

---

## Manual Revision Memorandum

---

**ISD-MR 18-18**

**TO:** ISD Employees & SL Start Employees  
**FROM:** Mary Brogdon, Division Director for Income Support Division *MSM*  
**RE:** Notice for Clothing Allowance  
**DATE:** October 30, 2018

This MR is to inform you about the change to the process of issuing the “Clothing Allowance” notice that is issued yearly in August and January. Currently, the “Clothing Allowance” notice is issued via the Business Operations Center (BOC) and is not viewable in ASPEN.

Effective November 1, 2018 and beginning with the clothing allowance issuance for January 2019 the new notice titled: “Notice for Clothing Allowance” (FAP 001/FAPSP 001) will be issued through ASPEN. These notices will be ASPEN generated only. The notice will be available to view in ASPEN under correspondence and a case comment will be generated in the case comment section in ASPEN for the individuals who receive the clothing allowance.

If you have any questions please contact Suzanne Duran-Vigil at 505-827-7289 or [SuzanneP.Duran-Vigi@state.nm.us](mailto:SuzanneP.Duran-Vigi@state.nm.us) .

Attachments: Notice for Clothing Allowance (FAP 001 and FAPSP001)



## Income Support Division

Central ASPEN Scanning Area

PO Box 830

Bernalillo, NM 87504

Phone Number: (800) 283-4465

Fax Number: (855) 804-8960

Revision Date: FAP 001 October 28<sup>th</sup>, 2018

Case Number: 0123456789

Date: January 1<sup>st</sup>, 2019

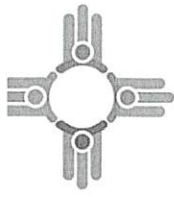
Tom Smith  
1600 Pennsylvania Avenue  
Santa Fe, NM 87505

### Notice for Clothing Allowance

Your TANF/NMW cash assistance benefits will go up for **Month Year Due**<<Clothing Allowance Due Month (Month Year)>>. You will get your normal benefit amount **Month Year Due** unless you told us about anything that would allow for a change in the amount of benefits.

Clothing allowance is provided for each school age child, age 6–18 years, as of September 1<sup>st</sup>. This allowance is available for **Month Year Due (Month Year)** only.

Your TANF/NMW cash assistance benefits will go up by **Clothing Allowance Issuance Amount**, for the following eligible child(ren): **Child 1, Child 2. (The individual names shall be comma separated if there is more than one individual on the case)**



## Income Support Division

Central ASPEN Scanning Area

PO Box 830

Bernalillo, NM 87504

Número de teléfono: (800) 283-4465

Número de fax: (855) 804-8960

Revision Date: FAP 001 October 28<sup>th</sup>, 2018

Número de caso: 0123456789

Fecha: January 1<sup>st</sup>, 2019

Tom Smith  
1600 Pennsylvania Avenue  
Santa Fe, NM 87505

### Aviso para el subsidio de ropa

Los beneficios de su asistencia en efectivo TANF/NMW aumentarán para **Year Due**. Usted recibirá su monto normal de beneficios **Month Year Due** a menos que nos haya dicho algo que nos permita cambiar el monto de sus beneficios.

La asignación de ropa se proporciona a cada niño en edad escolar, entre 6 y 18 años, a partir del 1 de septiembre. Esta asignación está solamente solo para **Month Year Due**.

Los beneficios de su asistencia en efectivo TANF/NMW aumentarán **Clothing Allowance Issuance Amount**, para el/los siguiente(s) niño(s): **Child 1, Child 2. (The individual names shall be comma separated if there is more than one individual on the case)**