



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Sidonie Squier, Secretary
Marilyn Martinez, Acting Director

General Information Memorandum

ISD-GI 14-30

TO: ISD Employees
FROM: *MM* Marilyn Martinez, Acting Director, Income Support Division
RE: Mandatory TANF Work Program and E & T Participants
DATE: May 27, 2014

This GI is to immediately put into place a procedure to identify new mandatory TANF Work Program participants and SNAP E & T participants. The attached Mandatory TANF Work Program and SNAP E & T Participant Log will be placed in the intake area of every office. Every employee that handles a new application or recertification that contains either a mandatory TANF Work Program participant or mandatory E & T participant will log the participant onto the attached log. The completion of this log is to be done in addition to walking the participant over to SL Start; this process is to ensure all participants are identified on the NM Works Queue. The NM Works program will pick up these logs no less than the end of each day.

If you have any questions or concerns regarding this process, please contact your Regional Operations Manager.

