

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

General Information Memorandum

ISD-GI 17-04

TO:

ISD Employees

FROM:

Sean Pearson, Deputy Secretary, Income Support Division

RE:

2017 Production Calendar

DATE:

January 19, 2017

The ASPEN Production Calendar for 2017 is on the allowing lages. Any changes to the calendar will be communicated in advance.

Should you have questions or concerns regard this I, please contact Debra Garcia by e-mail at debraa.garcia@state.nm.us.

Phone: (505) 827-7250 Fax: (505) 827-7203

			Q > 8	<u>.</u>		
29	B	15	8 Admin Renewal Task Generated		SUNDAY	
30	23	16 HOLIDAY Martin Luther King Jr. Birthday	9	2 HOLIDAY New Ycar's Day (observed)	MONDAY	
31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	24	71	10	3 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	TUESDAY	
	25	Las Day to Make Chaiges Lase Chures Effective Mount and VWarling Noice Mailed	11	4	WEDNESDAY	January 2017
5	26	19	Mass update to Rollover sanction/remove TANF from SNAP	Cn.	THURSDAY	17
	27	20	13 IR/PR Packets Mailed	6	AYCIDEL	
	28 ASPEN Available	21 ASPEN Unavailable	14 ASPEN Available	7 ASPEN Available	SATURDAY	

^{*} ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sadays * ASPEN Down at 6:45 PM Daily

NONE THIS MONTH RT TIME SENSITIVE PENDING:

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^{*} Auto denial/closure jobs are on hold

12 Admin Renewal Task Generated Mass update to Rollover sanction/remove TANF from SNAP 19 20 21 22 28 27 28 ABAWD Good Cause Month End 14 Lar Day to Make Lar Day to Make Carl Closus's Eff ctiv Month End III Wating Duce Med 23 23	SUNDAY	MONDAY	Aversing	February 2017 WEDNESDAY 1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed 9	17 THURSDAY 2	3 3	ADAY.
IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP 20 21 28 ABAWD Good Cause Monthly Issuance Monthly Issuance Month End La Day to Make La Day to Make Ca Closy's Eff ctiv Month End IF W ning botice Month End 22 23		6		00	9		10
28 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	min Renewal Task nerated	IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	14	Day to a pay to a pay to a pes a Closy fi Criv	16		17
27	19	20	21	13	23		24
	26	27	28 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End			- I	

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^{*} Auto denial/closure jobs are on hold

26	19	12 Admin Renewal Task Generated	5		SUNDAY	
27	20	13 IR/PR Packets Maile Mass update to Rollover sanction/remove TANF from SNAP	6		AVGNOW	
28	21	14			AVGSJAI.	
29	B	Si.	8	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	WEDNESDAY	March 2017
	23	16	9	2	THURSDAY	7
31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	24	Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	10	Ç.S.	MADAY	
	25 ASPEN Available	18 ASPEN Available	11 ASPEN Available	4 ASPEN Available	SATURDAY	

^{*} ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sun * ASPEN Down at 6:45 PM Daily * Auto denial/closure jobs are on hold

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			April 2017	7		
SUNDAY	MONDMY	TUESDAY	WEDNESDAY	THURSDAY	АКПИЛ	SATURDAY
						1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed ASPEN Available
2	LJ.		CA	6	7	8 ASPEN Available
9 Admin Renewal Task Generated	10		12 Yass update to Rollover sa Yion/remove TANF om SNAP	13 IR/PR Packets Mailed	14	15 ASPEN Available
16	Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	18		20	21	ASPEN Available
23	24	25	26		28	ABAWD Good Cause Time Sheet Update Monthly Issuance Month End ASPEN Available Monthly Issuance
30						
* ASDEN Jaily more	ular Batch mine event d	* ASPEN Daily regular Batch time every day from Monday through Saturday dimited batch time on	introduct dimited batch or	no on Sundame)		

^{*} ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

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NONE THIS MONTH

^{*} Auto denial/closure jobs are on hold

	A STATE OF THE PARTY OF THE PARTY.					-
28	21	14 Admin Renewal Task Generated	7		SUNDAY	
29 HOLIDAY Memorial Day	22	15	8	Month Begin Reports Generated GA Disability IR/PR Packets Mailed	MONDAY	
30	23	16	9	ю	TUESDAY	
ABAWD Good Cause Time Sheet Update Monthly Issuance	24	17	10	tu	WEDNESDAY	May 2017
	25	Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	11	4	THURSDAY	
	26	19	Mass update to Rollover sanction/remove TANF from SNAP	Un.	AVCTRA	
	27 ASPEN Available	20 ASPEN Available	13 ASPEN Available IR/PR Packets Mailed	6 ASPEN Available	SATURDAY	

^{*} ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sandays * ASPEN Down at 6:45 PM Daily

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^{*} Auto denial/closure jobs are on hold

* ASDEN Daily room	25	18	11 Admin Renewal Task Generated	4		SUNDAY	
or Batch mine every day	26	19	Mass update to Rollover sanction/remove TANF from SNAP	U1		MONDAY	
* ASPEN Daily regular Barch mine extern day from Monday through Catuaday Minited batch mine	27	20	13 IR/PR Pacets Maled			TULESDAY	
under dimited hatch muse	28	2	ī	7		WEDNESDAY	June 2017
C. Vanny	8	23	15	x	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	THURSDAY	
	30 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	23	Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	9	Ю	AVCING	
		24 ASPEN Available	17 ASPEN Available	10 ASPEN Available	3 ASPEN Available	SATURDAY	

^{*} ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sur Jays)
* ASPEN Down at 6:45 PM Daily

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^{*} Auto denial/closure jobs are on hold

30	23	16	9 Admin Renewal#Task Generated	2		SUNDAY
31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	24	17	10	3		MONDAY
	25	18 Last Day to Make Chang Case Closures Effectiv Month End IR Warning Notice Mailed	12	4 HC ZDAY dependence Day		WCSTOL
	26		12 Mass update to Rollover sanction/remove TANF from SNAP	ហ		July 2017
	27	20	13 IR/PR Packets Mailed	6		WGSWHIL.
	28	21	14	7		I RUDAY
	29 ASPEN Unavailable	22 ASPEN Available	15 ASPEN Available	8 ASPEN Available	Month Begin Reports Generated GA Disability IR/PR Packets Mailed ASPEN Available	SATURDAY

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* ASPEN Down at 6:45 PM Daily
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RT TIME SENSITIVE PENDING: NONE THIS MONTH

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Production Calcadar

	20	13 Admin Renewal Task Genemted	6		WGNUS	
	21	14 IR/PR Packets Mailed	7		MONDAY	
	29 13	15		Month Begin Reports Generated GA Disability IR/PR Parkers Mailed	AVERSIAL	
	3	16	9	22	WEDNESDAY	August 2017
A AWD Good Cause inc Stat Update Mon thy Is, ance Mon End	24	17	10	(J.)	THURSDAY	17
	25	Last Day to Make Changes ASPEN Available Case Closures Effective Month End IR Warning Notice Mailed	11	+	IRIDAY	
	ASPEN Available	19 ASPEN Available	ASPEN Available ASPEN Available Mass update to Rollover sanction/remove TANF from SNAP	5 ASPEN Available	SATURDAY	

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* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

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33 4 HOLIDAY Labor Day 10 Admin Renewal Task Generated Generated TANF from NAP 17 18 19 20 21 22 23 26 27 28 29			Se	September 2017	STATE STATE		
HOLIDAY Labor Day 12 13 14 Innin Renewal Task 11 12 13 Innin Renewal Task 11 12 Innin Renewal Task 11 12 Innin Renewal Task 12 Innin Renewal Task 12 Innin Renewal Task 13 Innin Renewal Task 12 Innin Renewal Task 13 Innin Renewal Task Inni Renewal Task	20,70,21	NOVE DE	Turspar	WEDNESDAY	TAI ON THE PARTY OF THE PARTY O	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2 ASPEN Available
11 12 13 14 12 13 14 14 15 15 15 15 16 17 17 17 17 17 17 17	3	4 HOLIDAY Labor Day	5	6	7	00	9 ASPEN Available
18 19 20 21 25 26 27 28	10 Admin Renewal Task Generated	11	12 Hoss upe to 1 Rowert sancth from NAP	13 IR/PR Packets Mailed	14	Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	16 ASPEN Available
25 26 27 18	A.	18	19	20	21	22	23 ASPEN Available
	24	25	26	27	266	29	30 ASPEN Available ABAWD Good Cause Time Sheet Update Monthly Issuance Month End

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* ASPEN Down at 6:45 PM Daily

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* ASPEN Daily regular	29	22		15	8 Admin Renewal Task Generated		KUNDAY	
ASPEN Daily regular Batch nins every day from Wonday through Saturday Simited hatch nins on	30	23		16	9 HOLIDAY Columbus Day	2 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	MONDAY	
m Monday through Sa	31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	24		17	10	(L)	TUESDAY	0
uturday Aimited hatch		25	Car osures Effective on End R V rning bice	at Day to Make	=	4	WEDNESDAY	October 2017
mine on unda		26		19	Mass update to Rollover sanction/remove TANF from SNAP	Ut	THURSDAY	17
		27		20	13 IR/PR Packets Mailed	6	PRIDAY	
		28 ASPEN Available		21 ASPEN Available	14 ASPEN Available	7 ASPEN Available	SATURDAY	

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NONE THIS MONTH

MOVED TO PRODUCTION:

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26	19	12 Admin Renewal Task Generated	-Un		SUNDAY	
27	20	13 Nass update to Rollover sanction/remove TANF from SNAP IR/PR Packets Mailed	6		MONDAY	
28	21	14	7		TUESDAY	Z
29		15	00	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	WEDNESDAY	November 2017
ABAY D Good Cause	23 HOLIDAY Thanksgiving Day	16	9	2	THURSDAY)17
	24 HOLIDAY Presidents Day (Observed)	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	10 HOLIDAY Veterans Day (Observed)	3	FRIDAY	
	25 ASPEN Avzilable	18 ASPEN Available	11 ASPEN Available	4 ASPEN Available	SATURDAY	

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		I	December 2017	017		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2 ASPEN Available
3	+	3	6	7	œ	9 ASPEN Available
Admin Renewal Task Generated	11	Mass up the to Ro, wer sanction/ro, over ANF from NAP	13 IR/PR Packets Mailed	14	15	16 ASPEN Available
17	Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	19	<i>y</i>	21	22	23 ASPEN Available
24	25 HOLIDAY Christmas Day	26	27		29	30 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End
31				C		

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Update production calendar for next year.	Production Calendar
Send PARUS file to federal government.	PARIS send file
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List of state and federal holida	HOLIDAY
Lists the cycle numbers for transmit ons with the TOP interface.	FNSCALENDAR
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ters.	EDRSCPARMS
The last ty on thick a needs to be upd ed one year andvance.	EDNEGACTIONDATE
A car cutoh lates. This table needs to be updated one year in advance.	EDMACARDCUTOFF
Utility Allo ances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.	EDLTCPARMS
Incomes hits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.	EDLTCLIMITS
deates the number of LIHEAP points the household is eligible for based on the nousehold income.	EDLIHEAPINCPOINTS
Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.	EDLIHEAPENRGYPOINTS
Life estate factor for calculating divestment.	EDLIFEESTATEFACTOR
SNAP standard deduction amount.	EDFSSTDS
Income and deduction parameters for SNAP.	EDFSPARMS
SNAP income limits and max allotment values.	EDFSLIMITS
Income limits for family (FIP-related) Medicaid.	EDFMALIMITS
Income and deductions parameters for Cash and FIP-related Medicaid.	EDFINPARMS
COLA multiplier for RSDI individuals.	EDCOLAMULTIPLIER
Gross and Net Income limits for cash.	EDCASHPAYSTD
Annual client statements for clients who received cash payments in the previous calendar year.	CLIENT STATEMENTS
The dates on which the monthly issuance jobs for SNAP and cash will be run.	BICUTOFFDATE
This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.	BIANNSCHOOLSUBSIDY
Generate annual 1099s for LIHEAP vendors.	1099 TO LIHEAP PROVIDERS
Description	RT Table / Action Name

Update production calendar for next year.	Production Calendar
Send PARIS file to federal government.	PARIS send file
Indicates the dollar value for a LIHEAP point.	LIHEAPPOINTVALUE
List of state and federal holiday	HOLIDAY
Lists the cycle numbers for transaction as with the TOP interface.	FNSCALENDAR
Net Standard income limits of LIH AP.	EDSERPAYSTDRELMAX
arameters.	EDRSCPARMS
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Julity Alloy Inces such as Heating, Cooling, Std. Utility allowances, personal needs, shelter c.	EDLTCPARMS
Income In its for SSI-related Medicaid and Medicare Cost Sharing types of assistance.	EDLTCLIMITS
	EDLIHEAPINCPOINTS
Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.	EDLIHEAPENRGYPOINTS
Life estate factor for calculating divestment.	EDLIFEESTATEFACTOR
SNAP standard deduction amount.	EDFSSTDS
Income and deduction parameters for SNAP.	EDFSPARMS
SNAP income limits and max allotment values.	EDFSLIMITS
Income limits for family (FIP-related) Medicaid.	EDFMALIMITS
Income and deductions parameters for Cash and FIP-related Medicaid.	EDFINPARMS
COLA multiplier for RSDI individuals.	EDCOLAMULTIPLIER
Gross and Net Income limits for cash.	EDCASHPAYSTD
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Description	RT Table / Action Name