



HUMAN SERVICE
DEPARTMENT

SUSANA MARTINEZ, GOVERNOR
SIDONIE SQUIER, SECRETARY
TED ROTH, DIRECTOR

Interim Policy & Procedure Memorandum

ISD-IPP 13 - 06

TO: ISD Employees
FROM: *TR* Ted Roth, Director, Income Support Division
RE: Food Distribution Program on Indian Reservations (FDPIR) and Supplemental Nutrition Assistance Program (SNAP): Mandatory Verification Procedures & Termination of Program Form (TOP)
DATE: April 26, 2013

This IPP is written to clarify the mandatory requirements set forth by the Code of Federal Regulations (CFR) and the process of cross-program checks between FDPIR and SNAP.

Federal regulations at 7 CFR 273.7(e) and 7 CFR 281.1(c) and regulation at 8.139.410.11(A) NMAC explicitly state an individual or household participating in a commodity distribution program administered by any Indian Tribal Organization (ITO) is not eligible to receive SNAP benefits.

Furthermore, regulation at 7 CFR 273.11(k) & (6), issued on February 21, 2013 and effective on March 25, 2013, requires SNAP and FDPIR to perform cross-program checks to ensure participants disqualified for Intentional Program Violations (IPV's) are not allowed to participate in either program for the disqualification period of time imposed by the program.

To prevent dual participation, and to comply with the CFR, ISD Central Office sends a monthly list of SNAP households to the FDPIR sites and FDPIR sites submit monthly lists of recipients to county offices within their service areas.

Attached is the process for cross-program checks to be completed at initial intake and recertification.

If you have any question regarding this IPP, please contact Rita Paz at 505-827-7286 or via e-mail at rita.paz@state.nm.us.



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FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)

What is FDPIR?

FDPIR is a food distribution program funded by the United States Department of Agriculture (USDA) which provides USDA Foods to low-income households living on Indian Reservations, and on approved areas near reservations. Many households participate in FDPIR as an alternative to the Supplemental Nutrition Assistance program (SNAP), due to lack of access to SNAP offices, lack of transportation or inaccessibility to authorized food stores. USDA purchases and ships USDA Foods to the FDPIR sites for distribution to eligible applicants on a monthly basis.

The Food and Nutrition Services (FNS) administers FDPIR and SNAP at the Federal level. Locally, FDPIR is administered by Indian Tribal Organizations (ITO's) and SNAP is administered through the New Mexico Human Services Department Income Support Division (NMHSD ISD).

Where are the FDPIR sites located?

Currently there are seven FDPIR sites in New Mexico and two in Arizona with whom cross-program checks must be completed. *Please refer to Attachment #1 for location, address, and contact person for FDPIR and SNAP partners.*

Can households participate in FDPIR and SNAP simultaneously? No.

Federal regulations governing SNAP and FDPIR prohibit dual participation. Federal regulations governing dual participation at 7 CFR 273.7(e) and 7 CFR 281.1(c) explicitly prohibit dual participation stating no household shall be allowed to participate simultaneously in SNAP and the Food Distribution Program. In addition, regulations issued on February 21, 2013, prohibit participants disqualified for an (IPV) from SNAP or FDPIR from participating in the alternate program.

Are all ISD offices required to cross-program check for dual participation and intentional program violations? Yes.

At this point in time, ten ISD County offices located within FDPIR service areas are to perform cross-program checks for dual participation and IPV's. The county offices are:

Cibola County	McKinley County	Rio Arriba County
Sandoval County	Taos County	San Juan County
Santa Fe County	Socorro County	SW Bernalillo County
New Mexico Combined Application Project (NMCAP)		

At what point in the application process is the cross-program check required?

Cross-program checks are required at application and recertification.

What methods are used to perform cross-program checks between SNAP and FDPIR for dual participation and intentional program violations?

FNS has mandated SNAP and FDPIR to develop methods to detect dual participation and intentional program violators. Lists of currently certified households are provided to the SNAP and FDPIR offices on a monthly basis. In order to comply with the recent regulation regarding the prohibition of IPV's, these lists will now contain a monthly listing of SNAP and FDPIR participants who have been disqualified from each program.

What is the process for cross-program checks between SNAP and FDPIR?

On or about the 6th of each month, each county office receives a list consisting of "Active FDPIR Participants and IPV's." Some offices will receive more than one based on their service area. The list contains the name and social security number of every participant receiving benefits.

- These lists are the primary validation tool to be used at application/registration and at recertification to validate SNAP applicants and/or household members are **NOT** currently receiving FDPIR benefits or have an IPV.
- If an applicant or participating household is found to be on the "Active FDPIR List," the application would be denied on the basis of receiving benefits from FDPIR (Code 505).
- If an IPV disqualification is indicated. Validation of the disqualification period is needed to determine if the applicant is eligible to apply.
- If a household member is found to be on the "Active FDPIR List," the member would not be included in the household benefit group (Code 505).
- If the applicant's name is not found on the list you may opt to contact the local FDPIR site to validate non-receipt or receipt of SNAP benefits. As application/eligibility is ongoing household could be determined eligible in the current month and not be on the list.
- Upon completion of cross-program check proceed with eligibility.

Are telephonic cross-program checks to be made only to the ISD/FDPIR offices within the service areas?

No. ISD County offices may receive calls from FDPIR sites, outside their service area, requesting validation of SNAP participation or non-participation of applicants to FDPIR.

What happens when a case of dual participation is identified by ISD?

Upon identification of dual participation the ISD County Office is to contact the FDPIR site office relative to the service area to resolve eligibility/certification dates, establishment of claims and case disposition.

- Claims will be established by either FDPIR or the county office depending on which entity determined eligibility last.
- The Program and Policy Development Bureau (PPDB) will be notified of the incidence of dual participation via e-mail to rita.paz@state.nm.us or via telephone at 505-827-7286 upon establishment of claims and case disposition.

What happens when a case of dual participation is identified by FDPIR?

FDPIR will contact the local ISD County Office to resolve the issue. If the incidence of dual participation is reported to PPDB by FDPIR, the information will be reviewed. If ISD is the last entity making the participant eligible, a notice will be sent to the County Director of the responsible local ISD office requesting claims be established and to make contact with the participant to determine case disposition.

What if a SNAP recipient requests closure in order to apply for FDPIR?

When an active participant chooses to leave either SNAP to apply for FDPIR or FDPIR to apply for SNAP a Termination of Program (TOP) form is to be completed and given to the participant. If preferred the TOP form can be faxed to the FDPIR site. (TOP Form - attachment #2)

The TOP form when provided with the FDPIR application for benefits provides validation to FDPIR that the individual is no longer an active SNAP participant.

FDPIR will complete the TOP form when a FDPIR participant requests closure to apply for SNAP benefits. When provided with a SNAP application the TOP form will serve as validation that the individual is no longer an active FDPIR participant.

ISD County Office FDPIR Partners

NAVAJO NATION

Ms. Claudeen Tallwood

Program Manager, Food Distribution Program

Window Rock, AZ

Crownpoint FDPIR	1-505-786-2361	donagheyrita@yahoo.com	Manager: Rita Donaghey
<u>SW Bernalillo County</u>	1-505-841-2300		CD: Elizabeth Sanchez
<u>McKinley County</u>	1-505-726-7600		CD: Jocelyn Vigil
<u>Socorro County</u>	1-575-838-8700		CD: Michelle Joire
<u>NMCAAP</u>	1-505-771-6310		Line Manager: Gary Wold
Mexican Springs FDPIR	1-505-905-7977	beau.bitsi@nmdoh.org	Manager: Beau Bitsie
<u>McKinley County</u>	1-505-726-7600		CD: Jocelyn Vigil
<u>NMCAAP</u>	1-505-771-6310		Line Manager: Gary Wold
Kirtland FDPIR	1-505-598-9736	zonniewowens@yahoo.com	Manager: Zonnie Owens
<u>San Juan County</u>	1-505-566-9600		CD: Elizabeth Jakeway
<u>Sandoval County</u>	1-505-383-6000		CD: Donna Mirabal
<u>NMCAAP</u>	1-505-771-6310		Line Manager: Gary Wold
Ft. Defiance FDPIR (AZ)	1-928-725-2212 (no e-mail)		Manager: Emerson ManyGoats
<u>McKinley County</u>	1-505-726-7600		CD: Jocelyn Vigil
<u>NMCAAP</u>	1-505-771-6310		Line Manager: Gary Wold
Teec Nospos FDPIR (AZ)	1-928-656-3294 (no e-mail)		Manager: Ray D. Lee
<u>McKinley County</u>	1-505-726-7600		CD: Jocelyn Vigil
<u>NMCAAP</u>	1-505-771-6310		Line Manager: Gary Wold

ISD County Office FDPIR Partners

Zuni FDPIR	1-505-782-4463 bepant@ashiwi.org	Director: Beatrice Panteah
<u>McKinley County</u>	1-505-726-7600	CD: Jocelyn Vigil
<u>NMCAP</u>	1-505-771-6305	Line Manager: Gary Wold
Acoma FDPIR	1-505-552-9849 cmartinez@puebloofacoma.org	Director: Connie Martinez
<u>Cibola County</u>	1-505-287-8836	CD: David Klumpfower
<u>NMCAP</u>	1-505-771-6305	Line Manager: Gary Wold
Five Sandoval FDPIR	1-505-867-3710 fcabalaza@fsipinc.org	Director: Florence Calabaza
<u>SW Bernalillo County</u>	1-505-841-2300	CD: Elizabeth Sanchez
<u>Sandoval County</u>	1-505-383-6300	CD: Donna Mirabal
<u>NMCAP</u>	1-505-771-6305	Line Manager: Gary Wold
Eight Northern FDPIR	1-505-455-2288 pmartinez@enmic.org	Director: Perry Martinez
<u>Santa Fe County</u>	1-505-476-9200	CD: Constance Averett
<u>Taos County</u>	1-505-758-7804	CD: Darlene Maestas
<u>Rio Arriba County</u>	1-505-753-2771	CD: Antonette Córdova
<u>NMCAP</u>	1-505-771-6305	Line Manager: Gary Wold

FDPIR ADDRESSES & CONTACT INFORMATION

EIGHT NORTHERN PUEBLOS CONTACT: **Perry Martinez** PHONE: 505-455-2289
x 103
Food Distribution Program e-mail: pmartinez@enipc.org FAX: 505-455-7322
P.O. Box 969 REPORT: Eight Northern Pueblos
San Juan Pueblo, NM 87566 Reviewer: Deandra (x102)

Physical Address: 362 State Road 503
Santa Fe, New Mexico 87506

FIVE SANDOVAL PUEBLOS CONTACT: **Florence Calabaza** PHONE: 505-867-3710
Food Distribution Program e-mail: fcababaza@fsipinc.org FAX: 505-867-2082
960 D Highway 550 REPORT: Five Sandoval
Bernalillo, NM 87004 Reviewer: Pauline Vigil & Jolene Castillo

Physical Address: 960 D Highway 550
Bernalillo, New Mexico 87004

ZUNI PUEBLO CONTACT: **Beatrice Panteh** PHONE: 505-782-4463
Food Distribution Program e-mail: bepante@ashland.org FAX: 505-782-2767
P.O. Box 339 beatricepanteh@yahoo.com
Zuni, NM 87327 REPORT: Zuni
Reviewer: Annie Suitza

Physical Address: 103 7th Street
Zuni, New Mexico 87327

ACOMA PUEBLO CONTACT: **Connie Martinez** PHONE: 505-552-9489
Food Distribution Program e-mail: cmartinez@puebloofacoma.org FAX: 505-552-6536
P.O. Box 449 Reviewer: Lorie Vicente
Pueblo of Acoma, NM 87034

Physical Address: 531 Industrial Drive
Acoma, New Mexico 87034

NAVAJO NATION ~ Main Office CONTACT: **Claudeen Tallwood** PHONE: 928-871-6537
Window Rock Distribution Offices e-mail: clauddeen.tallwood@nndoh.org
P.O. Drawer 1390 **NO REPORTS SENT TO THIS OFFICE** FAX: 928-871-6453
Window Rock, AZ 86515 Contact: **Thomas Yellowhair** PHONE: 928-871-6760

Physical Address: Admim. Bldg. #2 First Floor
Window Rock Blvd
Window Rock, AZ 86515

NAVAJO NATION
Crownpoint Food Distribution Program
P.O. Box 2083
Crownpoint, NM 87313

CONTACT: Rita Donaghey PHONE: 505-786-2361
e-mail: donagheyrita@yahoo.com FAX: 505-786-2322

Reviewer: Arlene Mitchell & Paul Letsuie

Physical Address: 2461 Coal Country Road
Crownpoint, NM 87313

NAVAJO NATION
Kirtland Food Distribution Program
P.O. Box 1917
Kirtland, NM 87417

CONTACT: Zonnie Owens PHONE: 505-598-9736
e-mail: zonnie.owens@yahoo.com FAX: 505-598-9754

Reviewer: Ada Bitah

Physical Address: 4080 Highway 64
Kirtland, NM 87417

NAVAJO NATION
Mexican Springs
Food Distribution Program
107 South Dean
Gallup, NM 87301

CONTACT: Beau Bitsi PHONE: 505-000-0000
e-mail: NO E-MAIL ACCESS FAX: 505-905-7977

Assistant: Donna Silver

Physical Address: 107 South Dean
Gallup, NM 87301

NAVAJO NATION
Ft. Defiance
P.O. Box 1390
Window Rock, AZ 87515

CONTACT: Emerson ManyGoats PHONE: 928-729-4212
e-mail: NO E-MAIL ACCESS

Assistant: Veronica Cowboy

Physical Address: Rt 12
Window Rock, AZ 87515

NAVAJO NATION
Teec Nos Pos
P.O. Box 919
Teec Nos Pos, AZ 86514

CONTACT: Ray D. Lee PHONE: 928-656-3651
e-mail: NO E-MAIL ACCESS

Assistant: Karen Kady

Physical Address: BIA – Road North 5114
Teec Nos Pos, AZ 86514

RESCINDED

**Supplemental Nutrition Assistance Program (SNAP)
Food Distribution Program on Indian Reservations (FDPIR)**

Termination of Program (TOP)

Income Support Division	Food Distribution Program on Indian Reservation (FDPIR)
County Office	Site
Address- Street/ PO Box/ R. Rt.	Address- Street/ PO Box/ R. Rt.
City State Zip Code	City State Zip Code

Participant Name	Principal Social Security Number
Address- Street/ PO Box/ R. Rt.	
City State Zip Code	
Head of Household if other than Participant	Case Number
Participant Signature	Date Telephone Number () -

Be Specific as possible when completing form (to be completed by Program Representative)

Approved and Active
 Date of Approval ___/___/20___
 Certification Period ___/___/20___ to ___/___/20___

Denial
 Date of Denial ___/___/20___
 Reason for Denial _____

Closure
 Date of Closure ___/___/20___
 Reason for Closure _____

Required Response: Was the case closed or denied due to an Intentional Program Violation (IPV)?

No
 Yes If so, what are the dates of disqualification? ___/___/20___ through ___/___/20___

Must be Completed	
ISD Eligibility Worker (Print)	FDIPR Site Representative (Print)
ISD Eligibility Worker (Signature Required)	FDIPR Site Representative (Signature Required)
Date ___/___/20___ Telephone Number () -	Date ___/___/20___ Telephone Number () -

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