			1	
-			S Water W	1.00
ups				
				
ent.				
	\sim			
	\mathbf{C}			
	C			
	C			
	C			
	C			
	Ċ			
	C			
	Ċ			
	Ċ			
	Ċ			
	C			
2	C			
	C			

"Reimbursement has been successfully requested"

The system will need to Batch overnight in order to view Benefit Issuance.

- 1. Once the Batch is completed:
- 2. Go into Benefit Issuance on left Navigation
- 3. Click on View Benefits
- 4. Enter Case #
- 5. Enter the Benefit Period Begin Date and Benefit Period End Date
- 6. Click Search
- 7. Payment amount will display

This is the screen you will view only after the Batch job is run:

