





HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Nancy Smith-Leslie, Director

INTERDEPARTMENTAL MEMORANDUM
MAD-MR:
DATE:

TO: INCOME SUPPORT DIVISION AND MEDICAL ASSISTANCE DIVISION STAFF
FROM:  NANCY SMITH-LESLIE, DIRECTOR, MEDICAL ASSISTANCE DIVISION
MARY BROGDON, DIRECTOR, INCOME SUPPORT DIVISION
BY:  KARI ARMIJO, DEPUTY DIRECTOR, MEDICAL ASSISTANCE DIVISION
SUBJECT: REVISED APPLICATION FOR ASSISTANCE FORMS EFFECTIVE NOVEMBER 1, 2018

GENERAL INFORMATION

The purpose of this memorandum is to alert Income Support Division (ISD) and Medical Assistance Division (MAD) staff that there is an updated version of the HSD 100 and MAD 100 Application for Assistance forms that will go into effect on November 1, 2018. These new Application for Assistance forms will be distributed to ISD offices and will be posted in both English and Spanish on HSD's website at www.hsd.state.nm.us/LookingforAssistance/apply-for-benefits.aspx.

The updated version of these Application for Assistance forms should replace all copies of existing application forms that are currently made available in ISD offices. Replacement shall include the version of the HSD 100 that was issued on October 11, 2018 with ISD-MR 18-16.

Please note that these updated versions do not preclude applicants from using an outdated or previous version of the HSD 100 or MAD 100 to apply for benefits. If an applicant submits an outdated version of the Application for Assistance, please process it as usual; a new application should not be requested nor required.

Below please find a summary of the revisions that were made in these updated versions of the HSD and MAD 100 forms:

MAD 100

- In Section 3 in the Citizenship/Immigration Status choice box, #13 was changed. The status of Qualified Non-Citizen was removed and the status of Amerasian was inserted. The removal of Qualified Non-Citizen was done because this is not a distinct immigration status. The status of Amerasian was inserted to align with Medicaid policy at 8.200.410 NMAC. Currently, Amerasian individuals may be coded in the system as Refugees.

- In Section 9, Molina Healthcare and United Healthcare Community Plan were removed as managed care organization (MCO) choice options and Western Sky Community Care was added with an effective date of January 1, 2019. Starting November 1, 2018, individuals may not select Molina Healthcare as a Medicaid MCO. If an outdated application is used to apply and the applicant chose Molina, then the applicant will automatically be assigned to a different MCO. Applicants who select Western Sky before January 1 will also be assigned to a different MCO.
- The contact information for the Office of the Secretary of State was updated.
- The telephone number for accessing free legal help was updated.

HSD 100

- All of the changes described above were also made to the HSD 100.
- In addition, two new questions were added to Section 15:
 - Reduced work hours to less than 30 hours per week in the last 30 days? If yes, who?
 - Have you or any member of your household been convicted of buying or selling SNAP benefits over \$500 after September 22, 1996?
- In the Program Application Information Pages, Section 11, the last sentence was revised to read that: "Anyone convicted for buying/selling SNAP/food assistance of \$500 after September 22, 1996, and anyone convicted of a drug-related felony will be barred permanently."

Please address any questions concerning these new Application for Assistance forms to Orlando Vasquez at 505-827-6269.