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## General Information Memorandum

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ISD-GI 17-04

TO: ISD Employees  
FROM: Sean Pearson, Deputy Secretary, Income Support Division <sup>SP</sup>  
RE: 2017 Production Calendar  
DATE: January 19, 2017

The ASPEN Production Calendar for 2017 is on the following pages. Any changes to the calendar will be communicated in advance.

Should you have questions or concerns regarding this GI, please contact Debra Garcia by e-mail at [debraa.garcia@state.nm.us](mailto:debraa.garcia@state.nm.us).

**RESCINDED**

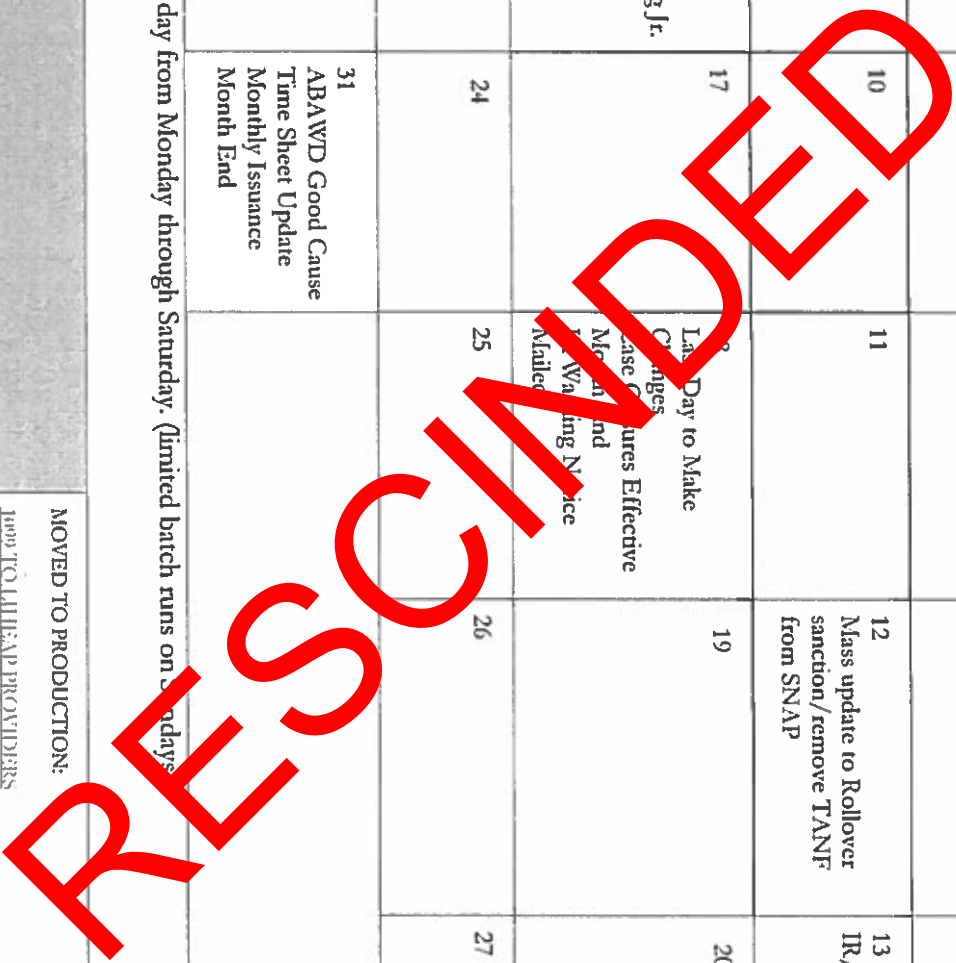
# January 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY New Year's Day (observed)	3 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	4	5 Mass update to Rollover sanction/remove TANF from SNAP	6	7 ASPEN Available
8 Admin Renewal Task Generated	9	10	11	12	13 IR/PR Packets Mailed	14 ASPEN Available
15	16 HOLIDAY Martin Luther King Jr. Birthday	17	18 Last Day to Make Changes Case Closures Effective Monday and Tuesday Waiting Notice Mailed	19	20	21 ASPEN Unavailable
22	23	24	25	26	27	28 ASPEN Available
29	30	31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End				

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)  
 \* ASPEN Down at 6:45 PM Daily  
 \* Auto denial/closure jobs are on hold

RT TIME SENSITIVE/PENDING:  
 NONE/THIS MONTH

MOVED TO PRODUCTION:  
 1000 TO LILEAD PROVIDERS  
 CLIENT STATEMENTS



# February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4 ASPEN Available
5	6	7	8	9	10	11 ASPEN Available
12 Admin Renewal Task Generated	13 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	14	15 Last Day to Make Changes Call Closures Effective Month End IR Issuance Notice Needed	16	17	18 ASPEN Available
19	20	21	22	23	24	25 ASPEN Available
26	27	28 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End				

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RT TIME SENSITIVE PENDING:

MOVED TO PRODUCTION:

EDIDEN/PARAS  
EDIDEN/AMULTS  
EDIDEN/AMULTS

PARAS send file

RESCHEDULED

# March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4 ASPEN Available
5	6	7	8	9	10	11 ASPEN Available
12 Admin Renewal Task Generated	13 IR/PR Packets Mailed Mass update to Rollover sanction/remove TANF from SNAP	14	15	16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	18 ASPEN Available
19	20	21	22	23	24	25 ASPEN Available
26	27	28	29	30	31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	

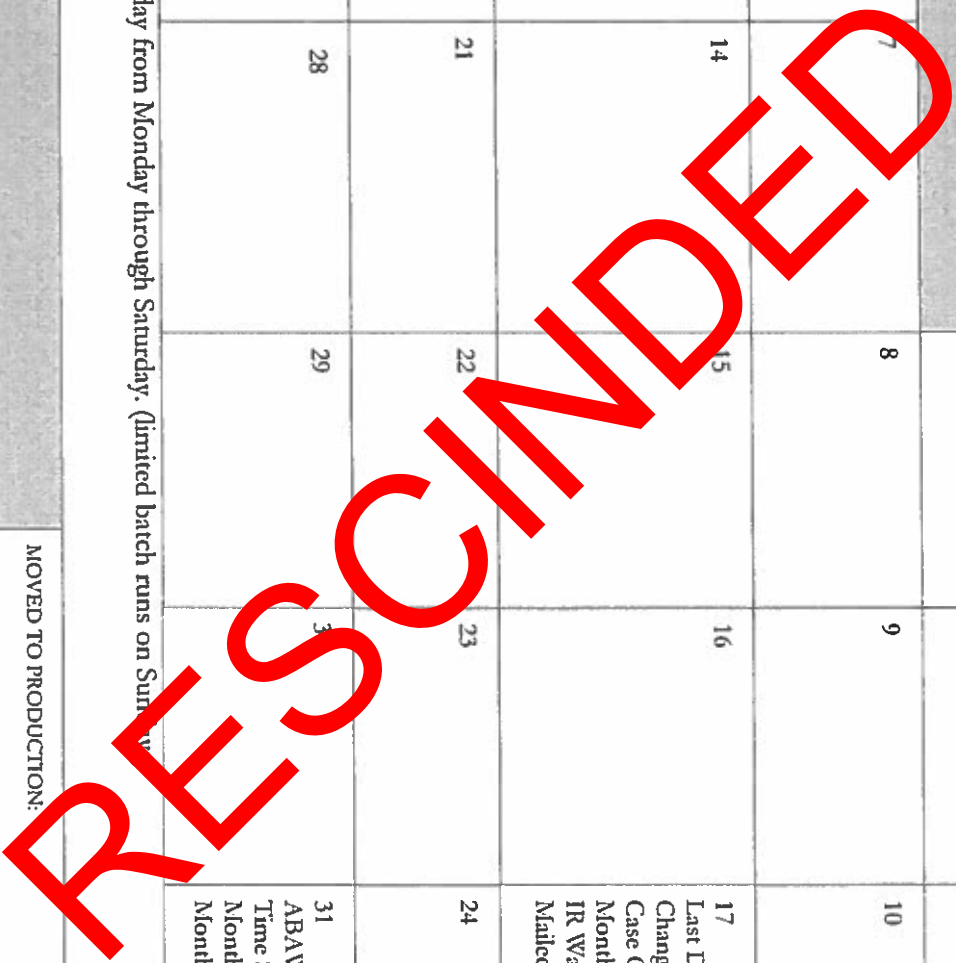
\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sunday)  
 \* ASPEN Down at 6:45 PM Daily  
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RT TIME SENSITIVE PENDING:

EDENPARAS  
EDENALMITS  
EDJCLMITS  
EDENPARAS  
EDENALMITS  
EDJCLMITS

MOVED TO PRODUCTION:

EDENPARAS  
EDENALMITS  
EDJCLMITS





# April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed ASPEN Available
2	3	4	5	6	7	8 ASPEN Available
9 Admin Renewal Task Generated	10	11	12 Pass update to Rollover station/remove TANF from SNAP	13 IR/PR Packets Mailed	14	15 ASPEN Available
16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	18	19	20	21	22 ASPEN Available
23	24	25	26	27	28	29 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End ASPEN Available Monthly Issuance Month End
30						

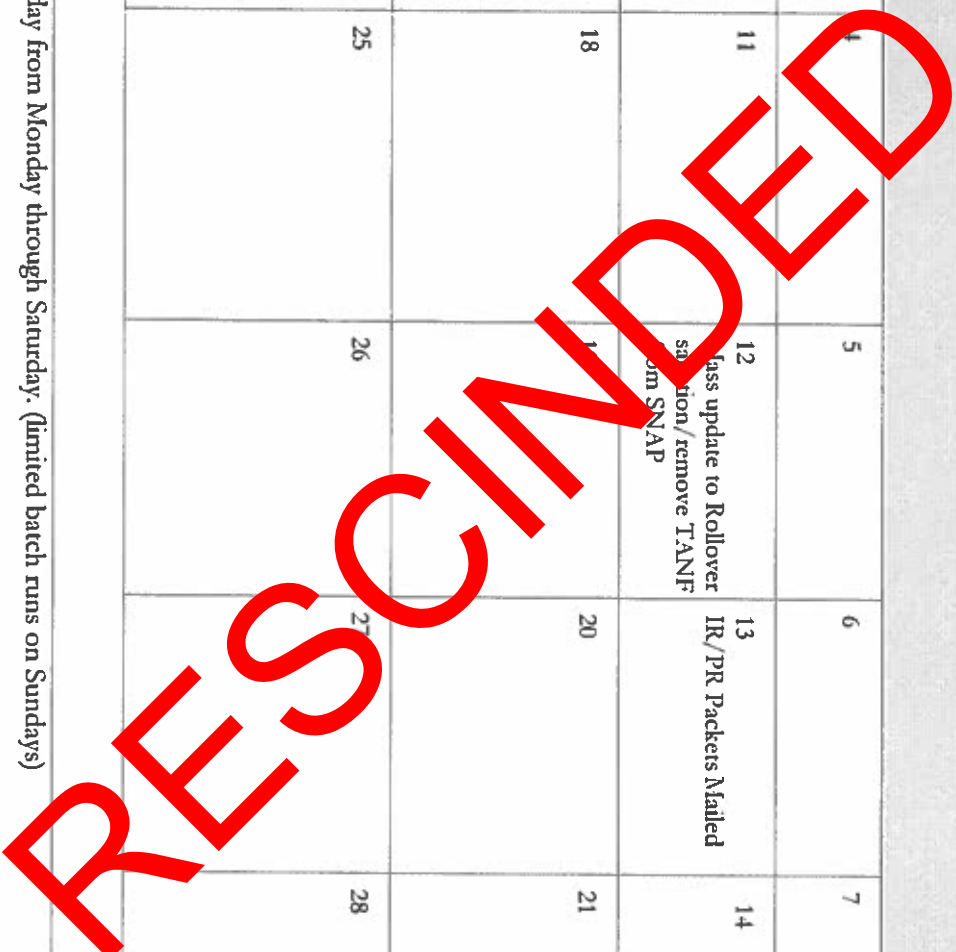
- \* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)
- \* ASPEN Down at 6:45 PM Daily
- \* Auto denial/closure jobs are on hold

KT TIME SENSITIVE PENDING:

MOVED TO PRODUCTION:

NONE THIS MONTH

EDIT/CP ARMS  
LARISSA@delaware.gov



# May 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4	5	6 ASPEN Available
7	8	9	10	11	12 Mass update to Rollover sanction/remove TANF from SNAP	13 ASPEN Available IR/PR Packets Mailed
14 Admin Renewal Task Generated	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	19	20 ASPEN Available
21	22	23	24	25	26	27 ASPEN Available
28	29 HOLIDAY Memorial Day	30	31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End			

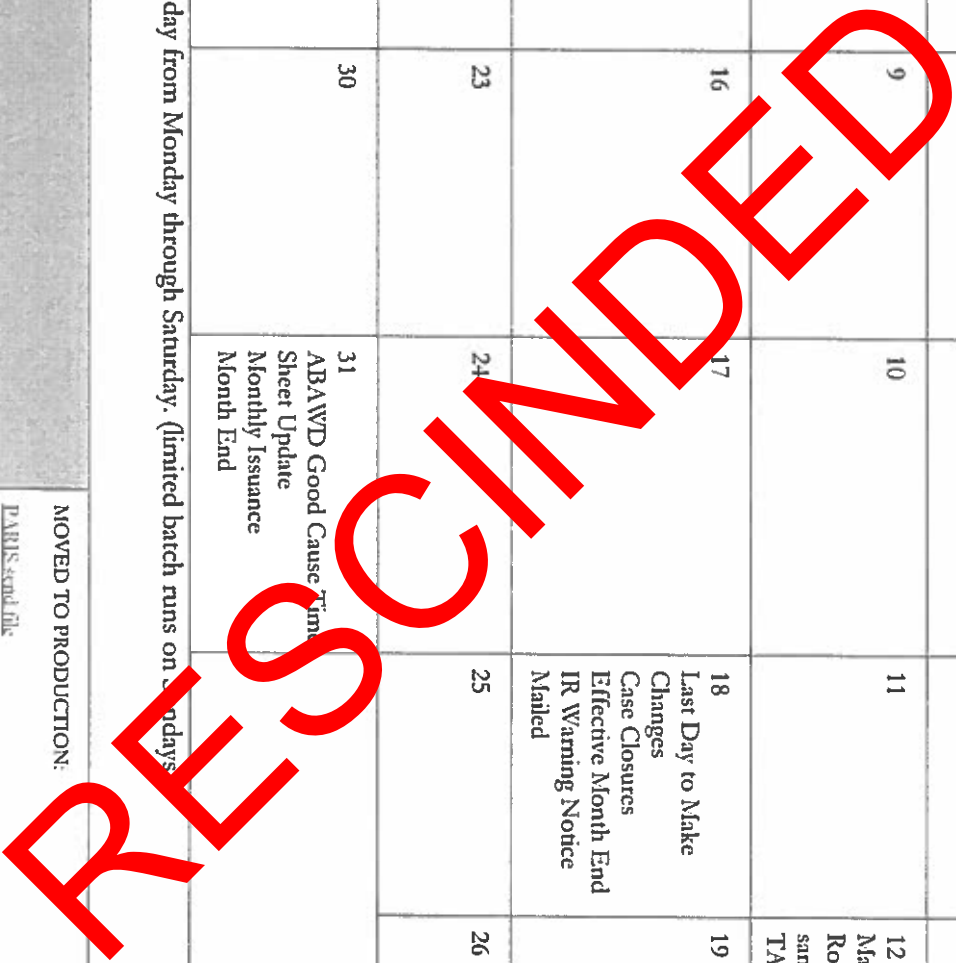
\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)  
 \* ASPEN Down at 6:45 PM Daily  
 \* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:

MOVED TO PRODUCTION:

EDISPARKS  
 JBANNSELLOK@SUNSDY (for the issued and ok month jobs for Abused)

PARIS send file



# June 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3 ASPEN Available
4	5	6	7	8	9	10 ASPEN Available
11 Admin Renewal Task Generated	12 Mass update to Rollover sanction/remove TANF from SNAP	13 IR/PR Packets Mailed	14	15	16 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	17 ASPEN Available
18	19	20	21	22	23	24 ASPEN Available
25	26	27	28	29	30 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End	

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\* ASPEN Down at 6:45 PM Daily

\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING::

MOVED TO PRODUCTION:

EDMAGARDCTOJET  
EDNEGACTIIONDATE  
BIGCTOJBEADATE  
Production Calendar  
PARIS.soud file

EDLTPARMS  
BIANSCTHOJLSRSDY

RESCINDED



# July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed ASPEN Available
2	3	4 HOLIDAY Independence Day	5	6	7	8 ASPEN Available
9 Admin Renewal Task Generated	10	11	12 Mass update to Rollover sanction/remove TANF from SNAP	13 IR/PR Packets Mailed	14	15 ASPEN Available
16	17	18 Last Day to Make Change Case Closures Effective Month End IR Warning Notice Mailed	19	20	21	22 ASPEN Available
23	24	25	26	27	28	29 ASPEN Unavailable
30	31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End					

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (Limited batch runs on Sunday's)

\* ASPEN Down at 6:45 PM Daily

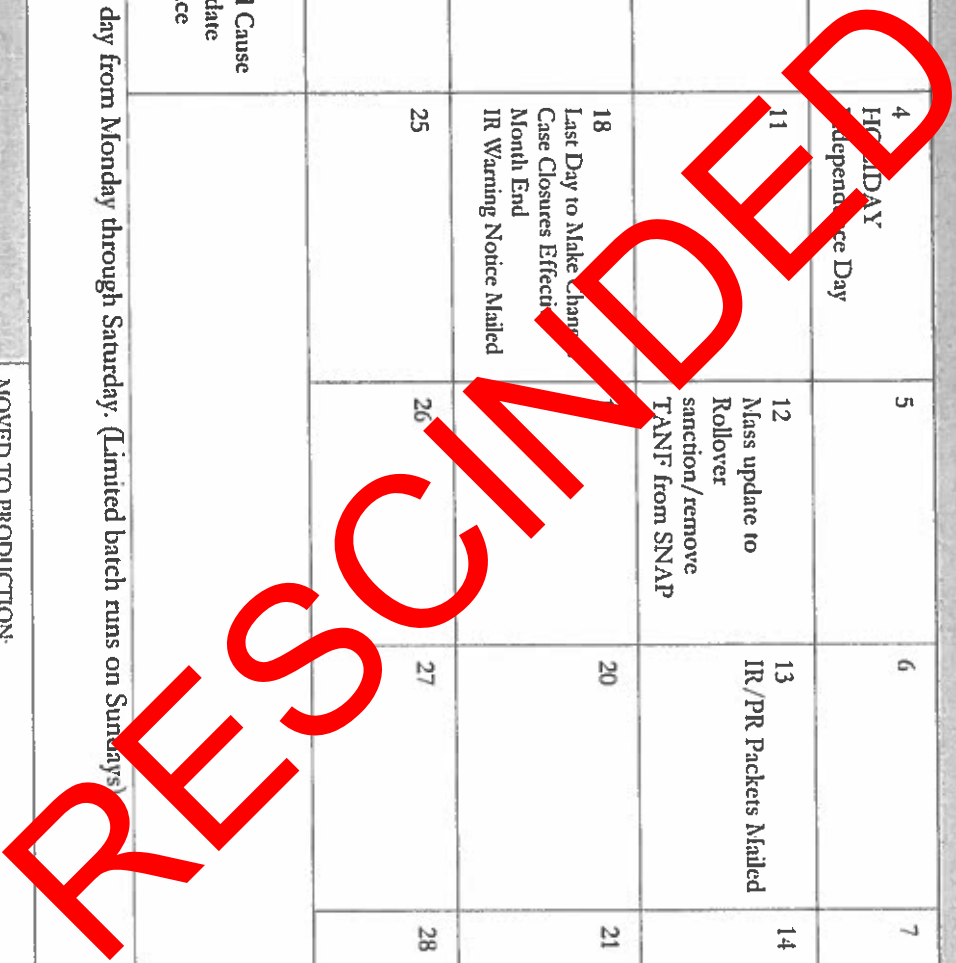
\* Auto denial/closure jobs are on hold

RTIME SENSITIVE PENDING:

NONE THIS MONTH

MOVED TO PRODUCTION:

EDMARC ARDLETOLE  
EDNREGACTHONDAYE  
BIGCUTHEEDATE  
Production Calendar





# August 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY							
		1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4	5 ASPEN Available							
		6	7	8	9	10	11	12 ASPEN Available Mass update to Rollover sanction/remove TANF from SNAP					
13 Admin Renewal Task Generated	14 IR/PR Packets Mailed	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	19 ASPEN Available	20	21	22	23	24	25	26 ASPEN Available
27	28	29	30	31 AWD Good Cause Name Street Update Monthly Issuance Month End									

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\* ASPEN Down at 6:45 PM Daily

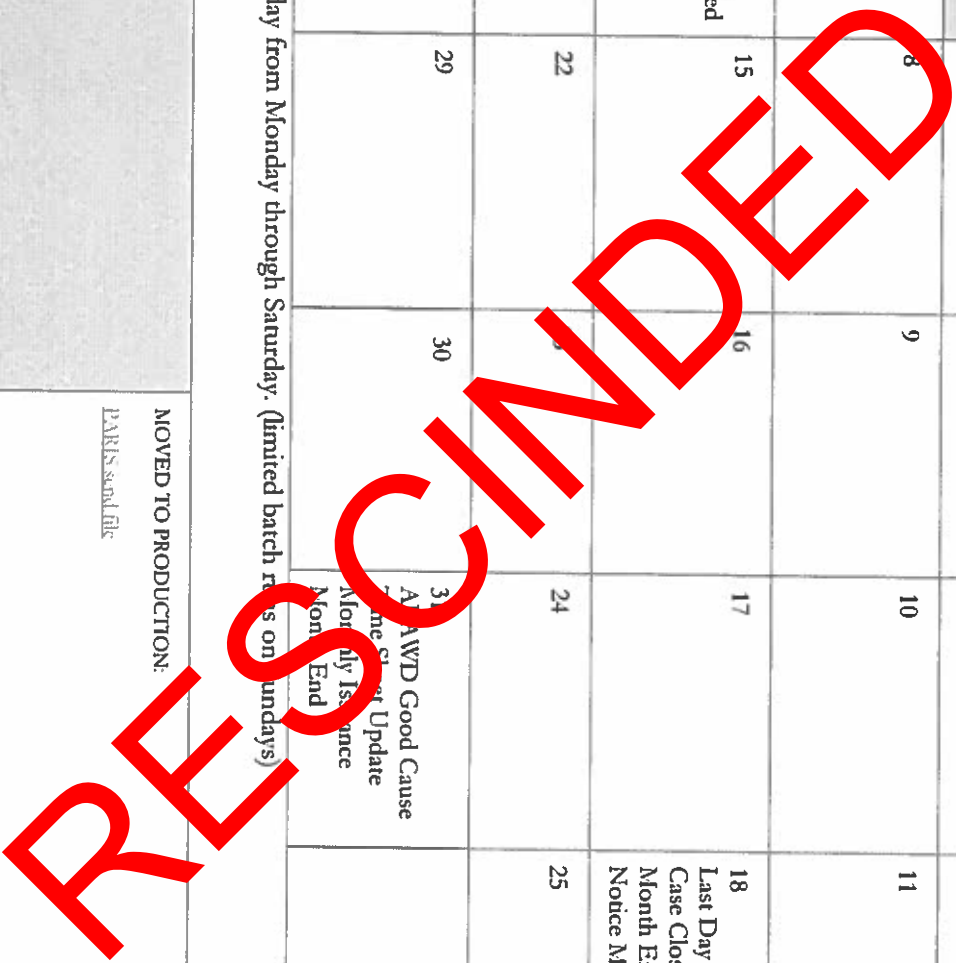
\* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING:

MOVED TO PRODUCTION:

PARIS send file

- ENSCALLENDAIR
- HDCASILEPAYSTD
- HEDENPARBAS
- HEDISLAMIS
- HEDISPARBAS
- HEDISSIDS
- HEDLHEAPINRCYPOINTS
- HEDLHEAPINCPPOINTS
- HEDRSCPARBAS
- HEDSERPAYSTD/RH/MAX
- LILIEVPOINTVALDUE



# September 2017

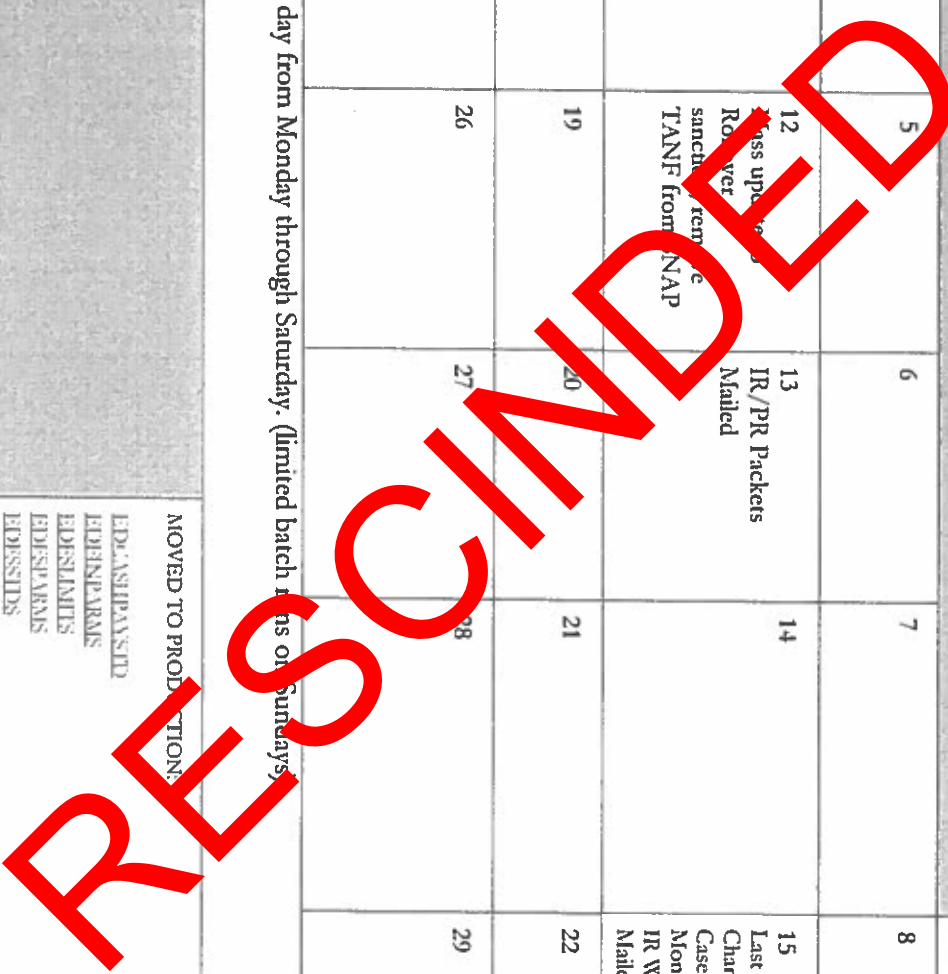
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2 ASPEN Available
3	4 HOLIDAY Labor Day	5	6	7	8	9 ASPEN Available
10 Admin Renewal Task Generated	11	12 Mass update of Rollover sanction/remote TANF from NAP	13 IR/PR Packets Mailed	14	15 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	16 ASPEN Available
17	18	19	20	21	22	23 ASPEN Available
24	25	26	27	28	29	30 ASPEN Available ABAWD Good Cause Time Sheet Update Monthly Issuance Month End

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RT TIME SENSITIVE PENDING:  
 MOVED TO PRODUCTION:

- EDCASHPAYSTD
- EDENPARBAS
- EDENPARBAS
- EDENLIMITS
- EDENPARBAS
- EDENPARBAS
- EDENISSIDS
- EDLITEAMENGYPOINTS
- EDLITEAMENGYPOINTS
- EDISCTPARBAS
- EDSERPAYSTORELMAX
- ENSCALPNDAR
- LHREAPPOINTVALLE

- BIANNKSTGCOI/SUBSIDY
- EDCOLAMIDITHPBLR
- EDLINEPARBAS
- EDLINEPARBAS
- EDLINEPARBAS
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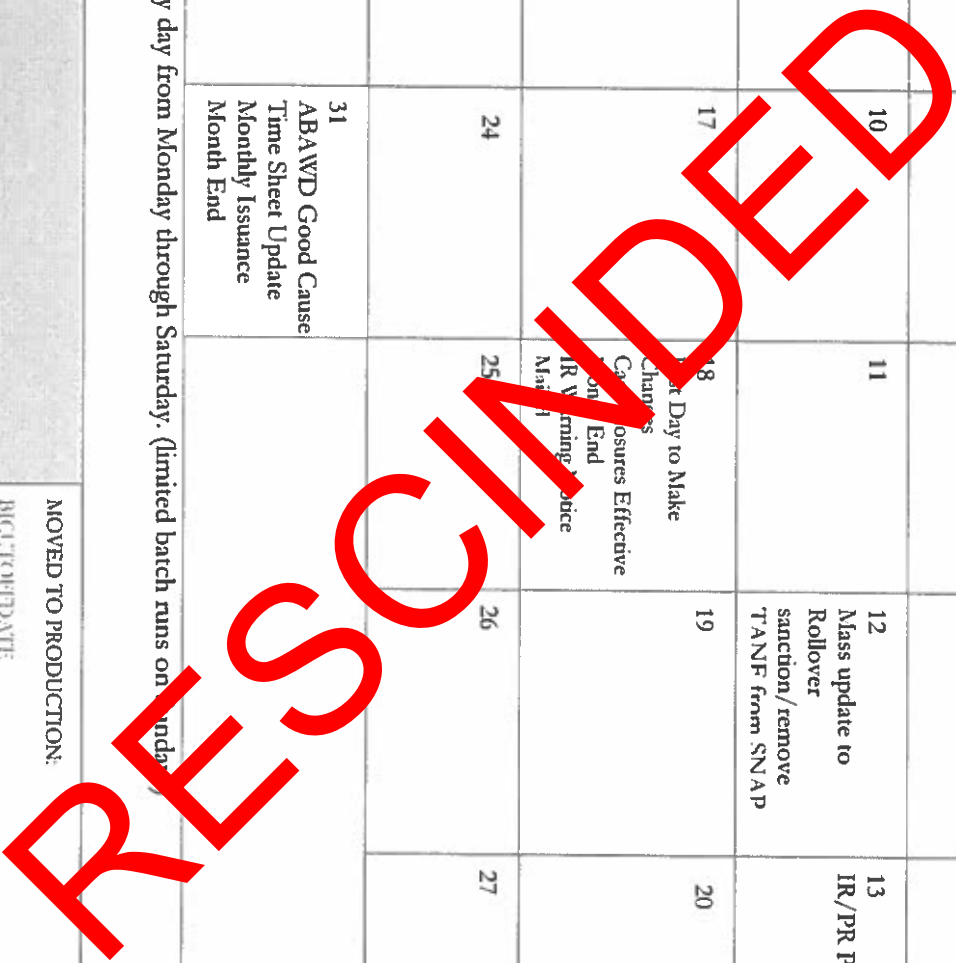
# October 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	3	4	5 12 Mass update to Rollover sanction/ remove TANF from SNAP	6 13 IR/PR Packets Mailed	7 ASPEN Available
8 Admin Renewal Task Generated	9 HOLIDAY Columbus Day	10	11 18 at Day to Make Changes Insures Effective Changes on End IR Warning Notice Mailed	19	20	14 ASPEN Available
15	16	17	25	26	27	21 ASPEN Available
22	23	24	25	26	27	28 ASPEN Available
29	30	31 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End				

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RT TIME SENSITIVE PENDING:  
 NONE THIS MONTH

MOVED TO PRODUCTION:  
 BCLT@HEADATE  
 EDNEG@ACTIONDATE  
 EDNAC@AMP.LTDOE





# November 2017

SENDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAURDAY
			1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4 ASPEN Available
5	6	7	8	9	10 HOLIDAY Veterans Day (Observed)	11 ASPEN Available
12 Admin Renewal Task Generated	13 Mass update to Rollover sanction/remove TANF from SNAP IR/PR Packets Mailed	14	15	16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	18 ASPEN Available
19	20	21	22	23 HOLIDAY Thanksgiving Day	24 HOLIDAY Presidents Day (Observed)	25 ASPEN Available
26	27	28	29	30 ABANDONED Good Cause Appeal Update Monthly Issuance Month End		

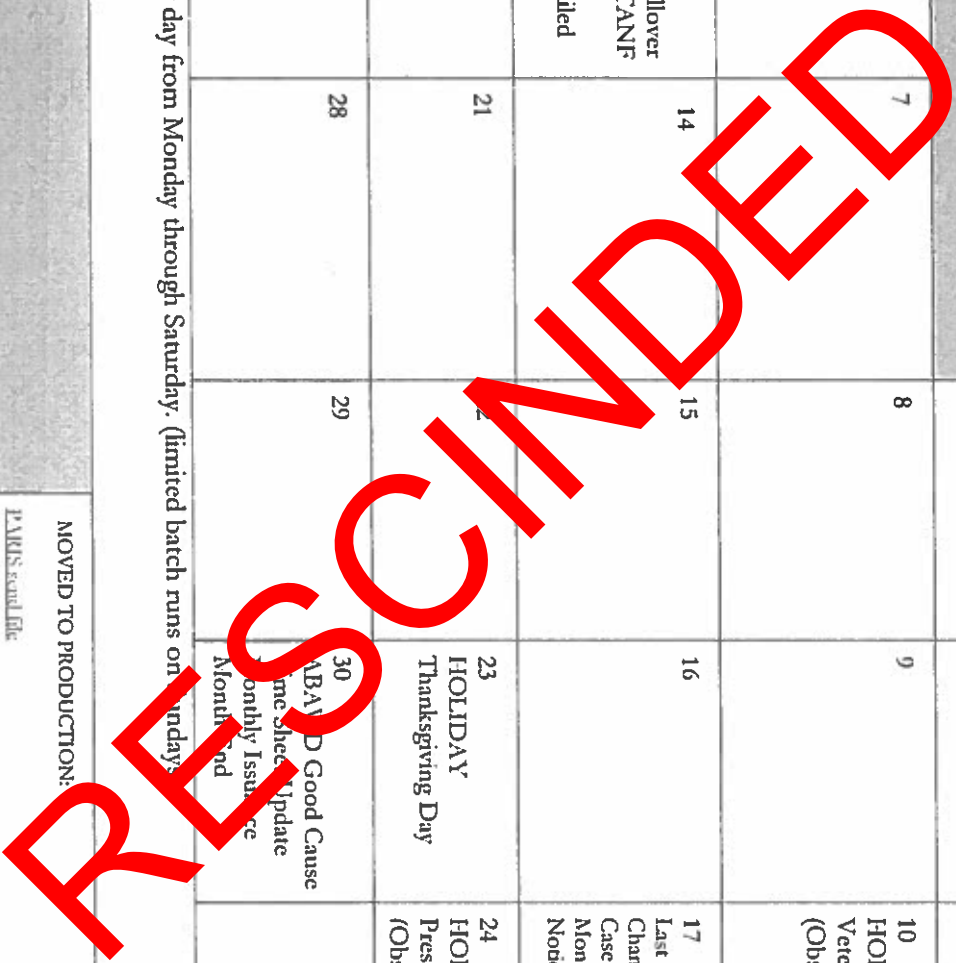
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RT TIME SENSITIVE PENDING:

HOLIDAY

MOVED TO PRODUCTION:

PARIS.sand.etc



# December 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2 ASPEN Available
3	4	5	6	7	8	9 ASPEN Available
10 Admin Renewal Task Generated	11	12 Class update to Router sanction/revocation/INF from CNAP	13 IR/PR Packets Mailed	14	15	16 ASPEN Available
17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notice Mailed	19	20	21	22	23 ASPEN Available
24	25 HOLIDAY Christmas Day	26	27	28	29	30 ABAWD Good Cause Time Sheet Update Monthly Issuance Month End
31						

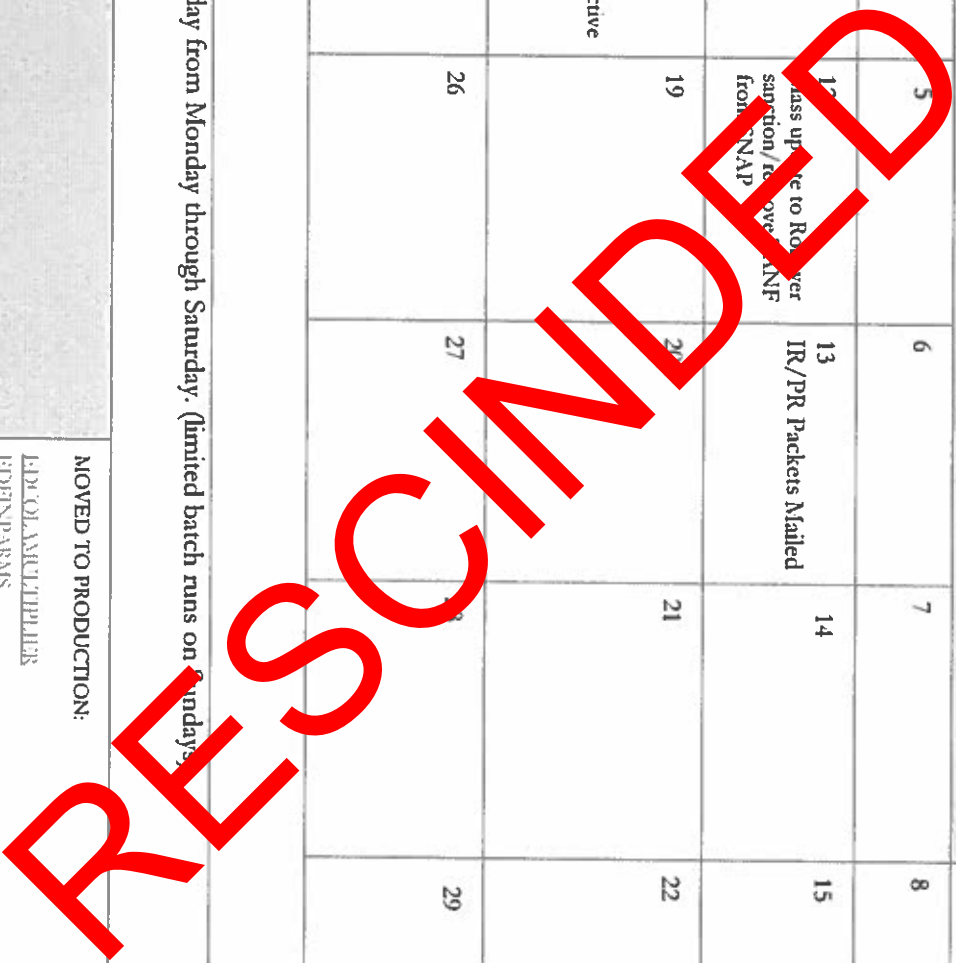
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RT TIME SENSITIVE PENDING:

MOVED TO PRODUCTION:

1099 TO LIFE-AP PROVIDERS  
 CLIENT STATEMENTS  
 EDIENPARMS  
 EDENALMILLS  
 EDLTCINITS  
 EDMACARDGUTOHE  
 EDNEGACTICONSDATE  
 PAKIS send file

EDPOLACTUPPLIER  
 EDENPARMS  
 EDLTCINITS  
 EDLTCPARMS  
 EDRSCPARRMS  
 HOLIDAY



RT Table / Action Name	Description
1099 TO LIHEAP PROVIDERS	Generate annual 1099s for LIHEAP vendors.
BIANNSCHOOLSUBSIDY	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.
BICUTOFFDATE	The dates on which the monthly issuance jobs for SNAP and cash will be run.
CLIENT STATEMENTS	Annual client statements for clients who received cash payments in the previous calendar year.
EDCASHPAYSTD	Gross and Net Income limits for cash.
EDCOLAMULTIPLIER	COLA multiplier for RSDI individuals.
EDFINPARMS	Income and deductions parameters for Cash and FIP-related Medicaid.
EDFMALIMITS	Income limits for family (FIP-related) Medicaid.
EDFSLIMITS	SNAP income limits and max allotment values.
EDSSPARMS	Income and deduction parameters for SNAP.
EDFSSTDS	SNAP standard deduction amount.
EDLIFEESTATEFACTOR	Life estate factor for calculating divestment.
EDLIHEAPENRGYPPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.
EDLIHEAPINCPPOINTS	Indicates the number of LIHEAP points the household is eligible for based on the household income.
EDLTCLIMITS	Income limits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.
EDLITCPARMS	Utility Allowances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.
EDMACARDCUTOFF	Medicaid care cutoff dates. This table needs to be updated one year in advance.
EDNEGACTIONDATE	The last day on which a negative action can be taken for a month and program. This table needs to be updated one year in advance.
EDRSCPARMS	Resource parameters.
EDSERPAVSTDRELMAX	Net Standard income limits for LIHEAP.
FNSCALENDAR	Lists the cycle numbers for the months with the TOP interface.
HOLIDAY	List of state and federal holidays.
LIHEAPPOINTVALUE	Indicates the dollar value for a LIHEAP point.
PARIS send file	Send PARIS file to federal government.
Production Calendar	Update production calendar for next year.



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EDLIHEAPENRGYPPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.
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EDLTCLIMITS	Income limits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.
EDLTCPARMS	Utility Allowances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.
EDMACARDCUTOFF	Medicaid card cutoff dates. This table needs to be updated one year in advance.
EDNEGACTIONDATE	The last date on which a negative action can be taken for a month and program. This table needs to be updated one year in advance.
EDRSCPARMS	Resource parameters.
EDSERPAYSTDREIMAX	Net Standard income limits for LIHEAP.
FNSCALENDAR	Lists the cycle numbers for transactions with the TOP interface.
HOLIDAY	List of state and federal holidays.
LIHEAPPOINTVALUE	Indicates the dollar value for a LIHEAP point.
PARIS send file	Send PARIS file to federal government.
Production Calendar	Update production calendar for next year.

DEFERRED