



General Information Memorandum

ISD-GI 18- 61

TO: ISD & New Mexico Works (NMW) Provider
FROM: Mary Brogdon, Division Director, Income Support Division
RE: January 2019 Clothing Allowance for Cash
DATE: December 31, 2018

This GI is being issued regarding the clothing allowance payments allowed per regulation at 8.102.500.8E (1) NMAC. Effective January 1, 2019, eligible cash assistance households will receive the annual clothing allowance.

The January clothing allowance of \$50.00 will be issued to all school aged dependents ages 6 to 18 years of age, prior to September 1st, who are receiving TANF/NMW (including Education Works, TANF Hardship and Wage Subsidy) and GA-Unrelated Child. This amount is issued with the regular January 2019 cash payment and is issued per eligible child. This special allowance is not considered for eligibility against any other category of eligibility (COE).

A notice will be issued to all eligible households to explain the clothing allowance payment. This notice is issued via ASPEN, and is accessible under correspondence. Below is an example of the notice and screen shots on how to locate and access the Clothing Allowance Notice (FAP 001 or FASP 001).

The screenshot shows the ASPEN system interface. On the left is a navigation menu with 'Correspondence' selected. The main area is titled 'View History Correspondence' and contains search filters: Case (selected), Application, Vendor, FBN / SSN / Facility, and Individual ID. Search criteria include a case ID, print dates from 11/01/2018 to 01/31/2019, and a document title of 'All'. The search results table shows one entry: 'FAP001 Notice for Clothing Allowance' issued on 12/31/2018.

Select	Issued To	Document Description	Print Date	Print Type	Print Mode	Date Received
<input type="radio"/>	Client	FAP001 Notice for Clothing Allowance	12/31/2018	Original	Central Print	



INCOME SUPPORT DIVISION
 CENTRAL ASPEN SCANNING AREA
 P.O. BOX 830
 BERNALILLO NM 87004
 PHONE NUMBER: (800) 283-4465
 FAX NUMBER: (855) 804-8960

Revision Date: FAP 001 October 28th, 2018



Case Number:
 Date: January 1, 2019

Notice for Clothing Allowance

Your TANF/NMW cash assistance benefits will go up for January 2019. You will get your normal benefit amount for February 2019 unless you told us about anything that would allow for a change in the amount of benefits.

Clothing allowance is provided for each school age child, age 6-18 years, as of September 1st. This allowance is available for January 2019 only.

Your TANF/NMW cash assistance benefits will go up by _____ for the following eligible child(ren):

Case comments in ASPEN will be updated to show that the household received the clothing allowance. The case comment will include the amount issued for clothing allowance and who the clothing allowance was for. This will help identify the field identify if the household did receive the clothing allowance. See screen shot below:

Serial No	Create Date	Created By	Case Mode	Comments	Comment Type
370	12/13/2018	BICSHISMLY		Clothing Allowance benefit of issued for	Cash

This payment will be viewed on the benefit issuance screen:

1. The Summary lists clothing allowance as a supplement.

Benefit Summary Inquiry

Case Name: _____ Case #: _____ Case Action: _____ Case Status: Approved

Reset Search

Search Criteria

Case # [] EDG # [] Vendor ID []

Grantee Id [] Program Type: Cash Warrant/EFT# []

EBT Benefit # [] Invoice # [] Service Account Number []

Date Range Search

Benefit Period Date Range Issue Date Range

From Date: 11 / 01 / 2018 To Date: 01 / 31 / 2019

Reset Search

Search Results

Case Number	Grantee / Vendor Name	Program Type	Benefit Period	Benefit Type	Payment Amount	Recoupment Amount	Warrant / EFT / Benefit#	Warrant / EBT Available Date	Benefit Status
	JANE		01/01/2019 - 01/31/2019	Supplemental	\$	\$0.00	C39173769	01/01/2019	Issue Requested

2. The details of the supplement benefit will indicate that this is a clothing allowance benefit.

Cash/SNAP/SSIR Benefit Details ? ★ 📄 💰

Case Name: Case #: Case Action: Case Status: Approved

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Benefit Information

Case #:	Category of Eligibility:	TANF	Head of Household		
Benefit/Warrant/EFT#:	Issuance Method:	EBT	Benefit Type: Supplemental		
Issuance Status:	Issue Requested	Status Date:	12-31-2018	Available/Warrant/EFT Date:	01-01-2019
Benefit Period Begin Date:	01-01-2019	Benefit Period End Date:	01-31-2019	Status Reason:	
Hardship Reason:					

Amount Information

Authorized Amount:	\$	Recoupment Amount:	\$0.00	Net Issued Amount:	\$
Expunged Amount:	\$0.00	Expunged Offset Amount:	\$0.00	Manual Issuance:	NO
Issuance Reason:	Annual School Clothing Allowance	Replacement Benefit/Warrant/EFT #:		Original Benefit/Warrant/EFT#:	
Reissued Date:					

Payee Information

Payee Name: Payee Address:

Comments:

Previous

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