

Susana Martinez, Governor Brent Earnest, Secretary Sean Pearson, Deputy Secretary

## **General Information Memorandum**

ISD-GI 16-52

TO:

ISD Employees & SL Start Employees

FROM:

Sean Pearson, Deputy Secretary, Income Support Division

RE:

**Diversion Payments and ASPEN** 

DATE:

October 21, 2016

This GI is to serve as a reminder of when to issue a Diversion payment versus a monthly NMW Cash benefit.

In order to be considered for a Diversion payment, an applicant must be otherwise eligible for NMW cash assistance, however monthly cash assistance is not needed to meet their basic needs, because they have on-going financial support. The applicant must have never received cash assistance or their cash benefit case has been closed for one or more calendar months. If the cash assistance is closed due to a third level sanction and is still within the 6 month case closure, the Diversion payment will be denied. A Diversion payment should be denied when there is no evidence that the person does not have financial means to meet their ongoing expenses. Once a determination has been made to approve a Diversion payment, the person will be locked out of NMW Cash Assistance for a period of 12 months.

The purpose of a Diversion payment is to alleviate a specific unexpected short term need:

- 1. To accept a bona fide job offer
- 2. To retain employment
- 3. To remedy an emergency situation

Short-term need is defined as a non-recurrent, emergency or crisis-based need. Non-recurrent, short-term benefits are designed to address a participant's or household group's specific emergency situation or episode of need. Below are a few scenarios in which a Diversion payment may be issued to a household group:

- The participant needs equipment, tools, apparel, or uniforms in order to begin working.
- The household receives a job offer, but needs repairs to their vehicle to be able to accept the job offer.

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- The household is in danger of getting evicted from the residence and needs an emergency payment until the participant gets a paycheck. This type of payment includes the threat of possible or persistent homelessness, paying overdue rent or utility arrearages and utility payments to prevent termination of services; payment of security deposits; payment of first month's rent; budget and or other counseling.
- The participant has accepted a job and needs assistance with housing expenses to be closer to their job.
- In the case of disaster victims: Replacement of personal items such as furniture or clothing or assistance with securing new or temporary housing (payment of security deposit, first month rent).
- The participant needs their vehicle repaired and that vehicle is their means of transportation to and from work.

The applicant is eligible for child care and transportation support services. During the review of the FAP 051, the support services must be addressed. If the participant does want the support services a referral to the NMW contractor will be generated. The NMW contractor will meet with the participant and help them with the available support services. The caseworker will ensure a case comment is entered stating whether the participant accepted or declined the support services.

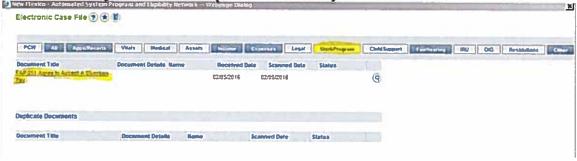
<b>4</b>		Income Support Division
HUMAN SERVICES	NEW MEXICO WORKS	
A	REEMENT TO ACCEPT A DIVERSIO	ON PAYMENT
Case Name	Case Number	Date
household members) issued to The payment is made to appliassistance, but choose to acc The diversion payment is to help which will allow the applicant to	sum cash payment (\$1,500 for 1-3 household mey the New Mexico Human Services Department, ants who apply and are eligible for New Mexico V pt the diversion payment instead, individuals with a specific need. A specific need care a job or accept a bona fide offer of employment assistance may include, cash, support services, he	Works (NM Works) cash  be an item or type of assistance  medy an emergency situation or
This form explains the diversi some information that you ha caseworker to explain.	n payment procedure. There are some questions e to provide the department. If you have any que	s <i>you</i> will have to answer and stions, please ask your
As a recipient of a Diversion P	lyment, I agree that:	
Month: Year: 3) I have never received a diversion payment which a diversion payment v	ice in New Mexico. The date cash assistance was la Place: sion payment from another state. It in NM or another state. The amount received, date	acknowled; men of all statements
	script of a diversion payment have been discuss	ed with me, and I understand an
	Works cash assistance after receiving a diversion pood cause.	sayment to meet
<ol><li>That accepting the diversion Nutration Assistance Program</li></ol>	payment will not affect my eligibility for Medicaid and (SNAP, formerly the Food Stamp Program).	d Supplemental
meet the NMWorks Program requirements.	payment, I am not subject to sanctions (reduction in requirements or the Child Support Enforcement coo yment does not count towards the 60-month time lim	peration Intal to below to certify
assistance program.  5) That accepting a diversion p program based on good cau	yment will not affect my eligibility for the NM Works e (beginning the first day of the fifth month after rece the diversion payment is authorized).	cash assistance
Good cause must be approved a Loss of employment, but Catastrophic illness or a employment A victim of domestic viole	nd may include: not a voluntary quit cident of a family member which requires an employ	

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assistance to meet the monthly needs of your alleviate your non-recurring, short term need.	
The diversion payment is limited to two Divers amount of the diversion payment is:	sion Payments in an applicant's 60-month TANF lifetime limit. The
S1,500 for one to three benefit group n	nembers; OR S2,500 for four or more benefit group members.
be eligible to receive support services. These	quired to meet TANF/NMW Work Program requirements, but I maj are services offered by TANF/NMW to help a person while in IMW service provider for support services such as child care and
Please check any of the services that you may no services. 1 Child Care	ed. Your caseworker will provide you with more information on support Transportation   Service Provider Referral
	is explained the agreement, and has answered my questions. The
Information that I have provided is true and or	Prect. I agree to the terms of the agreement.
Information that I have provided is true and co Applicant Signature	orrect. I agree to the terms of the agreement.  Determine the control of the cont

The caseworker will ensure that the following documents are scanned into ECF prior to any approval of the Diversion payment:

1. FAP 051- Agreement to Accept A Diversion Payment

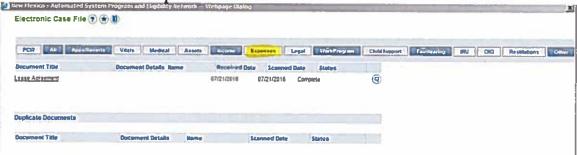


2. Proof of ongoing income or statement of job offer

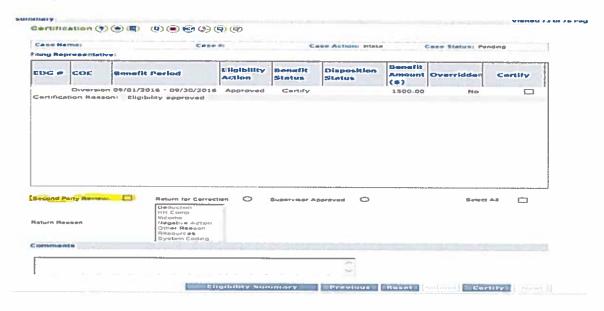


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3. Verification of the Expense



Once the case is ready to be certified, the caseworker will send a 2<sup>nd</sup> party review to the County Director. The County Director will review the Diversion Payment Request and make the determination whether to approve or deny the request. The County Director will ensure a case comment is entered explaining the approval or denial of the Diversion Payment. Then the case can be certified and the Diversion payment will be issued to the participant via their EBT card.



This GI will rescind MR 10-10 Forms Manual Revisions: Agreement to Accept a Diversion Payment.

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or <a href="mailto:SuzanneP.Duran-Vigi@state.nm.us">SuzanneP.Duran-Vigi@state.nm.us</a>

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