

Susana Martinez, Governor Brent Earnest, Secretary Mary Brogdon, Director

## **Manual Revision Memorandum**

ISD-MR 17-22

TO:

ISD Employees

FROM:

Mary Broggon, Director, Income Support Division

DATE:

October 20, 2017

RE:

Update to ISD 201 - Notice to Client revised 9/30/17

The ISD 201 – Notice to Client has been updated in ASPEN to incorporate federal and state compliant language. This notice can be used as a way to give information to a recipient. It is a manual notice generated though ASPEN. This notice is only available through central print.

## Instruction:

New- ISD 201 - Notice to Client revised 9/30/17

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

Attachment: ISD 201 – Notice to Client revised 9/30/17

Income Support Division PO Box 2348 - Santa Fe, NM 87504 Phone: (505) 827-7250 Fax: (505) 827-7203



## Income Support Division Central ASPEN Scanning Area

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 201 September 30th, 2017

Tom Smith 1600 Pennsylvania Avenue Santa Fe, NM 87505

## NOTICE TO CLIENT

Dear Tom Smith	Dear	Tom	Smith
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This notice has important information about your case. Please read it carefully.

Program(s): Medicaid	Action you need to take:		
Reason why we need this information:			
Important Information related to your benefits:			
Details			
If you have any questions, you may call the common Monday through Friday except on holic	ounty office telephone number at [505] 123-3456. The office is open from to days.		
If you do not agree with the information on this form you can ask for a hearing.			
Eligibility Worker Name:	John Smith		



