

General Information Memorandum

ISD-GI 14-54

TO: ISD Employees
FROM:  Marilyn Martinez, Acting Director, Income Support Division
RE: Pre-Certified Victims of Human Trafficking Assistance Program
DATE: September 30, 2014

This memorandum replaces GI 14-01 and provides guidance for the Pre-Certified Victims of Human Trafficking (PCVHT) program. The objective of the PCVHT program is to provide financial assistance to non-citizen victims of human trafficking that are not eligible for existing federal assistance. The PCVHT program is a temporary cash assistance program available to pre-certified victims of human trafficking while they complete the process of becoming federally certified.

A pre-certified victim of human trafficking is a non-citizen and has not yet obtained a T-Visa. The pre-certified victim must have verification from law enforcement that he or she is a victim of human trafficking. The eligibility process for victims of human trafficking who are U.S. citizens, and those who have federal certification, has not changed.

Eligibility screening for the PCVHT program will be done by the contracted service providers. When a PCVHT inquires about the program at an ISD office, or submits an application through the ISD office, the individual should be referred to the PCVHT contracted providers. Referrals for the PCVHT program should be made to either:

Lutheran Family Services
3612 Campus Blvd. NE
Albuquerque, NM 87106
(505)933-7032

or

The Life Link
PO Box 6094
Santa Fe, NM 87502
(505)438-0010

The attached flow chart depicts how the participant will proceed through the eligibility process. The refugee coordinator will send a spreadsheet of individuals approved for PCVHT to the EBT office. EBT will manually create and account and email the field office County Director to issue an Over the Counter (OTC) EBT card. Field offices will issue approved OTC cards.

If you have any questions please contact Kresta Opperman at (505)827-7213 or kresta.opperman@state.nm.us.

PCVHT Initial Process Flow Chart

