

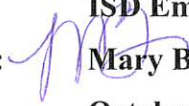


HUMAN SERVICES
DEPARTMENT

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

Manual Revision Memorandum

ISD-MR 18-14

TO: ISD Employees
FROM:  Mary Brogdon, Director, Income Support Division
DATE: October 3, 2018
RE: Rescinding MR 16-11 and Deleting EBT Recipient Sworn Statement of Identity (EBT 005 and EBTSP 005)

This MR is to rescind MR 16-11 EBT Recipient Sworn Statement of Identity as well as to delete the EBT Recipient Sworn Statement of Identity forms in both English and Spanish from the ISD Forms drive. Effective immediately, this form will no longer be used in lieu of appropriate identification when a recipient is picking up an Over the Counter (OTC) EBT card.

The worker will verify identity based on verification in the Electronic Case File (ECF) or through proof of identity the recipient may have readily available. Acceptable forms of identification are; photo ID, birth certificate, school record, church record, insurance card, letter from community resources, voter registration card, work ID, ID for another assistance or social service program, wage stubs, and additional items can be found on the ISD 135 "proof checklist". If documentary evidence is not readily available, use other acceptable methods of verification as in 8.100.130.9 NMAC. For instructions on the OTC issuance process please refer to GI 17-37 located in the Forms Drive.

Instruction:

Delete: EBT 005 EBT Recipient Sworn Statement of Identity
EBTSP 005 EBT Recipient Sworn Statement of Identity

If you have questions regarding this MR, please contact Gavino Archuleta, SNAP Program Manager, at (505) 827-7244 or by e-mail at Gavino.Archuleta@state.nm.us.