




HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Mary Brogdon, Director

General Information Memorandum

ISD-GI 18-59

TO: ISD Employees
FROM:  Mary Brogdon, Director, Income Support Division
RE: Determining Fleeing Felon Status
DATE: December 19, 2018

This GI rescinds GI 17-05 Determining Fleeing Felon Status.

The purpose of this GI is to give instruction on how to handle situations when a household reports there is a fleeing felon in the household and how to enter the information in ASPEN.

Final Rule issued on September 10, 2015, places the responsibility for verification of fleeing felon and probation on parole violation status on the State agency. (7 CFR 273.2 (f)(5)(i))

Individuals who are fleeing to avoid prosecution or custody for crime, or an attempt to commit a crime, that would be classified as a felony or who are violating a condition of probation or parole under a Federal or State law shall not be considered eligible household members for SNAP and Cash category of eligibilities (COE).

In the process of determining eligibility for all categories, staff should review the HSD 100 and ask the household during the interview, if anyone in the household is fleeing felon. If client statement identifies a fleeing felon, continue to process case. **For your safety, DO NOT deviate from the interview process while the applicant is in the office.** The following will outline the steps that will need to be taken.

Field Responsibilities

- Complete interview
- Document the person who is the fleeing felon in case comments
- Send an email to Policy and Program Development Bureau (PPDB)
 - Send email to HSD-ISD.PC@state.nm.us
 - Subject line: Fleeing Felon
 - Body of email: Include case number and name of the individual
- Determine eligibility for household without the consideration of the individual's fleeing felon status.

PPDB Responsibilities

- Will contact law enforcement agency to verify status of the individual
- If PPDB confirms the information
 - PPDB will document in case comments
 - PPDB will respond to the field office to update the screens in ASPEN if law enforcement confirms the individual is a fleeing felon
 - If law enforcement confirms that the individual is **not** a fleeing felon no action is needed
- If PPDB cannot confirm the information within 30 days
 - PPDB will document in case comments and no action will be needed

NOTE: Fleeing felon status does not affect the eligibility status of the household, only the individual who is fleeing.

The following screen shots will show how to enter the fleeing felon in ASPEN:

Case Action: Case Change

The screenshot shows the 'Initiate Action' screen in the ASPEN system. At the top left, there is a header 'Initiate Action' with several icons: a question mark, a star, a document, a magnifying glass, and a red square. On the right side of the header, there are two buttons: 'Reset' and 'Next'. Below the header, the main content area is titled 'Initiate Action'. It contains the following fields and options:

- Case Name:** A text field with a blacked-out value.
- Office Name:** A text field with the value 'East Dona Ana County ISD'.
- Case or Application or Provider #:** A text field with a blacked-out value and a search icon.
- Case Action?:** A dropdown menu with 'Case change' selected.
- To view historical records:** A checkbox that is currently unchecked.
- To view historical and replaced/voided records:** A checkbox that is currently unchecked.
- Between:** Two date pickers in 'mm/dd/yyyy' format, separated by the word 'and'.

At the bottom right of the form, there are two buttons: 'Reset' and 'Next'.

Click Next, and Yes to continue

While in the case, from Left Navigation > Data Collection > Individual Information > Individual Demographics. Click the Edit Pencil for the Individual who has been reported as a fleeing felon:

Individual Demographics - Summary

Case Name: [REDACTED] Case #: [REDACTED] Case Action: Case change Case Status: Approved

Name	Effective Begin Date	US Citizen	ID Verification	Updated On	SS Status	
[REDACTED] Cruz 38M	06/29/2017	YES	Other acceptable		NA	
[REDACTED] Kasey 32F	07/19/2016	YES	Valid driver's license	08/16/2016	NA	
[REDACTED] Alexander 7M	07/19/2016	YES	Other acceptable	06/16/2016	NA	
[REDACTED] Avalynn 5F	11/22/2017	YES	Verified by SSA		NA	
[REDACTED] Tristan 2M	08/22/2016	YES	Other acceptable		NA	

Click Next until you reach the Individual Demographics – Conviction/Rehabilitation screen:

Individual Demographics - Conviction/Rehabilitation

Case Name: [REDACTED] Case #: 121316846 Case Action: Case change Case Status: Approved

Reset Previous + Continue

Individual Information

Name: [REDACTED] Cruz 38M Individual #: [REDACTED]

Dates

Effective Begin Date: 06 / 29 / 2017 End Date: [REDACTED]
 Reported On: 08 / 10 / 2016 Date Client Became Aware: 08 / 10 / 2016
 Verification Received On: 08/10/2016

Conviction Information

* Is this individual a fugitive felon?

* Does this individual have a probation or parole violation?

Treatment/Rehabilitation Information

* Does this individual participate in a drug or alcohol treatment and rehabilitation program?

Reset Previous + Continue

Under the Conviction Information banner choose YES from the dropdown for question, "Is this individual a fugitive felon?"

Individual Demographics - Conviction/Rehabilitation ? ★ 📄 👤 🔍 📄 ECF \$ 📄 📄

Case Name: ██████████ Case #: ██████████ Case Action: Case change Case Status: Approved

Reset Previous + Continue

Individual Information

Name: ██████████ Cruz 38M Individual #: ██████████

Dates

Effective Begin Date: 06 / 29 / 2017 End Date: ██████████
 Reported On: 08 / 10 / 2016 Date Client Became Aware: 08 / 10 / 2016
 Verification Received On: 08/10/2016

Conviction Information

* Is this individual a fugitive felon? YES ▼
 * Does this individual have a probation or parole violation? NO ▼

Treatment/Rehabilitation Information

* Does this individual participate in a drug or alcohol treatment and rehabilitation program ? NO ▼

Reset Previous + Continue

Click Save and Continue, update the dates on the Confirm Dates pop up:

Confirm Dates

21265: The Circumstance Begin/Change Date is more than 90 days old. Please confirm the Reported and Discovery dates of the change.

	Current Date	Correct Date
Circumstances Start / Change Date:	06/29/2017	11 / 01 / 2018
End Date:	mm/dd/yyyy	mm / dd / yyyy
Date Agency Became Aware Of:	08/10/2016	11 / 13 / 2018
Date Client Became Aware:	08/10/2016	11 / 01 / 2018
Verification Received On:	08/10/2016	11 / 13 / 2018

Submit

Click Submit and then Save and Continue.

Run EDBC, review the appropriate EDG to review eligibility to ensure individual is made to be an ineligible individual:

SNAP										
EDG #	COE	Benefit Period	Benefit	CG Size	EDG Status	Pending Reasons		Disposition Status (Overridden)	Disposition Date	
						VCL	Other			
14193121	SNAP	04/01/2018 - 04/30/2018	637.00	5	Approved	<input checked="" type="checkbox"/>	NA	Authorized	11/17/2017	
14193121	SNAP	05/01/2018 - 05/31/2018	637.00	5	No Change	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	06/01/2018 - 06/30/2018	625.00	5	No Change	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	07/01/2018 - 07/31/2018	625.00	5	No Change	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	08/01/2018 - 08/31/2018	625.00	5	No Change	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	09/01/2018 - 09/30/2018	625.00	5	No Change	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	10/01/2018 - 10/31/2018	634.00	5	Approved	<input checked="" type="checkbox"/>	NA	Authorized	09/08/2018	
14193121	SNAP	11/01/2018 - 11/30/2018	634.00	5	Approved	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	11/01/2018 - 11/30/2018	505.00	4	No Issuance Change	<input checked="" type="checkbox"/>	NA			
14193121	SNAP	12/01/2018 -	637.00	5	Approved	<input checked="" type="checkbox"/>	NA	Authorized	10/16/2018	
14193121	SNAP	12/01/2018 -	508.00	4	Approved	<input checked="" type="checkbox"/>	NA			

SNAP - Notice Reasons ? ★ 📄

Eligibility Summary

Case Name: ██████████ Case #: ██████████ Case Mode: Change Action Case Status: Approved

EDG Name: ██████████ EDG #: ██████████ COE: SNAP
 Benefit Period: 12/01/2018- Eligibility Status: Approved Disposition Status:
 Certification Period: 06/01/2018-05/31/2019 Review Due Date: 05/31/2019 Interim Review Date:

Notice Reason(s) for EDG:
 1) Benefits decreased

Notice Reason(s) for Individual(s):

Name: Trujillo, Cruz Individual #: ██████████

1) Disqualification due to fugitive status

Name: ██████████ Kasey Individual #: ██████████

Name: ██████████ Alexander Individual #: ██████████

Name: ██████████ Avalynn Individual #: ██████████

Name: ██████████ Tristan Individual #: ██████████

Once user confirms that the eligibility is correct, user can certify results.

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or SuzanneP.Duran-Vigi@state.nm.us.