



New Mexico Human Services Department

Susana Martinez, Governor
Sidonie Squier, Secretary

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

INCOME SUPPORT DIVISION INTRADEPARTMENTAL MEMORANDUM

ISD GI- 12-02
DATE: January 13, 2012

TO: HSD – ISD Employees
FROM:  Ted Roth, Acting Director
Income Support Division
RE: 2012 ISD2 Production Calendar

Attached is the ISD2 Production Calendar for the 2012 calendar year. All dates showing specific availability will be adhered to as closely as possible. The ISD2 Help Desk will give as much advance notice as possible when emergency changes are required.

For assistance, please contact Debra A. Garcia at 827-7244 or by e-mail debraa.garcia@state.nm.us.

RESCINDED

January 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY New Years Day Observed	3 Month Begin IV-D Interface	4	5	6 MISC 1 & 2	7
8	9 Prior Access		11	12	13 Quarterly Purge	14 Saturday Availability SR's Mailed
15	16 HOLIDAY Martin Luther King Jr. Birthday	17 Prior Access	18 Last Day To Make Changes	19	20	21 Saturday Availability SR Warning Notice Mailed
22	23 Prior Access	24	25 032's & 072's Closed Effective Month End	26	27	28 Saturday Availability
29	30	31 Monthly Issuance Month End				

RESCINDED

February 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin IV-D Interface	2	3	4 Saturday Availability
5	6 Prior Access	7	8	9	10 MISC 1 & 2	11
12	13 Prior Access	14	15	16 Last Day To Make Changes SR's Mailed	17	18 Saturday Availability
19	20 Prior Access	21 SR Warning Notice Mailed	22	23 032's 072's Closed Effective Month End	24	25 Saturday Availability
26	27 Prior Access	28	29 Monthly Issuance Month End			

RESCINDED

March 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin IV-D Interface	2	3 Saturday Availability
4	5 Prior Access	6	7	8	9 MISC 1 & 2	10
11	12 Prior Access	13	14	15	16 Last Day To Make Changes SR's Mailed	17 Saturday Availability
18	19 Prior Access	20	21 SR Warning Notice Mailed	22	23	24 Saturday Availability
25	26 Prior Access 032's & 072's Closed Effective Month End	27	28	29	30 Monthly Issuance Month End	31

RESCINDED

April 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin IV-D Interface	3	4	5	6 MISC 1 & 2	7
8	9 Prior Access	10	11	12	13 Quarterly Purge	14 Saturday Availability SR's Mailed
15	16 Prior Access	17 Last Day To Make Changes	18	19	20	21 Saturday Availability SR Warning Notice Mailed
22	23 Prior Access	24 032's & 072's Closed Effective Month End	25	26	27	28 Saturday Availability
29	30 Monthly Issuance Month End					

RESCINDED

May 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin IV-D Interface	2	3	4	5 Saturday Availability
6	7 Prior Access	8	9	10	11 MISC 1 & 2	12
13	14 Prior Access	15	16 SR's Mailed	17	18 Last Day To Make Changes	19 Saturday Availability SR Warning Notice Mailed
20	21 Prior Access	22	23	24 032's Closed Effective Month End	25	26 Saturday Availability
27	28 HOLIDAY Memorial Day	29 Prior Access	30	31 Monthly Issuance Month End		

RESCINDED

June 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Month Begin IV-D Interface	2 Saturday Availability
3	4 Prior Access	5	6	7	8 MISC 1 & 2	9
10	11 Prior Access	12	13	14	15 Last Day To Make Changes	16 Saturday Availability SR's Mailed
17	18 Prior Access	19	20	21 SR Warning Notice Mailed	22	23 Saturday Availability
24	25 Prior Access 032's & 072's Closed Effective Month End	26	27	28	29 Monthly Issuance Month End	30

RESCINDED

July 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin IV-D Interface	3	4 HOLIDAY Independence Day	5	6 MISC 1 & 2	7
8	9 Prior Access	10	11	12	13 Quarterly Purge	14 Saturday Availability SR's Mailed
15	16 Prior Access	17	18 Last Day To Make Changes	19	20	21 Saturday Availability SR Warning Notice Mailed
22	23 Prior Access	24	25 032's & 072's Closed Effective Month End	26	27	28 Saturday Availability
29	30	31 Monthly Issuance Month End				

RESCINDED

August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin IV-D Interface	2	3	4 Saturday Availability
5	6 Prior Access	7	8	9	10 MISC 1 & 2	11
12	13 Prior Access	14	15	16 SR's Mailed	17 Last Day To Make Changes	18 Saturday Availability
19	20 Prior Access	21 SR Warning Notice Mailed	22	23	24	Saturday Availability
26	27 Prior Access 032's & 072's Closed Effective Month End	28	29	30	31 Monthly Issuance Month End	

RESCINDED

September 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 HOLIDAY Labor Day	4 Milton Berle N-Dante Office	5	6	7 MISC 1 & 2	8
9	10 Prior Access	11	12	13	14 Last Day To Make Changes	15 Saturday Availability SR's Mailed
16	17 Prior Access	18	19	20	21 SR Warning Notice Mailed	22 Saturday Availability
23	24 Prior Access 032's & 072's Closed Effective Month End	25	26	27	28 Monthly Issuance Month End	29
30						

RESCINDED

October 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin IV-D Interface	2	3	4	5 MISC 1 & 2	6
7	8 HOLIDAY Columbus Day	9 Prior Access	10	11	12 Quarterly Purge	13 Saturday Availability
14	15 Prior Access	16 SR's Mailed	17	18 Last Day To Make Changes	19	20 Saturday Availability SR Warning Notice Mailed
21	22 Prior Access	23	24	25 0324 & 0724 Closed Effective Month End	26	27 Saturday Availability
28	29 Prior Access	30	31 Monthly Issuance Month End			

RESCINDED

November 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin IV-D Interface	2	3 Saturday Availability
4	5 Prior Access	6	7	8	9 MISC 1 & 2	10
11	12 HOLIDAY Veterans Day	13 Prior Access	14	15	16 Last Day To Make Changes SR's Mailed	17 Saturday Availability
18	19 Prior Access	20	21 SR Warning Notice Mailed	22 HOLIDAY Thanksgiving Day	23 HOLIDAY Presidents Day Observed	24 Saturday Availability
25	26 Prior Access 032's & 072's Closed Effective Month End	27	28	29	30 Monthly Issuance Month End	

RESCINDED

December 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Month Begin IV-D Interface	4	5	6	7 MISC 1 & 2	8
9	10 Prior Access	11	12	13	14	15 Saturday Availability SR's Mailed
16	17 Prior Access	18 Last Day To Make Changes	19	20	21 SR Warning Notice Mailed	22 Saturday Availability
23	24 Prior Access 032's & 072's Closed Effective Month End	25 HOLIDAY Christmas Day	26	27	28	29 Saturday Availability
30	31 Monthly Issuance Month End					

RESCINDED