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## Manual Revision Memorandum

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### ISD-MR 16-16

**TO:** ISD Employees  
**FROM:** Sean Pearson, Deputy Secretary *SP*  
**RE:** Forms Manual Revision for ISD 017 & ISDSP 017  
**DATE:** September 30, 2016

This MR is being sent in coordination with Human Services Register Vol. 29 No. 17. The ISD 017 and ISDSP 017 forms, as well as the wallet card, have been modified to reflect the annual adjustments to the Federal Poverty Guidelines (FPG) which are effective October 1, 2016.

Each office will receive the Wallet Cards on cardstock to be distributed to each employee.

#### Instruction:

Replace all previous versions of the forms listed below. All previous versions of the form listed in this MR must be removed from any current stock.

**Delete –** ISD 017, “Income Eligibility Guidelines” to include the Wallet Cards, Effective 10/1/2015 – 09/30/2016, Revised 08/17/2015

ISDSP 017, “Guia para la Eligibilidad de Ingreso” Effective 10/01/2015 – 09/30/2016, Revised 08/17/2015

**Replace** ISD 017, “Income Eligibility Guidelines” to include the Wallet Cards, Effective 10/1/2016 – 09/30/2017, Revised 08/11/2016

ISDSP 017, “Guia para la Eligibilidad de Ingreso” Effective 10/01/2016 – 09/30/2017, Revised 08/11/2016

If you have questions regarding this MR, please contact Rebecca Larranaga at (505) 827-7254 or via e-mail at [Rebecca.Larranaga@state.nm.us](mailto:Rebecca.Larranaga@state.nm.us) or Anjali Pulagala at (505) 476-3661 or via e-mail at [Anjali.Pulagala@state.nm.us](mailto:Anjali.Pulagala@state.nm.us).

Attachments

## Income Eligibility Guidelines for SNAP & Financial Assistance

<b>Supplemental Nutrition Assistance Program - SNAP</b>					
<b>October 1, 2016 – September 30, 2017</b>					
Household Size	Federal Poverty Guidelines (FPG) Monthly Income Standards			Maximum SNAP Monthly Allotment	LIHEAP 150% FPG
	100% FPG Net Income	130% FPG Gross Income	165% FPG Gross Income for Categorical Eligibility		
1	\$990	\$1,287	\$1,634	\$194	\$1,485
2	\$1,335	\$1,736	\$2,203	\$357	\$2,003
3	\$1,680	\$2,184	\$2,772	\$511	\$2,520
4	\$2,025	\$2,633	\$3,342	\$664	\$3,038
5	\$2,370	\$3,081	\$3,911	\$771	\$3,555
6	\$2,715	\$3,530	\$4,480	\$925	\$4,073
7	\$3,061	\$3,980	\$5,059	\$1,122	\$4,592
8	\$3,408	\$4,430	\$5,629	\$1,169	\$5,112
+ Each Person	+\$347	+\$451	+\$571	+\$146	+\$521
Minimum Allotment \$16 effective from October 1, 2016 through September 30, 2017					
<b>DEDUCTIONS:</b>					
<ul style="list-style-type: none"> <li>◆ Standard Deduction: For HH size 1-3 = \$157; 4 = \$168; 5 = \$179; 6 or more = \$226</li> <li>◆ Excess Shelter Deduction Limit: \$517</li> <li>◆ Heating and Cooling Standard Utility Allowance: \$325 (HCSUA) – Limited Utility Allowance: \$125 (LUA)</li> <li>◆ Telephone Standard: \$40</li> <li>◆ Dependent Care: Actual Amount (No Limit)</li> <li>◆ Earned Income Deduction: 20%</li> <li>◆ Homeless Shelter Standard: \$143</li> </ul>					
ISD 017 Revised 08/11/2016					

<b>Cash Assistance &amp; Support Services</b>						
<b>October 1, 2016 – September 30, 2017</b>						
Household Size	Federal Poverty Guidelines (FPG) Monthly Income Standards			Maximum Monthly Benefit		
	100% FPG Limit	85% FPG Gross Limit	NM Works Cash Net Income	7.5% NMW Budgetary Adjustment*	Maximum Monthly Benefit	General Assistance
1	\$990	\$842	\$266	\$22	\$244	\$245
2	\$1,335	\$1,135	\$357	\$30	\$327	\$329
3	\$1,680	\$1,428	\$447	\$38	\$409	\$412
4	\$2,025	\$1,721	\$539	\$46	\$493	\$496
5	\$2,370	\$2,015	\$630	\$54	\$576	\$580
6	\$2,715	\$2,308	\$721	\$62	\$659	\$664
7	\$3,061	\$2,605	\$812	\$69	\$743	\$748
8	\$3,408	\$2,897	\$922	\$79	\$843	\$849
+ 1	+\$347	+\$295	+\$91	+\$8	+\$83	+\$84
<b>DEDUCTIONS</b>			<b>WORK INCENTIVES</b>			
Dependent Care: For a child under age 2 = \$200 For a child age 2 and over = \$175			Earned Income Disregard: Single parent = \$125 & 1/2 remainder Two-parent = \$225 & 1/2 remainder			
			*7.5% Budgetary Adjustment is subtracted from the eligible NMW amount to determine maximum monthly benefit.			

## Guía Para La Elegibilidad De Ingreso Para SNAP y Asistencia Económica

<b>Programa de Ayuda de Nutrición Suplemental – SNAP</b> (anteriormente el Programa de Estampillas de Comida) <b>1 de octubre de 2016 al 30 de septiembre de 2017</b>					<b>LIHEAP</b>
Tamaño de Familia	Pautas Federales De Pobreza (FPG) Estándares Mensuales De Ingresos			Adjudicación Máxima de SNAP	150% FPG
	100% FPG Ingreso Neto	130% FPG Ingreso Bruto	165% FPG Ingreso Bruto para Elegibilidad Categoría		
1	\$990	\$1,287	\$1,634	\$194	\$1,485
2	\$1,335	\$1,736	\$2,203	\$357	\$2,003
3	\$1,680	\$2,184	\$2,772	\$511	\$2,520
4	\$2,025	\$2,633	\$3,342	\$669	\$3,038
5	\$2,370	\$3,081	\$3,911	\$777	\$3,555
6	\$2,715	\$3,530	\$4,480	\$903	\$4,073
7	\$3,061	\$3,980	\$5,051	\$1,022	\$4,592
8	\$3,408	\$4,430	\$5,623	\$1,169	\$5,112
+ 1	+ \$347	+ \$451	+ \$572	+\$146	+\$521
Asignación Mínima: \$16 efectiva del 1 de octubre de 2016 al 30 de septiembre de 2017					
<b>Deducciones:</b>					
<ul style="list-style-type: none"> <li>◆ Deducción Estándar: Para tamaño de Familias de 1-3 = \$157; 4 = \$178; 5 = \$197; 6 o mas = \$226</li> <li>◆ Límite de Deducción para Exceso de Vivienda: \$517</li> <li>◆ Estándar de Subsidios de Servicios Públicos de Calefacción, Refrigeración: \$325 (HCSUA) – Subsidio de Utilidad Limitada: \$125 (LUA)</li> <li>◆ Estándar de Teléfono: \$40</li> <li>◆ Cuidado de Dependientes: Cantidad Actual (sin límite)</li> <li>◆ Deducción por Ingreso Ganado: 20%</li> <li>◆ Estándar de Refugio de Personas sin Hogar: \$143</li> </ul>					

<b>Asistencia en Efectivo y Servicios de Apoyo</b> 1 de octubre de 2016 al 30 de septiembre de 2017						
Tamaño de Familia	Pautas Federales De Pobreza (FPG) Estándares Mensuales De Ingresos			Beneficio Mensual		
	100% FPG Ingreso Neto	130% FPG Ingreso Bruto	Efectivo de Trabajos de NM- Ingresos	7.5% Ajuste presupuestario	Beneficio Mensual Máximo	Asistencia General
1	\$990	\$1,287	\$266	\$22	\$244	\$245
2	\$1,335	\$1,736	\$357	\$30	\$327	\$329
3	\$1,680	\$2,184	\$447	\$38	\$409	\$412
4	\$2,025	\$2,633	\$539	\$46	\$493	\$496
5	\$2,370	\$3,081	\$630	\$54	\$576	\$580
6	\$2,715	\$3,530	\$721	\$62	\$659	\$664
7	\$3,061	\$3,980	\$812	\$69	\$743	\$748
8	\$3,408	\$4,430	\$922	\$79	\$843	\$849
+1	+ \$347	+ \$451	+ \$91	+ \$8	+ \$83	+ \$84
<b>Deducciones</b>			<b>Incentivos de Trabajo:</b>			
Cuidado de Dependiente: Para Dependientes menores de 2 años = \$200 Para Dependientes de 2 años y más = \$175			Deducción por Ingresos Ganados: Padre/Madre Soltero = \$125 y ½ del restante Ambos Padres = \$225 y ½ del restante			
			*7.5% de Ajuste Presupuestario es restado de la cantidad elegible de beneficio NMW para determinar mensualidad.			