

Susana Martinez, Governor Brent Earnest, Secretary Marilyn Martinez, Director

## **General Information Memorandum**

## **ISD-GI 15-23**

TO: **ISD Employees** 

Marilyn Martinez, Director, Income Support Division AMENDED - 2015 ASPEN Production Calendar FROM:

RE:

DATE: April 14, 2015

d to include the 12<sup>th</sup> of each month The ASPEN Production Calendar for 2015 is amend when sanctions roll to next level.

All dates showing specific availability will be dhered to as closely as possible. Central Office will communicate via e-mail with as much advance notice as possible when emergency changes are required

Should you have question or conterns regarding this GI, please contact Debra Garcia by e-mail at debraa.garcia astate.m

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

	SATURDAY	3 ASPEN AVAILABLE	10 ASPEN AVAILABLE	17 ASPEN AVAILABLE	24 ASPEN AVAILABLE	31 ASPEN AVAILABLE Monthly Issuance		
	FRID.AY	2 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	6	16 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	13	30	(Sa	2
15	YACISNUHT	l HOLIDAY New Year's Day	æ	5	4	Fi		MOVIED TO PRODUCTION: • 1099 TO LITHEAP PROVIDERS • CLIENT STATEMENTS
January 2015	WEDNESDAY		r	7	21	28	h Saturday. (And limite	
	TURSDAY			13 IR/PR Packe Mailed.	20	27	r from Monday throug	Ŧ
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	SUNDAY		+	11 ADM Renewal Tasks	18	25	* ASPEN Daily regul:	KT TIME SENSITIVE PE

	SATURDAY	7 ASPEN AVAILABLE	14 ASPEN AVAILABLE	21 ASPFN AVAILABLE	28 ASPEN AVAILABLE Monthly Issuance		
	FRIDAY	9	13 Last Day to Make Changes. Case Closure Effective Month End. IR/PR Packets Mailed. IR Warning Notices Mailed.	20	21		
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	SUNDAY	<b>P</b>	8 ADM Renewal Tasks	15	22	* ASPEN Daily regula	RT TIME SENSITIVE PENDING: NONE THIS MONTH

			March 2015			
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8 ADM Renewal Tasks	6	⊂ C		12 Sanctions Roll to Next Level	13 IR/PR Packets Mailed.	14 ASPEN AVAILABLE
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52	23	4c1	33	26	27	28 ASPEN AVAILABLE
29	30	31 Monthly Issuance Month End				
* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Suns	Batch runs every day f	rom Monday through	Saturday. (And limited h	patch runs on Sund sel		
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£	-		9	Ľ	ø	9 ASPEN AVAILABLE
10 ADM Renewal Tasks	1	12 Sanctions Rd to Next Level	8 R/PR Packets Mail 1	14	15 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	16 ASPISN AVAILABLJE ASPISN AVAILABLJE
17	18	19	20	21	22	23 ASPEN AVAILABLE
24	25 HOLIDAY Memorial Day	26	27	28	29	30 ASPEN AVAILABLE Monthly Issuance Month End
31						
* ASPEN Daily regula	* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)	from Monday through	Saturday. (And limited	batch runs on Sundays,		
RT TIME SENSITIVE PENI	RT TIME SENSITIVE PENDING: NONE THIS MONTH		I OT CIETVOM ALIA I MA I MA	MOVED TO PRODUCTION: BLANNSCHOOLSUBSIDY  PARIS send file		

			June 2015			
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-1	œ		10	=	12 Sanctions Roll to Next Level	13 ASPEN AVAILABLE IR/PR Packets Mailed.
14 ADM Renewal Tasks	15	16	Lander to Make Juanges Case Closhe Effective Month End. R Wirning Montes Maned.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	19	20 Sanctions Roll to Next Level ASPEN AVAILABLE
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82	29	30 Monthly Issuance Month End				
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asks		WIEDNESD W	THURSDAY	FRIDAY	S.VTURD.AY
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	1	10	16	17 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	18 ASPEN AVAILABLE
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		A	August 2015	2		
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01	3 Month Begin. Reports Generated. G.A Disability. IR/PR Packets Mailed.		ىن.	Q	[~	8 ASPEN AVAILABLE
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		1 Month Begin. Reports Generated. S. Disability IR/PR Packa Mailed.	6	£	-	5 ASPEN AVAILABLE
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	SATURDAY	3 ASPEN AVAILABLE	10 ASPEN AVAILABLE	17 AVAILABLE AVAILABLE	24 ASPEN AVAILABLE	31 ASPEN AVAILABLE	Monthly Issuance Month End		
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	MONDAY		10	12 Sanctions Roll to Next Levcl HOLIDAY Columbus Day	19	26		Batch runs every day l	RT THIE SENSITIVE PENDING: NONE ITHS MONTH
	SUNDAY		4	11 ADM Renewal Tasks	18	25		* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Su	RT TAME SEASTIVE PLA

		Nc	November 2015	)15		
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8 ADM Renewal Tasks	6		11 HOLIDAY Veterans Day	12 Sanctions Roll to Next Level	13 IR/PR Packets Mailed.	14 ASPEN AVAILABLE
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52	23	<del>7</del> 4	25	26 1. JLIN I Y Thanksgring Day	27 HOLIDAY Presidents Day (observed)	28 ASPEN AVAILABLE
29 ASPEN Daily reading R	30 Monthly Issuance. Month End.	Monday Contraction				
KITIME SENSITIVE PENDING:       MOVED AND AND FOUNDOCHON:         • HOLDAY       MOVED AND SENSITIVE PENDING:         • HOLDAY       PARIS send file	atch runs every day tron	n Monday through Satu	rday. (And limited batc) MOVED 1	ted batch runs on Sundays MOVED TO PRODUCTION: • PARIS send file		

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sPEN Daily regular ]	ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)	n Monday through Sature	day. (And limited batch 1	uns on Sundays)		
<ul> <li>RT TIME SENSITIVE PENDING::</li> <li>1099 TO LIHEAP PROVIDERS</li> <li>CLIENT STATEMENTS</li> <li>EDFINPARAS</li> <li>EDFINPARAS</li> <li>EDFINLANTS</li> </ul>	DLRS	<ul> <li>EDMACARDCUTOFF</li> <li>EDNEGACTIONDATE</li> <li>PARIS send file</li> </ul>	NOVED TC NOVED TC NOVE NOVED TC NOVED TC NOVET	MOVED TO PRODUCTION: • EDCOLAMULTIPLIER • EDFINPARMS • EDLTCLAMITS • EDLTCPARMS • EDRSCPARMS	AVOLIO11 •	

Description	Generate annual 1099s for LIHEAP vendors.	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.	The dates on which the monthly issuance jobs for SNAP and cash will be run.	Annual client statements for clients who received cash payments in the previous calendar year.	Gross and Net Income limits for cash.	COLA multiplier for RSDI individuals.	Income and deductions parameters for Cash and FIP-related Medicaid.	Income limits for family (FIP-related) Medicaid.	SNAP income limits and max allotment values.	Income and deduction parameters for SNAP.	SNAP standard deduction amount.	Life estate factor for calculating divestment.	ndice the number of LIHEAP points a household is eligible for based on the groups		172 2	Utility All cances suc as Heating, Cooling, Std. Utility allowances, personal needs, shelter	Medicaid car and day The table needs to be updated one year in advance.	The last day on which a neg two action can be taken for a month and program. This table needs to be updated the year in advised		Net Standard income limits for LIHIEAP	Lists the cycle numbers for transactions with the TOP interface.	List of state and federal holidays.	Indicates the dollar value for a LII-HEAP point.	Update production calendar for next year.	Send PARIS file to federal government.
RT Table / Action Name	1099 TO LIHEAP PROVIDERS	BIANNSCHOOLSUBSIDY	BICUTOFFDATE	CLIENT STATEME A	EDCASHP STL	EDCOLAMULTIPLIR	EDFINPARMS	EDFALALIMITS	EDFSLIMITS	EDFSPARAIS	EDFSSTDS	EDLIFEESTATEFACTOR	EDLIHEAPENRGYPOINTS	EDLIHEAPINCPOINTS	EDLTCLINITS	EDLTCPARMS	EDMACARDCUTOFF	EDNEGACTIONDATE	EDRSCPARMS	EDSERPAYSTDRELMAX	FNSCALENDAR	HOLIDAY	LIHEAPPOINTVALUE	Production Calendar	PARIS send file