



HUMAN SERVICES
DEPARTMENT

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

Interim Policy & Procedure Memorandum

ISD IPP 16 – 07

TO: ISD Employees
FROM: Sean Pearson, Deputy Secretary
RE: 2016 Mileage Reimbursement Guideline
DATE: September 1, 2016

This IPP is issued to provide guidance when having to utilize the updated mileage reimbursement rates for the calendar year 2016, as per IPP 16 – 07.

- SNAP Self-Employment transportation costs necessary to produce self-employment income will be \$.54 cents per mile (federal mileage rate).
- SNAP Dependent Care deductions were expanded in 2012 to include the cost of transportation (mileage) to and from the dependent care provider.
 - For the calendar year 2016 the allowable deduction will be \$.54 cents per mile (federal mileage rate).

Until the anticipated ASPEN release is implemented:

Manually multiply the mileage reported by the participant by the 2016 rate of \$.54 cents per mile. Enter the dollar amount into the respective ASPEN screen (medical, dependent care or self-employment) and proceed with case processing.

For questions regarding this IPP, please contact Rita A. Paz via e-mail at rita.paz@state.nm.us or by telephone at 505-827-7286.

Individual Information

Name: Individual #: Updated Date : 06/20/2016

Self Employment Dates

When did the circumstance begin or change? 05/01/2016 When did the circumstance end?
Projection Start Month: 06/2016 Projection End Month: 07/2016

Self Employment Expenses Details

Expense Report Date: [mm] / [dd] / [yyyy] [2016] • Date Client Became Aware: [05] / [01] / [2016] [2016]
Date Paid: [mm] / [dd] / [yyyy] [2016] Date to stop using expense in projection: [mm] / [dd] / [yyyy] [2016]
Expense Type: [dropdown]
Expense Amount: \$ [0] [00] Number of Miles: [0]
Number of months expense covers: []
Expenses Verification: [dropdown]
Expense Verification Received Date: [mm] / [dd] / [yyyy] [2016]

Reset Add

Date Paid	Expense Type	Expense Amount	Number of months expense covers	Verification	Date to stop using expense in projection
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RESCINDED

Individual Information

Name:

Individual #:

Updated Date: 06/20/2016

Self Employment Dates

When did the circumstance begin or change?

05/01/2016

When did the circumstance end?

Projection Start Month:

06/2016

Projection End Month: 07/2016

Self Employment Expenses Details

Expense Report Date

Date Paid

Expense Type

Expense Amount

Number of months expense covers

Expenses Verification

Expense Verification Received Date

Date Paid	Expense

- Capital asset purchases
- Commission and Fees
- Contract labor
- Cost of Goods Sold
- Depreciation of property and equipment
- Educational expenses
- Employee benefit program
- Employees' Pay
- FICA taxes paid for employee
- Feed
- Individual Retirement Plans (IRAs)
- Insurance
- Interest
- Interest on mortgage
- Interest paid (income producing property)
- Legal/professional services
- Loan payment (income producing property)
- Meals and other entertainment costs
- Mileage
- Other AGI only
- Other Allowable Expense
- Pension and profit sharing
- Rent Expense
- Repairs/Maintenance
- Seed / Fertilizer / Stock / Raw material
- Supplies
- Taxes
- Taxes and Licenses
- Travel Expenses
- Wages paid to others

05 / 01 / 2016

mm / dd / yyyy

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Individual Information

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Self Employment Dates

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Self Employment Expenses Details

Expense Report Date: [mm / dd / yyyy] Date Client Became Aware: 05 / 01 / 2016
Date Paid: [mm / dd / yyyy] Date to stop using expense in projection: [mm / dd / yyyy]
Expense Type: [dropdown]
Expense Amount: \$ 0.00 Number of Miles: 0
Number of months expense covers: [input]
Expenses Verification: [dropdown]
Expense Verification Received Date: [mm / dd / yyyy]

Reset Add

Date Paid	Expense Type	Expense Amount	Number of months expense covers	Verification	Date to stop using expense in projection
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RESCINDED