

New Mexico Human Services Department

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INCOME SUPPORT DIVISION
INTERDEPARTMENTAL
MEMORANDUM
ISD-GI 12 - 05

DATE: January 31, 2012
TO: All ISD and MAD Staff
FROM: Ted Roth, Acting Director
Income Support Division
SUBJECT: Student Eligibility for SNAP

*Renny Jonsson
on behalf of Ted Roth*


The following interpretation is to be used for all applications, recertifications, and interim reports effective February 1, 2012, and further serves to clarify the phrase "normally requires a high school diploma or equivalency exam" at 8.139.400.11 A (2) NMAC.

Students in programs/courses that do not require a high school diploma or equivalency certificate for enrollment are not considered enrolled in an institution of higher education for SNAP. Some schools that require a high school diploma or GED may accept another equivalency certificate for admission. For schools that only require a special state examination for admission, verification can be obtained from the school using the Financial Aid and Budget Verification for Students, Form FSP 420, to determine whether proof of passing that exam is considered an equivalency certificate.

The key factor to consider when determining whether a SNAP applicant/recipient is considered enrolled in an institution of higher education NMAC 8.139.400.11 A (2) is whether a high school diploma, GED, or some equivalent certificate is required to be enrolled in the program. To determine if an individual is an eligible or ineligible student rests solely on whether the program he/she is enrolled requires a high school diploma, GED, or other equivalency certificate to enroll in the program. If the answer is yes, the person is considered a student enrolled in an institution of higher education. If the answer is no, the person is not considered a student.

*Attached is a table to better define the types of programs where SNAP Applicants are considered enrolled and not enrolled.

*To verify student status the Financial Aid and Budget Verification for Students, Form FSP 420 has been revised to include a section to be completed by the educational institution. This form outlines the type of program the student is enrolled in, whether or not it requires a diploma, and if it is part of the regular curriculum. This form shall be used by the admissions office at the school to verify student status whenever enrollment in a higher education program is questionable or unknown.

	<u>COLLEGE STUDENT</u> (Enrolled in an institution of higher education)	<u>NON-COLLEGE STUDENT</u> (Not Enrolled in an institution of higher education)
Online University	April is taking courses online @ University of Phoenix to earn a Bachelors Degree. The program requires a high school diploma or equivalent. April is considered to be enrolled in institution of higher education. NMAC 8.139.400.11 A (2) (b)	April is taking an online course on Excel @ ENMU to increase her knowledge and skill. The course does not require a high school diploma or equivalent. April is NOT considered to be enrolled in institution of higher education. NMAC 8.139.400.11 A (2) (b)
Beauty School	Deborah is attending DeWolff's Beauty school to obtain a cosmetology license. The school does not require a high school diploma or equivalent, but does require a State Certification for admittance. Deborah is considered to be enrolled in institution of higher education. NMAC 8.139.400.11 A (2) (a)	Susan is attending a new Beauty school that just opened; it does not require a high school diploma or equivalent. Susan is NOT considered to be enrolled in institution of higher education. NMAC 8.139.400.11 A (2) (a)
Welding Course	Max is attending ENM in the Associates program, which requires high school diploma or equivalent to attend. Max also has taken a welding course, in addition to his program requirements. Max is considered to be enrolled in institution of higher education. NMAC 8.139.400.11 A(2)(b)	Walt decides to take a welding Course at a trade school that has just opened in town. The school does not require high school diploma or equivalent. Walt is NOT considered to be enrolled in institution of higher education. NMAC 8.139.400.11 A (2) (a)
<i>Does the school require a high school diploma or equivalency exam to enroll in the course?</i>	The student at the same University taking classes in a different program then may be considered to be enrolled in an institution of higher education, depending on the rules of admission into that program.	Students in the programs/courses that do NOT require a HS diploma or equivalency certificate for enrollment would not be enrolled in an institution of higher education for SNAP purposes.

If you have any questions please call Richard McIntyre at 827-3142 or richard.mcintyre@state.nm.us .