

Manual Revision Memorandum

ISD-MR 17-17

TO: ISD Employees
FROM: Mary Brogdon,  Director, Income Support Division
DATE: October 20, 2017
RE: Update to ISD 204 - Notice of Address Verification revised 9/30/17

The ISD 204 - Notice of Address Verification has been updated in ASPEN to incorporate federal and state compliant language. The ISD 204 Notice of Address Verification is a manually generated form sent to the client(s) to verify their current address when the US Postal Service returns correspondence to HSD. This form is available in both central and local print.

Instruction:

New- ISD 204 - Notice of Address Verification revised 9/30/17

If you have questions regarding this MR, please contact Gavino Archuleta at (505) 827-7244 or by e-mail at Gavino.Archuleta@state.nm.us.

Attachment: ISD 204 - Notice of Address Verification revised 9/30/17



Income Support Division

Central ASPEN Scanning Area
PO Box 830
Bernalillo, NM 87504
Phone Number: (800) 283-4465
Fax Number: (855) 804-8960



Case Number: 0123456789
Date: January 1st, 2015

Revision Date: ISD 204 September 30th, 2017

Tom Smith
1600 Pennsylvania Avenue
Santa Fe, NM 87505

REQUEST FOR PROOF OF ADDRESS

The U.S. Postal Service returned your client notice showing your new address is out-of-state. To get New Mexico (NM) benefits, you must be living in NM.

If the information we received is wrong, please verify that you are currently a NM resident. You must give proof that you live in NM by Notice generation date + 13 calendar days, or your case will be closed.

Please contact Income Support Division (ISD) to give proof of where you live.
If you have questions, please contact ISD in any of the following ways:

	Call the Income Support Customer Service Center Toll Free at:	(800) 283-4465 Monday-Friday, 8 a.m. to 5 p.m.
	In person at the ISD office:	ISD Field office Name ISD Field office Address

Proof that you live in NM can be made with:

- Receipt from your rent or mortgage
- Statement from your landlord
- Utility bills
- School records
- Records of employment
- Records from the tax office
- Records from your church or synagogue
- Records from the utility company
- Statement from your employer
- Proof that you own property
- Current driver's license
- Records from the post office

The last page of this notice tells you about your rights. Please read these carefully.
If you need more help, please contact your local ISD county office or call the phone number above.

