

General Information Memorandum

ISD-GI 13-31

TO: ISD Employees
FROM:  Ted Roth, Director, Income Support Division
RE: Initiating NMW Sanctions in ASPEN
DATE: June 28, 2013

ASPEN implementation begins in Rio Arriba County on July 22, 2013 and will be rolled out statewide by January 2014. New functionality in ASPEN will require SL Start staff to initiate NMW conciliations/sanctions directly into the system. Conciliations/sanctions resulting in changes to client benefit amounts will require ISD staff to conduct a second party review and approve the changes.

As ASPEN rolls out by Wave, the transition of responsibility for entering conciliations/sanctions from ISD staff to SL Start staff will occur. Please see the table below for those transition dates by Wave:

Implementation Phase	Last date for ISD Staff to enter a conciliation or sanction into ISD2	First day for SL Start to enter a conciliation or sanction into ASPEN
Pilot	July 12	July 22
Wave 1	September 13	September 23
Wave 2	November 8	November 18
Wave 3	January 10	January 21

Remember any TANF spider web cases identified for your office, will require SL Start staff to initiate the conciliations/sanctions in your office. Spider web cases will be determined during the conversion weekends for each Wave. The first list of spider web cases will be available to offices on July 22 after the pilot conversion occurs, then on September 23, November 18 and January 21st.

For questions regarding this GI, please contact Nicole Taylor via e-mail at nicole.taylor1@state.nm.us or by calling (505) 827-7287.