



Michelle Lujan Grisham, Governor  
David R. Scrase, M.D., Secretary  
Karmela Martinez, Acting ISD Director

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## General Information Memorandum

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### ISD-GI 19-10

**TO:** ISD Employees   
**FROM:** Karmela Martinez, Acting Division Director, Income Support Division  
**DATE:** March 18, 2019  
**RE:** 2019 Production Calendar

The ASPEN Production Calendar for 2019 is on the following pages.

New to calendar is:

**MA Monthly Roster File:** The Monthly Roster File is the interface file sent to the managed care organizations (Pres., BCBS, and Western Sky) giving who their active Medicaid members will be for the next month.

**Time Sensitive Pending:** The Time Sensitive Pending shows what reference tables or some other action that is updated in upcoming months in ASPEN. Example: November EDCOLAMULTIPLIER= SSA COLA Updates.

**Moved to Production:** Moved to production tells you that Time Sensitive Table or Action will happen in that month. Example: the EDCOLAMULTIPLIER (COLA Updates) in December is in Moved to Production meaning they will be released in month December.

ITD or ASPEN maintenance changes yet to be determined will be communicated in advance.

If you have questions regarding this GI, please contact Debra Garcia by e-mail at [DebraA.Garcia@state.nm.us](mailto:DebraA.Garcia@state.nm.us).

# January 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 HOLIDAY New Year's Day	2 Month Begin Reports Generated GA Disability PR Packets Mailed	3	4	5 ASPEN Available
6	7	8	9	10	11	12 ASPEN Unavailable Process ADMIN Renewal IR/PR Packets Mailed MU to Rollover sanction remove ESNF from SNAP
13	14	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19 ASPEN Available
20	21 HOLIDAY Martin Luther King Day	22	23	24	25 MA Monthly Roster File	26 ASPEN Available
27	28	29	30	31 Monthly Issuance Month End		
NONE THIS MONTH	TIME SENSITIVE PENDING		1099 TOLLHEAP PROVIDERS CLIENT STATEMENTS		MOVED TO PRODUCTION	

# February 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability PR Packets Mailed	2 ASPEN Available
3	4	5	6	7	8	9 ASPEN Available
10	11	12 IR/PR Packets Mailed MU to Rollover sanction remove TANF from SNAP	13	14	15 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	16 ASPEN Unavailable Process ADMIN Renewal
17	18	19	20	21	22 MA Monthly Roster File	23 ASPEN Unavailable
24	25	26	27	28 Monthly Issuance Month End		
EDWARDS EDUCATION		TIME SENSITIVE PENDING		NONE THIS MONTH		MOVED TO PRODUCTION
				Release 5.2.1 February 10, 2019		

# March 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability PR Packets Mailed	2 ASPEN Unavailable
3	4	5	6	7	8	9 ASPEN Unavailable MA FPL Mass Update
10	11	12 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	13	14	15	16 ASPEN Unavailable
17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19	20	21	22	23 ASPEN Unavailable Process Admin Renewal
24	25 MA Monthly Roster File	26	27	28	29	30 ASPEN Available Monthly Issuance Month End
31						
NONE THIS MONTH	TIME SENSITIVE/PENDING			ED/EMALIMITS ED/LCLIMITS	MOVED TO PRODUCTION	

# April 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin Reports Generated GA Disability PR Packets Mailed	2	3	4	5	6 ASPEN Available
7	8	9	10	11	12 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	13 ASPEN Unavailable Process Admins/Renewal
14	15	16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	18	19	20 ASPEN Available
21	22	23	24 MA Monthly Roster File	25	26	27 ASPEN Available
28	29	30 Monthly Issuance Month End				
NONE THIS MONTH	TIME SENSITIVE/PENDING		NONE THIS MONTH	MOVED TO PRODUCTION		
			RELEASE 5.2.2 April 28, 2019 (date is subject to change)			

# May 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAURDAY
			1 Month Begin Reports Generated GA Disability PR Packets Mailed	2	3	4 ASPEN Available
5	6	7	8	9	10	11 ASPEN Unavailable Process Admin Renewal
12	13 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	14	15	16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	18 ASPEN Available
19	20	21	22	23	24	25 ASPEN Available
26	27 HOLIDAY Memorial Day MA Monthly Roster File	28	29	30	31 Monthly Issuance Month End	
EDUCPARMS			TIME SENSITIVE PENDING		NONE THIS MONTH	MOVED TO PRODUCTION

# June 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Month Begin Reports Generated GA Disability PR Packets Mailed ASPEN Available
2	3	4	5	6	7	8 ASPEN Unavailable Process Admin Renewal
9	10	11	12 IR/PR Packets Mailed Mass update to Rollover sanction remove TANF from SNAP	13	14	15 ASPEN Available
16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	18	19	20	21	22 ASPEN Available
23	24 MA Monthly Roster File	25	26	27	28	29 ASPEN Available Monthly Issuance Month End
30	TIME SENSITIVE PENDING					
EDMAGARDEKOFF EDNEGACHONDALIE BIGUOFFDANE BIANNSCHOELSUBSIDY Production Control			MOVED TO PRODUCTION			EDLICPARMS
Release Sprint 5 June 2, 2019 (release date is subject to change)						

# July 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin Reports Generated GA Disability PR Packets Mailed	2	3	4 HOLIDAY Independence Day	5	6 ASPEN Available
7	8	9	10	11	12 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	13 ASPEN Unavailable Process Admin Renewal
14	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19	20 ASPEN Available
21	22	23	24	25 MA Monthly Roster File	26	27 ASPEN Available
28	29	30	31 Monthly Issuance Month End			
NONE THIS MONTH		TIME SENSITIVE PENDING		<p style="text-align: center;"><b>Moved to Production</b></p> <p>EDMCARDCUTOFF EDNEGACTIIONDATE BICUTOFFDATE BIANNSCHOOLSUBSIDY Production Calendar</p>		

Release Sprint 6 July 14, 2019 (release date is subject to change)



# August 2019

SUNDAY    MONDAY    TUESDAY    WEDNESDAY    THURSDAY    FRIDAY    SATURDAY

				1 Month Begin Reports Generated GA Disability PR Packets Mailed	2 ASPEN Down at 6PM	3 ASPEN Available
4	5	6	7	8	9	10 ASPEN Unavailable Process Admin. Renewal
11	12 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	13	14	15	16 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	17 ASPEN Available
18	19	20	21	22	23	24 ASPEN Available
25	26 MA Monthly Roster File	27	28	29	30	31 Monthly Issuance Month-End

RT TIME SENSITIVE PENDING

MOVED TO PRODUCTION

NONE THIS MONTH

ENSCALENDAR  
 TRAVELER MEMBERSHIP SERVICES  
 EDGASIRPAY STD  
 EDINPARKMS  
 EDESIRMAILS  
 EDISPARMS  
 EDESSIRPS

Release Sprint 7 August 25, 2019 (release date is subject to change)

# September 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY Labor Day	3 Month Begin Reports Generated GA Disability PR Packets Mailed	4	5	6	7 ASPEN Available
8	9	10	11	12 IR/PR Packets Mailed Mass update to Rollover sanction/ remove TANF from SNAP	13	14 ASPEN Unavailable Process Admin Renewal
15	16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	18	19	20	21 ASPEN Available
22	23	24 MA Monthly Roster File	25	26	27	28 ASPEN Available
29	30 ASPEN Available Monthly Issuance Month End					
HOLIDAY		<p style="text-align: center;"><b>TIME SENSITIVE PENDING</b></p> <p style="text-align: center;"><b>MOVED TO PRODUCTION</b></p> <p>           ENSCALENDAR            TRAVEL REIMBURSEMENTS UPDATES            EDCASIPAYSID            EDHNPAPMS            EDESLMTH            EDSPAPMS            EDUSIDS            EDLHEAPENRGYPOINTS            EDLHEAPINCPPOINTS            EDSPAPMS            EDRPAYSIDREIMAX            LHEAPPOINTVALUE         </p>				

# October 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin Reports Generated G-A Disability PR Packets Mailed	2	3	4	5 ASPEN Available
6	7	8	9	10	11	12 ASPEN Unavailable Process Admin Renewal IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP
13	14 HOLIDAY Columbus Day	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19 ASPEN Available
20	21	22	23	24	25 MA Monthly Roster File	26
27	28	29	30	31 Monthly Issuance Month End		
NONE THIS MONTH	RT TIME SENSITIVE PENDING					
			HOLIDAY			
						MOVED TO PRODUCTION
						Release Sprint 8 October 6, 2019 (release date is subject to change)

# November 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability PR Packets Mailed FFM Open Enrollment Period Begins	2 ASPEN Available
3	4	5	6	7	8	9 ASPEN Unavailable Process Admin Renewal
10	11 HOLIDAY Veterans Day (observed)	12 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	13	14	15 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	16 ASPEN Available
17	18	19	20	21	22	23 ASPEN Available
24	25 MA Monthly Roster File	26	27	28 HOLIDAY Thanksgiving Day	29 HOLIDAY Presidents Day (Observed)	30 Monthly Issuance Month End
RT TIME SENSITIVE-PENDING			NONE THIS MONTH		MOVED TO PRODUCTION	
EDGOLANMELRPHJER EDHGLMETS EDHICPARMS EDHSCPARMS						

Release Sprint 9 November 17, 2019 (release date is subject to change)

# December 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2 ASPEN Available Month Begin Reports Generated GA Disability PR Packets Mailed	3	4	5	6	7 ASPEN Unavailable GOLA Mass Update	
8	9	10	11	12 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	13	14 ASPEN Unavailable Process Admin Renewal	
15 FFM Open Enrollment Period Ends	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19	20	21 ASPEN Available	
22	23	24	25 HOLIDAY Christmas Day MA Monthly Roster	26	27	28 ASPEN Available	
29	30	31 Monthly Issuance Month End					
RT TIME SENSITIVE PENDING 1099 TO I HHS/APP PROVIDERS CLIENT STATEMENTS		ED COLAMULTIPLIER ED LIC LIMITS ED LIC PARMS ED RSC PARMS					MOVED TO PRODUCTION

Release Sprint 10 December 29, 2019 (release date is subject to change)

RT Table/Action Name	Description
1099 TO LIHEAP PROVIDERS	Generate annual 1099s for LIHEAP vendors.
BIANNSCHOOLSUBSIDY	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.
BICUTOFFDATE	The dates on which the monthly issuance jobs for SNAP and cash will be run.
CLIENT STATEMENTS	Annual client statements for clients who received cash payments in the previous calendar year.
EDCASHPAYSTD	Gross and Net Income limits for cash.
EDCOLAMULTIPLIER	COLA multiplier for RSDI individuals.
EDFINPARMS	Income and deductions parameters for Cash and FIP-related Medicaid.
EDFMALIMITS	Income limits for family (FIP-related) Medicaid.
EDFSLIMITS	SNAP income limits and max allotment values.
EDFSPARMS	Income and deduction parameters for SNAP.
EDFSSTDS	SNAP standard deduction amount.
EDLIFEESTATEFACTOR	Life estate factor for calculating divestment.
EDLIHEAPENRGPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.
EDLIHEAPINCPOINTS	Indicates the number of LIHEAP points the household is eligible for based on the household income.
EDLTCLIMITS	Income limits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.
EDLTCPARMS	Utility Allowances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.
EDMACARDCUTOFF	Medicaid card cutoff dates. This table needs to be updated one year in advance.
EDNEGACTIONDATE	The last day on which a negative action can be taken for a month and program. This table needs to be updated one year in advance.
EDRSPARMS	Resource parameters.
EDSERPAYSTDRELMAX	Net Standard income limits for LIHEAP.
ENSCALENDAR	Lists the cycle numbers for transactions with the TOP interface.
HOLIDAY	List of state and federal holidays.
LIHEAPPOINTVALUE	Indicates the dollar value for a LIHEAP point.
PARIS send file	Send PARIS file to federal government.
Production Calendar	Update production calendar for next year.

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (Limited batch runs on Sundays)

\* ASPEN Down at 6:45 PM Daily