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## General Information Memorandum

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**ISD-GI 16-09**

**TO:** ISD Employees & SL Start  
**FROM:**  Marilyn Martinez, Director, Income Support Division  
**DATE:** February 8, 2016  
**RE:** 2016 Production Calendar

Attached is the 2016 ASPEN Production Calendar. All dates showing specific availability will be adhered to as closely as possible. Any changes to the calendar will be communicated in advance when any changes are required. Please note the document contains hyperlinks for more detailed explanation where necessary.

Should you have any questions regarding this GI, please contact Debra Garcia by e-mail at [debraa.garcia@state.nm.us](mailto:debraa.garcia@state.nm.us).

# January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HOLIDAY New Year's Day GA Disability IR/PR Packets Mailed. Clothing Allowance	2 Month Begin Reports Generated ASPEN Available
3	4	5	6	7	8	9 ASPEN Available
10 Admin Renewal Task Generated	11	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed.	13	14 IR Warning Notices Mailed.	15 Last Day to Make Changes Case Closure Effective Month End	16 ASPEN Available
17	18 HOLIDAY Martin Luther King Jr Birthday	19	20	21	22	23 ASPEN Available
24	26	26	27	28	29	30 ASPEN Available ABAWD Good Cause Timesheet Update Monthly Issuance Month End
31 ASPEN Release 2.12						

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:

NONE THIS MONTH

MOVED TO PRODUCTION:

1099 TO LIHEAP PROVIDERS  
CLIENT STATEMENTS

# February 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2	3	4	5	6 ASPEN Available
7	8	9	10	11	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed	13 ASPEN Available
14 Admin Renewal Task Generated	15 IR Warning Notice Mailed	16 Last Day to Make Changes Case Closure Effective Month End	17		19	20 ASPEN Available
21	22	23	24	25	26	27 ASPEN Available
28	29 ABAWD Good Cause Timesheet Update Monthly Issuance Month End					

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:  <a href="#">EDFINPARMS</a> <a href="#">EDFMALIMITS</a> <a href="#">EDLTCLIMITS</a>	MOVED TO PRODUCTION:  <a href="#">PARIS send file</a>
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# March 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2	3	4	5 ASPEN Available
6	7	8	9	10	11	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed
13 Admin Renewal Task Generated	14	15	16	17 IR Warning Notice Mailed	18 Last Day to Make Changes Case Closure Effective Month End	19 ASPEN Unavailable
20	21	22	23	24	25	26 ASPEN Available
27	28	29	30	31 ABAWD Good Cause Timesheet Update Monthly Issuance Month End		

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:  <a href="#">EDLTCPARMS (CSMIA)</a> <a href="#">PARIS send file</a>	MOVED TO PRODUCTION:  <a href="#">EDFINPARMS</a> <a href="#">EDFMALIMITS</a> <a href="#">EDLTCLIMITS</a>
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# April 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ASPEN Release 2.13					1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2 ASPEN Available
3	4	5	6	7	8 ASPEN Release 2.13	9 ASPEN Available
10 Admin Renewal Task Generated  ASPEN Release 2.13	11	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed	13	14 IR Warning Notice Mailed	15 Last Day to Make Changes Case Closure Effective Month End	16 ASPEN Available
17	18	19	20	21	22	23 ASPEN Available
24	25	26	27	28	29	30 ASPEN Available ABAWD Good Cause Timesheet Update Monthly Issuance Month End

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:  <a href="#">EDLTCPARMS</a> <a href="#">PARIS send file</a>	MOVED TO PRODUCTION:  NONE THIS MONTH
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# May 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 GA Disability IR/PR Packets Mailed.	2 Month Begin Reports Generated	3	4	5	6	7 ASPEN Available
8 Admin Renewal Task Generated	9	10	11	12 Mass update to Roll Sanctions to Text Level IR/PR Packets Mailed	13	14 ASPEN Available
15	16	17 IR Warning Notice Mailed	18 Last Day to Make Changes. Case Closure Effective Month End.	19	20	21 ASPEN Available
22	23	24	25	26	27	28 ASPEN Available
29	30 HOLIDAY Memorial Day	31 ABAWD Good Cause Timesheet Update Monthly Issuance Month End				

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:  <a href="#">EDFSPARMS</a> <a href="#">BIANNSCHOOI.SUBSIDY</a> (to be issued end of month July for August)	MOVED TO PRODUCTION:  <a href="#">PARIS send file</a>
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# June 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin. Reports Generated GA Disability IR/PR Packets Mailed.	2	3	4 ASPEN Available
5	6	7	8	9	10 ASPEN Release 2.14	11 ASPEN Available
12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed Admin Renewal Task Generated  ASPEN Release 2.14	13	14	15	16 IR Warning Notice Mailed	17 Last Day to Make Changes. Case Closure Effective Month End.	18 ASPEN Unavailable
19	20	21	22	23	24	25 ASPEN Available
26	27	28	29	30 ABAWD Good Cause Timesheet Update Monthly Issuance Month End		

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

<p>RT TIME SENSITIVE PENDING::</p> <p><a href="#">EDMACARDCUTOFF</a>  <a href="#">EDNEGACTIONDATE</a>  <a href="#">BICUTOFFDATE</a>  <a href="#">Production Calendar</a>  <a href="#">PARIS send file</a></p>	<p>MOVED TO PRODUCTION:</p> <p><a href="#">EDLTCPARMS</a>  <a href="#">BIANNSCHOOLSUBSIDY</a></p>
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# July 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2 ASPEN Available
3	4 HOLIDAY Independence Day	5	6	7		9 ASPEN Available
10 Admin Renewal Task Generated	11	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed.	13	14	15	16 ASPEN Available  IR Warning Notice Mailed
17	18 Last Day to Make Changes. Case Closure Effective Month End.	19	20	21	22	23 ASPEN Available
24	25	26	27	28	29	30 ASPEN Available ABAWD Good Cause Timesheet Update Monthly Issuance Month End
31						

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:

NONE THIS MONTH

MOVED TO PRODUCTION:

[EDMACARDCUTOFF](#)  
[EDNEGACTIONDATE](#)  
[BICUTOFFDATE](#)  
[Production Calendar](#)



# August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed. Clothing allowance	2	3	4	5	6 ASPEN Available
7	8	9	10	11	12 Miss update to Roll sanctions to Next Level IR/PR Packets Mailed	13 ASPEN Available
14 Admin Renewal Task Generated  ASPEN Release 2.15	15	16	17 IR Warning Notice Mailed	18 Last Day to Make Change Case Closure Effective Month End.	19	20 ASPEN Available
21	22	23	24	25	26	27 ASPEN Available
28	29	30	31 ABA Good Cause Worksheet Update			

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

<p>RT TIME SENSITIVE PENDING:</p> <p><a href="#">ENSCALENDAR</a>  <a href="#">EDCASHPAYSTD</a>  <a href="#">EDFINPARMS</a>  <a href="#">EDFSLIMITS</a>  <a href="#">EDFSPARMS</a>  <a href="#">EDFSSTDS</a>  <a href="#">EDLIHEAPENRGYPOINTS</a>  <a href="#">EDLIHEAPINCPOINTS</a>  <a href="#">EDRSCPARMS</a>  <a href="#">EDSERPAYSTDRELMAX</a>  <a href="#">LIHEAPPOINTVALUE</a></p>	<p>MOVED TO PRODUCTION:</p> <p><a href="#">PARIS send file</a></p>
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# September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2	3 ASPEN Available October 2016 FPL Mass Update (tentative)
4	5 HOLIDAY Labor Day	6	7	8	9	10 ASPEN Available
11 Admin Renewal Task Generated	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed	13	14	15 IR Warning Notices Mailed.	16 Last Day to Make Changes. Case Closure Effective Month End.	17 ASPEN Unavailable
18	19	20	21	22	23	24 ASPEN Available
25	26	27	28	29	30 ABAWD Good Cause Timesheet Update Monthly Issuance Month End	

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

**RT TIME SENSITIVE PENDING:**

[BIANNSCHOOLSUBSIDY](#)  
[EDCOLAMULTIPLIER](#)  
[EDFINPARMS](#)  
[EDLTCLIMITS](#)  
[EDLTCPARMS](#)  
[EDRSCPARMS](#)  
[PARIS\\_send file](#)  
[BICUTOFFDATE](#)  
[EDNEGACTIONDATE](#)  
[EDMACARDCUTOFF](#)

**MOVED TO PRODUCTION:**

[EDCASHPAYSTD](#)  
[EDFINPARMS](#)  
[EDFSLIMITS](#)  
[EDESPPARMS](#)  
[EDFSSTDS](#)  
[EDLIHEAPENRGYPOINTS](#)  
[EDLIHEAPINCPOINTS](#)  
[EDRSCPARMS](#)  
[EDSERPAYSTDRELMAX](#)  
[FNSCALENDAR](#)  
[LIHEAPPOINTVALUE](#)

RESCINDED

# October 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Month Begin ASPEN Available Reports Generated GA Disability IR/PR Packets Mailed.
2	3	4	5	6	7	8 ASPEN Available
9 Admin Renewal Task Generated	10 HOLIDAY Columbus Day	11	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed	13	14	15 ASPEN Available
16 ASPEN Release 2.16	17 IR Warning Notice Mailed	18 Last Day to Make Changes. Case Closure Effective Month End.	19	20	21	22 ASPEN Available
23	24	25	26	27	28	29 ASPEN Available
30	31 ABAWD Good Cause Timesheet Update Monthly Issuance Month End					

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:

NONE THIS MONTH

MOVED TO PRODUCTION:

BICUTOFFDATE  
EDNEGACTIONDATE  
EDMACARDCUTOFF

# November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2	3	4	5 ASPEN Available
6	7	8	9	10	11 HOLIDAY Veterans Day	12 Mass update to Roll Sanctions to Next Level  IR/PR Packets Mailed
13 Admin Renewal Task Generated	14	15	16 IR Warning Notices Mailed.	17 Last Day to Make Changes. Case Closure Effective Month End.	18	19 ASPEN Available
20	21	22	23	24 HOLIDAY Thanksgiving Day	25 HOLIDAY Presidents Day (Observed)	26 ASPEN Available
27	28	29	ABAWD Good Cause Timesheet Update Monthly Issuance Month End			

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)  
 \* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:  HOLIDAY	MOVED TO PRODUCTION:  <u><a href="#">PARIS send file</a></u>
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# December 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed.	2	3 ASPEN Available October 2016 FPL Mass Update (tentative)
4	5 HOLIDAY Labor Day	6	7	8	9	10 ASPEN Available
11 Admin Renewal Task Generated	12 Mass update to Roll Sanctions to Next Level IR/PR Packets Mailed	13	14	15 IR Warning Notices Mailed.	16 Last Day to Make Changes. Case Closure Effective Month End.	17 ASPEN Unavailable
18 ASPEN Release 2.17	19	20	21	22	23	24 ASPEN Available
25	26 HOLIDAY Christmas Day (Observed)	27	28	29	30	31 ASPEN Available ABAWD Good Cause Timesheet Update Monthly Issuance Month End

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING::  <a href="#">1099 TO LIHEAP PROVIDERS</a> <a href="#">CLIENT STATEMENTS</a> <a href="#">EDFINPARMS</a> <a href="#">EDFMALIMITS</a> <a href="#">EDLTCLIMITS</a> <a href="#">EDMACARDCUTOFF</a> <a href="#">EDNEGACTIONDATE</a> PARIS send file	MOVED TO PRODUCTION:  <a href="#">EDCOLAMULTIPLIER</a> <a href="#">EDFINPARMS</a> <a href="#">EDLTCLIMITS</a> <a href="#">EDLTCPARMS</a> <a href="#">EDRSCPARMS</a> <a href="#">HOLIDAY</a>
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RT Table / Action Name	Description
1099 TO LIHEAP PROVIDERS	Generate annual 1099s for LIHEAP vendors.
BIANNSCHOOLSUBSIDY	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.
BICUTOFFDATE	The dates on which the monthly issuance jobs for SNAP and cash will be run.
CLIENT STATEMENTS	Annual client statements for clients who received cash payments in the previous calendar year.
EDCASHPAYSTD	Gross and Net Income limits for cash.
EDCOLAMULTIPLIER	COLA multiplier for RSDI individuals.
EDFINPARMS	Income and deductions parameters for Cash and FIP-related Medicaid.
EDFMALIMITS	Income limits for family (FIP-related Medicaid).
EDFSLIMITS	SNAP income limits and meal allotment values.
EDFSPARMS	Income and deduction parameters for SNAP.
EDFSSTDS	SNAP standard deduction amount.
EDLIFEESTATEFACTOR	Life estate factor for calculating divestment.
EDLIHEAPENRGYPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the group's utility charges.
EDLIHEAPINCPOINTS	Indicates the number of LIHEAP points the household is eligible for based on the household income.
EDLTCLIMITS	Income limits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.
EDLTCPARMS	Utility Allowances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.
EDMACARDCUTOFF	Medicaid card cutoff dates. This table needs to be updated one year in advance.
EDNEGACTIONDATE	The last day on which a negative action can be taken for a month and program. This table needs to be updated one year in advance.
EDRSCPARMS	Resource parameters.
EDSERPAYSTDRELMAX	Net Standard income limits for LIHEAP.
FNSCALENDAR	Lists the cycle numbers for transactions with the TOP interface.
HOLIDAY	List of state and federal holidays.
LIHEAPPOINTVALUE	Indicates the dollar value for a LIHEAP point.
PARIS send file	Send PARIS file to federal government.
Production Calendar	Update production calendar for next year.