



Interim Policy and Procedure Memorandum

ISD IPP 15-08

TO: ISD and NMW Service Provider Employees
FROM: *MM* Marilyn Martinez, Director, Income Support Division
RE: Wage Subsidy
DATE: July 8, 2015

This IPP serves to:

- Rescind ISD IPP 13-02; this includes ISD GI 07-20 issued April 11, 2007; ISD GI 08-10 issued March 4, 2008 and ISD IPP 10-14 issued October 8, 2010;
- Provide additional guidance for the Wage Subsidy program specific to placements with the Human Services Department (HSD);
- Revise the “*Wage Subsidy Agreement*” form ISD 271;
- Provide a training document to be completed by all ISD and NMW Service Provider staff and;
- Provide steps to be completed in ASPEN.

1. This IPP supersedes all previous IPPs, GIs, and all other memoranda, directives, organizational charts, procedures, and policies published by the Income Support Division (ISD) dealing with the subject of Wage Subsidy.
2. The following outline the procedure and responsibilities with respect to a client being referred and enrolled in the Wage Subsidy program:

NMW Service Provider

- Maintains a continuous list of Wage Subsidy candidates.
- Submits candidate resume with copies of the HSD Job Interest Form (JIF) and verification of education to the ISD and Work and Family Support Bureau (WFSB) at ISD Central Office in Santa Fe. (All relevant work experience and employment should be listed on the candidate’s resume and JIF, including WE placements with HSD or NMW).
- Ensures referred candidates meet the following criteria:
 1. Have sufficient work experience;
 2. Be a registered participant in NMW;
 3. Be in “good standing” with HSD (No claims or sanctions and all current activity data entered into ASPEN NMW screens); and
 4. Verification of highest educational level attained
- Provides a one-day work readiness session for all candidates.

- Assists candidates in submitting employment applications for unsubsidized employment prior to the expiration of the 12 month Wage Subsidy period.
- Provides case management to Wage Subsidy participant to include monitoring job performance to ensure job retention.
- Promotes permanent employment of the Wage Subsidy participant during and at the completion of the program.
- Ensures candidate and employer properly complete the ISD 271 Wage Subsidy Agreement form, maintains a copy in ASPEN Electronic Case File (ECF), and forwards a copy to WFSB.
- Upon receipt of the participant's first check stub, reviews to ensure appropriate deduction are listed.
- Provide additional mentoring and training for the non-selected candidate.

ISD Work & Family Support Services Bureau (WFSB)

- Reviews candidate documents submitted by NMW Service Provider and approves candidate for referral to employer.
- Validates that the Wage Subsidy candidate meets the eligibility and position requirements for Wage Subsidy.
- If candidate is rejected, notifies NMW Service Provider with reason for rejection.
- Provides the HSD employer the attached documents of candidates approved for a Wage Subsidy position (attached to this IPP).
- Authorizes for candidate to be interviewed for a position(s) (*Wage Subsidy Review Checklist*)
- Copies of the candidate's Job Interest Form, resume and verification of education completed
- Upon receipt of Wage Subsidy start date from OHR, notifies NMW Service Provider, schedules and conducts orientation with Wage Subsidy case manager, supervisor and CD. Orientation includes responsibilities of the Wage Subsidy program.
- Monitors Wage Subsidy participant's LWOP to ensure such leave does not exceed allowable limit: 16 hours of unexcused absences in a calendar month or 80 cumulative hours during the wage subsidy term.
- Contacts NMW Service Provider one month before expiration of term to ensure job development is being undertaken to transition Wage Subsidy participant to unsubsidized employment.
- Notifies the NMW Service Provider when a Wage Subsidy participant is in non-compliance or voluntarily quits.
- Refers Wage Subsidy Program policy questions to the Policy and Program Development Bureau.

Supervising Employment Site

- Interviews "Approved for Interview" candidates reviewed by WFSB.
- Updates WFSB which candidates weren't selected and the reason.
- Updates WFSB if additional referral packets are needed and the reason.
- Submits a completed new hire packet three weeks in advance from the anticipated start date to the ISD Office of Human Resources (OHR).
- Submits termination documents one week in advance of completion of Wage Subsidy term to the ISD Personnel Section.
- Ensures Wage Subsidy has all necessary system access.
- Ensures participants do not work more than 40 hours per week.
- Ensures the Wage Subsidy is paid the wage determined by the position offered.

- Ensures that the subsidized employment does not impair an existing contract or collective bargaining agreement.
- Ensures that the subsidized employment does not displace currently employed persons or fills positions that are vacant due to a layoff.
- Maintains health, safety and work conditions at or above levels generally acceptable in the industry and not less than those of comparable jobs offered by the employer.
- Monitors that Wage Subsidy has completed all required trainings on Blackboard:
 - ITD Security Guidelines
 - HIPAA Privacy and Security
 - IRS Disclosure Awareness
 - Civil Rights
 - Americans with Disabilities Act (ADA)
 - Substance Abuse
 - Domestic Violence
- Provides on-the-job training necessary for subsidized participants to perform their duties.
- Signs the Wage Subsidy Agreement (ISD 271) for each placement identifying the contact information, agreement to abide by all requirements of the Wage Subsidy program, and the beginning and ending dates of the Wage Subsidy period.
- Completes quarterly evaluations of Wage Subsidy participant (*Quarterly Performance Review and Plan for Wage Subsidy*) and submits the evaluation to Wage Subsidy participant, CDS, and WFSB.
- Provides other benefits (includes but is not limited to health care coverage, unless Medicaid coverage is in place, paid sick leave, holiday and vacation pay) equal to those for new employees, or as required by state and federal law, whichever is greater.
- Provides the WFSB with notification of any absences beyond the maximum allowed. (Wage Subsidy participant who exceeds 16 hours of unexcused leave in a month or 80 cumulative hours of unexcused leave over the course of the Wage Subsidy term is subject to termination). However, good cause can be applied to unexcused leave at the discretion of the site supervisor
- Requests termination from CHR of any Wage Subsidy participant who exceeds allowable leave or does not meet performance requirements (Termination for cause will be initiated and processed by CHR).
- Notifies the WFSB when a Wage Subsidy participant is in non-compliance or voluntarily quits.
- Initiates the paperwork (to include: Personnel Action Request Form 501 and the attached Notice of Termination Letter) to terminate the Wage Subsidy participant upon conclusion of term or departure other than for non-compliance of Wage Subsidy requirements, and forwards to the Wage Subsidy participant, Employee Administration Section and WFSB.
- TANF Liaison closes Wage Subsidy EDG in ASPEN, as required, in order to place the participant back on regular TANF EDG.

ISD Employee Administration Section (EAS)

- Receives requests from any HSD Division, Bureau or County Office for a Wage Subsidy placement.
- Verifies with the ISD Director's office that a Wage Subsidy slot can be filled.
- Upon approval from the ISD Director's office, EAS notifies WFSB to initiate recruitment for the position. Upon selection of a Wage Subsidy candidate, the requesting office submits a completed hire packet to the EAS for processing.

- EAS routes the completed hire packet to the ISD Director's office, Administrative Services Budget Office and HSD OHR for processing through the Department of Finance and Administration (DFA) and New Mexico State Personnel Office (SPO).

HSD Office of Human Resources (OHR)

- Ensures that a recommended Wage Subsidy candidate qualifies for an Office Clerk-B or Office Clerk-O position.
- Determines effective date of hire.
- Notifies the ISD EAS, WFSB and the employer of the effective date of hire.
- Upon receipt of the Personnel Action Request Form 501, enrolls the Wage Subsidy participant on Blackboard and monitors that Wage Subsidy has completed all required trainings to include:
 - ITD Security Guidelines
 - HIPAA Privacy and Security
 - IRS Disclosure Awareness
 - Civil Rights
 - Americans with Disabilities Act (ADA)
 - Substance Abuse
 - Domestic Violence
- Upon notification of non-compliance of Wage Subsidy participant in term position, initiates letter of termination to participant with copies to WFSB and Employer.

ISD Field Office

- Requests a Wage Subsidy position through the Regional Office Manager (ROM) and the ISD Deputy Director for Field Operations. Wage Subsidy positions are allocated through the ISD Deputy Director for Field Operations. Any waiting list will be coordinated through the ISD Deputy Director for Field Operations and Central Office staff. No hiring packets for wage subsidy candidates should be submitted to Central Office prior to approval from the ISD Deputy Director for Field Operations.
- Can provide Wage Subsidy candidate referrals to NMW Service Provider.
- Ensures the coding for the current Wage Subsidy participants is correct and consistent in ASPEN. The following are processing reminders for Wage Subsidy coding (*also see the attached Training Module: Wage Subsidy*):
 - A participant may be placed on the Wage Subsidy Waitlist in ASPEN. The status of the waitlist must be active as of the participant's start date with wage subsidy position.
 - Income must be entered as subsidized on Employment – Employer screen (respond "YES" to the question, "Is this TANF subsidized employment").
 - Regular TANF EDG must be changed in ASPEN to Wage Subsidy once they start their Wage Subsidy assignment.
- Ensures that the months of participation in the Wage Subsidy Program do **not** count against an individual's 60-month term limit.
- Ensures that the participant remains eligible for Medicaid and advises the Wage Subsidy participant that they are **not** required to enroll in HSD employee insurance and cannot contribute to PERA.
- Ensures that the participant's SNAP case is evaluated for Transitional SNAP.
- Ensures that the participant is considered to be in active case status while in subsidized employment and, therefore, must comply with all eligibility and participation requirements of the NMW cash assistance program.

- Ensures that TANF supportive services remain available to the participant.

3. Below are other procedures that must be monitored by ISD:

- **Leave Balances and Absences:** While employed, Wage Subsidy participants are entitled to accrue a balance of both sick and annual leave. Wage Subsidy participants are also entitled to additional unpaid excused absences, not to exceed 16 hours in any month or 80 hours cumulatively during the Wage Subsidy term. Absences are approved by the site supervisor. Any unpaid excused absences that exceed the 16 or 80 hour limit will result in termination of the Wage Subsidy activity if good cause was not approved by the site supervisor. The appropriate termination process dictated by the employer's human resources department shall be followed. Upon notification from the Wage Subsidy employer, the ISD county office shall proceed to take appropriate action in ASPEN and transition the case to NMW cash assistance.
- **Conciliations and Sanctions:** All Wage Subsidy participants are required to comply with NMW requirements which include satisfactory attendance in a work activity. When a Wage Subsidy participant is terminated from the program due to non-compliance and consequently transitioned back to NMW cash assistance, the caseworker shall initiate the conciliation/sanction process and issue a *Notice of Non-Compliance* and *Notice of Case Action*. NMW assistance shall be reviewed for eligibility with the appropriate level sanction.

4. The ISD 271, "*Wage Subsidy Agreement*" form was revised through issuance of ISD MR 14-09 to reflect the following:

- The last statement on the Employer's portion of the form has been changed from "Proceed with termination of any Wage Subsidy participant who has an excess of 16 unpaid hours of absences in a month or 80 cumulative hours over the course of the wage subsidy term," to "Proceed with termination of any wage Subsidy participant who has an excess of 16 unpaid hours of absences in a month or 80 cumulative hours over the course of the wage subsidy term without good cause."

5. All eligibility and NMW Service Provider staff must review the training packet, complete the sign-in sheets, and fax or email them to the Policy and Program Development Bureau:

Fax Number: (505) 476-7073

E-mail: ISD-IPD@state.nm.us

If you have further questions regarding this IPP, please contact Tashi Gyalkhar, TANF/Refugee Programs Staff Manager at (505) 827-1323 or via email at Tashi.Gyalkhar2@state.nm.us.

- Attachments:**
- Wage Subsidy Auxiliary Training
 - WS Program Flow Chart
 - ISD 271 Form Revised (8/20/2014)
 - Notices of Termination
 - Quarterly Performance Review and Plan for Wage Subsidy (Revised)
 - Sample Check Stub
 - Wage Subsidy Review Checklist
 - Job Interest Form (Revised)
 - Sign-In Sheet





aspen

Automated System Program and Eligibility Network

Auxiliary Training

Instructor Guide

Module: Wage Subsidy

RESCINDED

NOTES

Module: Wage Subsidy

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RESOUNDING

Module: Wage Subsidy

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Purpose:

The purpose of this module is to clarify ISD policy for the Wage Subsidy program, answer questions participants may have about the program and provide concise instructions on processing a Wage Subsidy case in ASPEN.

Objectives:

By the end of this module you should be able to:

- Define the Wage Subsidy Program and its purpose.
- Outline the terms and conditions of the Wage Subsidy program.
- Clarify the processing standards for a Wage Subsidy position.
- Detail how a Wage Subsidy position will affect other programs.
- Explain how to close a Wage Subsidy EDG and transition a case back to a TANF EDG in ASPEN.

Introduction:

The Wage Subsidy Program is designed to promote self-sufficiency through paid work training opportunities for eligible New Mexico Works (NMW) participants. It also provides incentive for employers to offer entry level training to NMW participants, who may not possess all the required job skills.

Policy:

- 8.102.462.6 NMAC Wage Subsidy Objective
- 8.102.462.8 A NMAC Initial Eligibility
- 8.102.462.9 B NMAC Two-Parent Family
- 8.102.462.8 NMAC Effects on Assistance Benefits
- 8.139.501.8 NMAC Transitional Food Stamp Benefits
- 8.139.501.9 NMAC Transitional Benefit Period
- 8.102.462.7 NMAC Program Limitations
- 8.102.462.13 NMAC Leave Balances and Absences
- 8.102.462.9 C NMAC Voluntary Quit
- 8.102.462.9 D NMAC 10 Day Time Limit

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Lesson 1: Wage Subsidy Program Fundamentals

8.102.462.6 NMAC Wage Subsidy Objective

The NMW Wage Subsidy Program is a subsidized employment opportunity where a TANF cash assistance participant is employed full time. The department or its agents may subsidize up to 50 percent of the employee's salary with funds from the TANF block grant. Funding of the program is contingent on specific appropriation of state and federal funding.

The majority of program participants are placed within the Human Services Department (HSD). Participants work under the title of HSD Office Clerk and adhere to all of the job responsibilities and duties therein. Participants benefit by learning basic office skills and professionalism through paid on the job training. The experience and knowledge they gain can be highlighted on their resume and is appealing to potential employers.

The program can be a life changing opportunity for our participants. They learn new skills, which increase the potential for higher wages, and attain a sense of empowerment through their accomplishments. Funding for the program is limited so not all potentially eligible NMW participants will have the opportunity to participate. Careful consideration must be made to the likelihood of success for each participant before a referral is made.

Lesson 2: General Participant Requirements

8.102.462.8 A NMAC Initial Eligibility

8.102.462.9 B NMAC Two-Parent Family

Eligibility

In order to be eligible the participant must:

- Have sufficient work experience;
- Be a registered participant in NMW;
- Not be in current conciliation or being sanctioned for non-cooperation with the NMW work requirements or child support requirements;
- Have citizenship documentation and a social security number
- Have verification of their highest educational level attained.

In addition to the above criteria, each participant must be evaluated by the NMW contractor in all areas of employability before being considered for a Wage Subsidy opportunity.

Additional Considerations

In a two-parent family where only one of the parents is a participant in the New Mexico Wage Subsidy Program, the other parent, if considered as a mandatory participant in the NMW work program, shall be required to participate in qualified work activities for a minimum of 30 hours per week. At least 20 hours a week must be spent in qualified primary work activities.

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Another important consideration is that the completion of a Wage Subsidy position should be a reasonable step in attaining the applicant's ultimate goal of self-sufficiency through employment. For example, if an applicant wanted to become a welder a Wage Subsidy position as an Office Clerk would probably not help them in attaining that goal.

Lesson 3: Wage Subsidy Position Approval

Income Support Division

The NMW contractor will keep a list of candidates for the Wage Subsidy program. If you know of a motivated applicant that you think may be a good fit for a Wage Subsidy position, you as a caseworker can let your supervisor or county director know. They will ask the NMW contractor to consider the applicant for participation in the Wage Subsidy program.

NMW Contractor

When the NMW contractor is made aware that a Wage Subsidy position is vacant, they will refer candidates from their list. They help the applicants complete the appropriate paperwork (Job Interest form, resume and proof of education attained) and submit it to the Work and Family Support Bureau (WFSB) for review.

Income Support Division

The WFSB, in coordination with Human Resources, will determine which candidates meet the minimum requirements for employment with HSD and verify NMW eligibility. WFSB will provide the list of accepted candidates, and their paperwork, to the office which has the vacant Wage Subsidy position and give the office the approval to start interviews.

The interview process is competitive so there will likely be multiple NMW applicants applying for one Wage Subsidy position. The employer and WFSB will then be contacted by HR and informed of the candidate's approval to become a Wage Subsidy participant and given the start date. Then the employer and candidate will sign NMW Wage Subsidy Agreement form (ISD 271). The employer, Wage Subsidy candidate, NMW contractor, ISD caseworker and WFSB will all receive a copy of ISD 271.

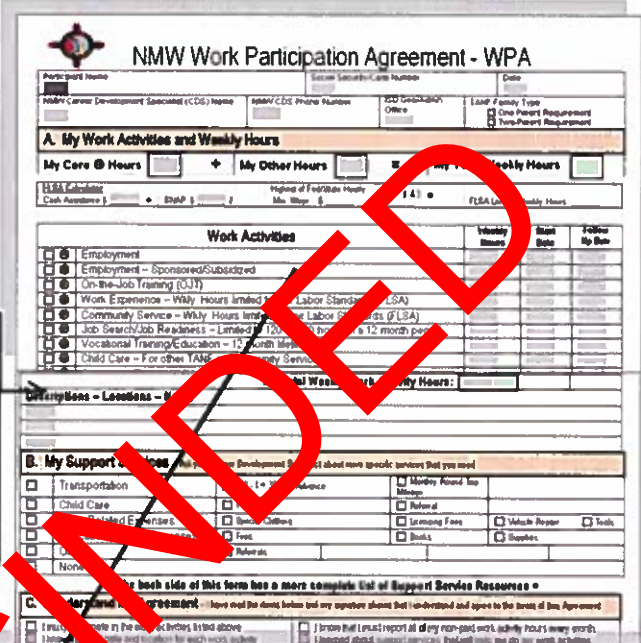
NEW MEXICO WORKS WAGE SUBSIDY AGREEMENT	
<p>PURPOSE: The New Mexico Wage Subsidy Program is an opportunity that provides a NM Works/TANF (NMW) cash assistance limited paid employment instead of receiving monthly cash payments. This limited job placement has the potential to continue and become full-time employment.</p>	
<p>HSD To provide funding to the employer up to 90% of employee wages.</p> <p>HSD understands and agrees:</p> <ul style="list-style-type: none"> The NMW/TANF participant is eligible for the Wage Subsidy program and has met the following requirements: <ul style="list-style-type: none"> is eligible for the Wage Subsidy program for up to 12 months in a lifetime is a registered participant with work programs is in "good standing" with the department has citizenship documentation and a social security number 	
<p>HSD SIGNATURE _____ DATE _____</p>	
<p>As the Employer I understand and agree:</p> <ul style="list-style-type: none"> Hire the NMW participant for a Wage Subsidy position and ensure assistance in securing permanent employment at the end of the Wage Subsidy term Ensure work hours for the participant will not exceed forty hours per week Pay a wage that is equal to the wage paid to permanent employees performing the same job duties, and will not be less than the federal minimum wage Ensure that the Wage Subsidy hiring does not impair an existing contract or collective bargaining agreement Ensure that the Wage Subsidy does not displace currently employed persons or fill positions that are vacant due to a layoff Maintain health, safety and work conditions at or above levels generally acceptable in the industry 	

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NMW Contractor

Once a start date is confirmed, the Career Development Specialist will meet with the new Wage Subsidy participant to update their WPA. They'll list the Wage Subsidy position as the NMW activity, and forward a copy to the ISD caseworker or designated liaison. This is the method in which ISD will be informed of the applicant's status as a Wage Subsidy participant.

Specific information about the Wage Subsidy position such as position title, rate of pay, office location, start date and employment duration will be outlined in this section.



Work Activities		Weekly Hours	Start Date	Follow Up Date
<input type="checkbox"/> <input checked="" type="radio"/>	Employment			
<input type="checkbox"/> <input checked="" type="radio"/>	Employment - Sponsored/Subsidized			
<input type="checkbox"/> <input checked="" type="radio"/>	On-the-Job Training (OJT)			

ISD Liaison

The next step is to enter the new hire information in ASPEN, the caseworker will need to know the new hourly wage and start date for the Wage Subsidy participant. There are two possible rates of pay; if the participant was hired into Office Clerk-B position, the hourly wage will be \$8.50 per hour. If they were hired as an Office Clerk-O, the hourly wage will be \$9.00 per hour. The work schedule will always be 40 hours per week. Wage Subsidy pay periods and dates are the same as all HSD employees. The start date will always be the beginning of the pay period. Using this information, which will appear on the WPA, you can easily calculate their pay.

Upon receipt of the new WPA, listing the Wage Subsidy position information, the caseworker will update ASPEN for ongoing months, to reflect the Wage Subsidy approval. This will ensure that the NMW case remains active for support services but ongoing cash payments will be suspended during the Wage Subsidy period. The participant is entitled to Notice of Adverse Action prior to NMW benefits being suspended.

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Example:


The case worker receives Leonard's WPA on April 9th. It shows Leonard was approved for a Wage Subsidy position on April 5th and his start date will be April 14th, the beginning of the next pay period. Leonard will receive his first paycheck in May. The worker codes the Wage Subsidy for the ongoing month (May) and enters Leonard's April 14th start date. There is adequate time for a NOCA to be sent to Leonard so May TANF cash benefits will not issue.

Lesson 4: Adding a Participant to the Waitlist

Scenario

Leonard was just approved for a Wage Subsidy position with your office. Currently, he is not on the waitlist and he needs to be added.

Add Individual

Before you can add Leonard to the Waitlist you need to perform an **Inquiry** to record his individual number.

Record Leonard's Individual Number.	
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Now, let's add Leonard to the Waitlist.

1. From **Left Navigation**, click **Waitlist** to expand.
2. Click **Add/Maintain Individual**.

The **Search Waitlist Individual** page displays.

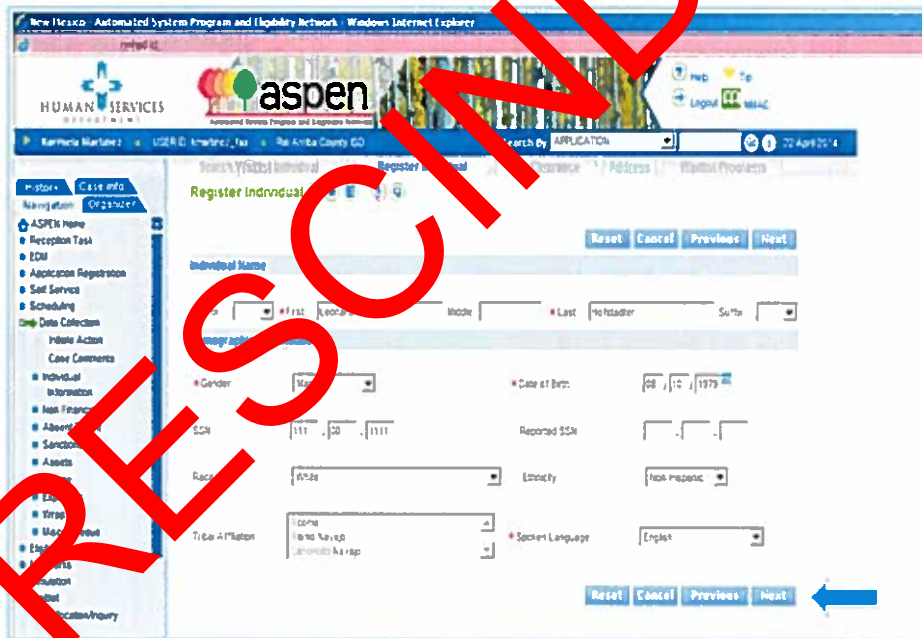
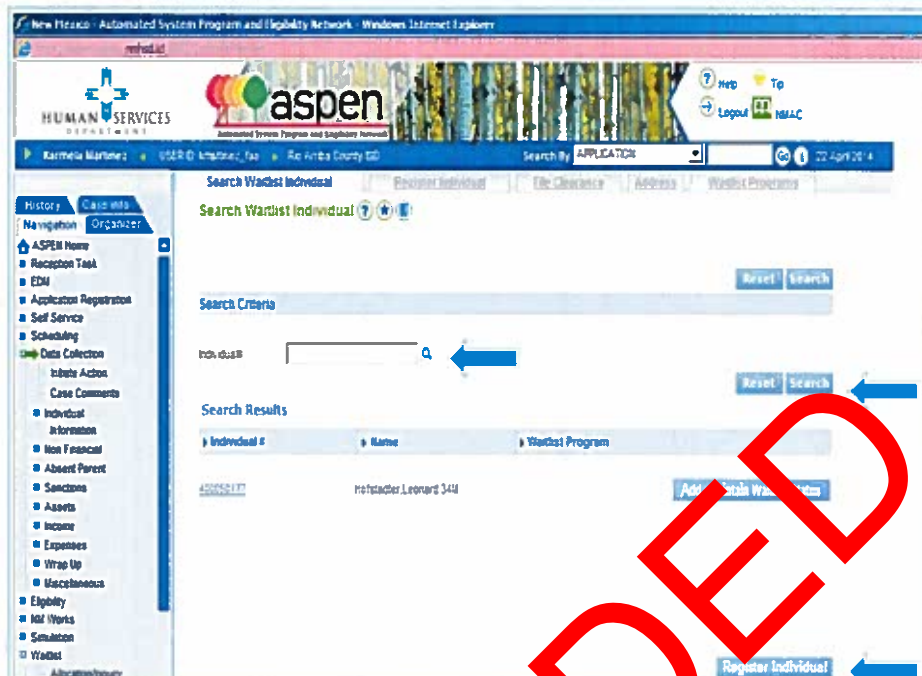
3. Click the **Individual #** text box and type **Leonard's individual number**.
4. Click **Search**.
5. Click **Add/Maintain Waitlist Status**.

The **Register Individual** page displays.

1. Verify **Leonard's Individual Name and Demographic Information** is correct.
2. Click **Next**.

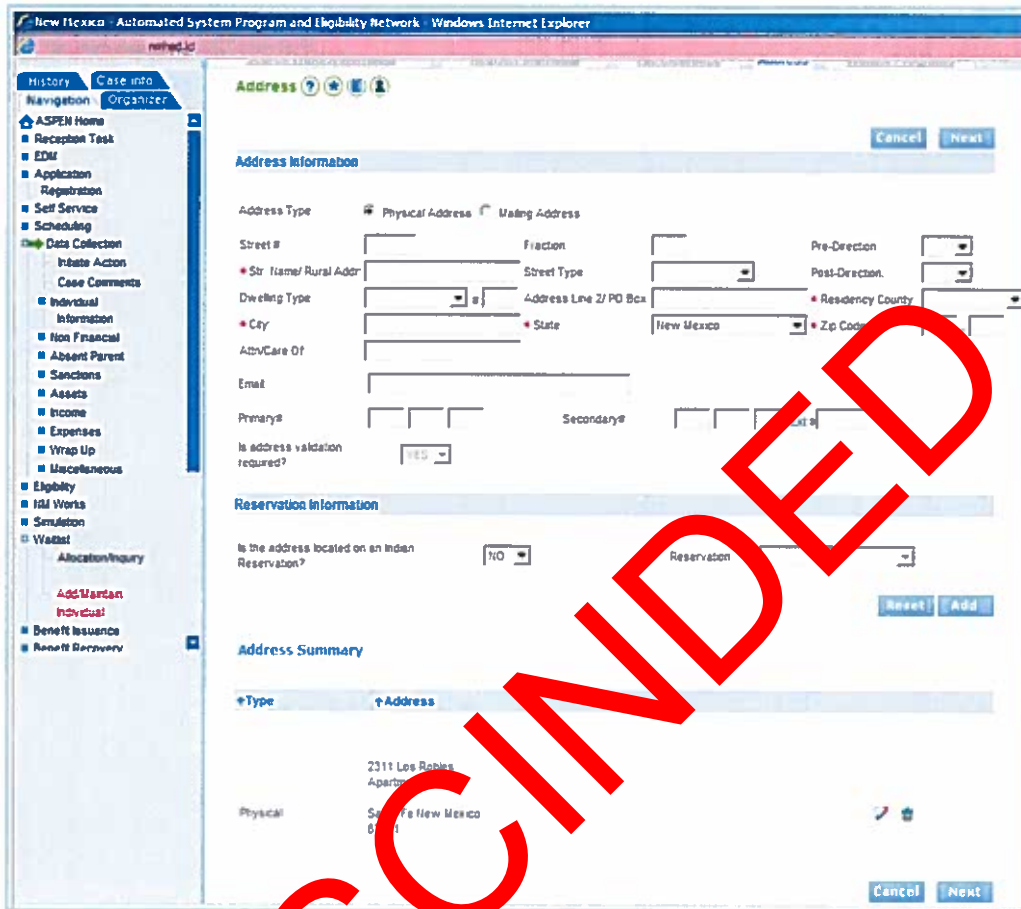
The **Address** page displays.

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3. Under **Address Type**, select **Physical Address**.
4. Click the **Street #** text box and enter **2311**.
5. Click the **Str. Name/Rural Address** text box and enter **Los Robles**.
6. Click the **Dwelling Type** drop-down list and select **Apartment**.
7. Click the **#** text box and enter **4A**.
8. Click the **Residency County** drop-down list and select **Santa Fe**.
9. Click the **City** text box and enter **Santa Fe**.
10. Click the **Zip Code** text box and enter **87501**.

11. Click **Add**.

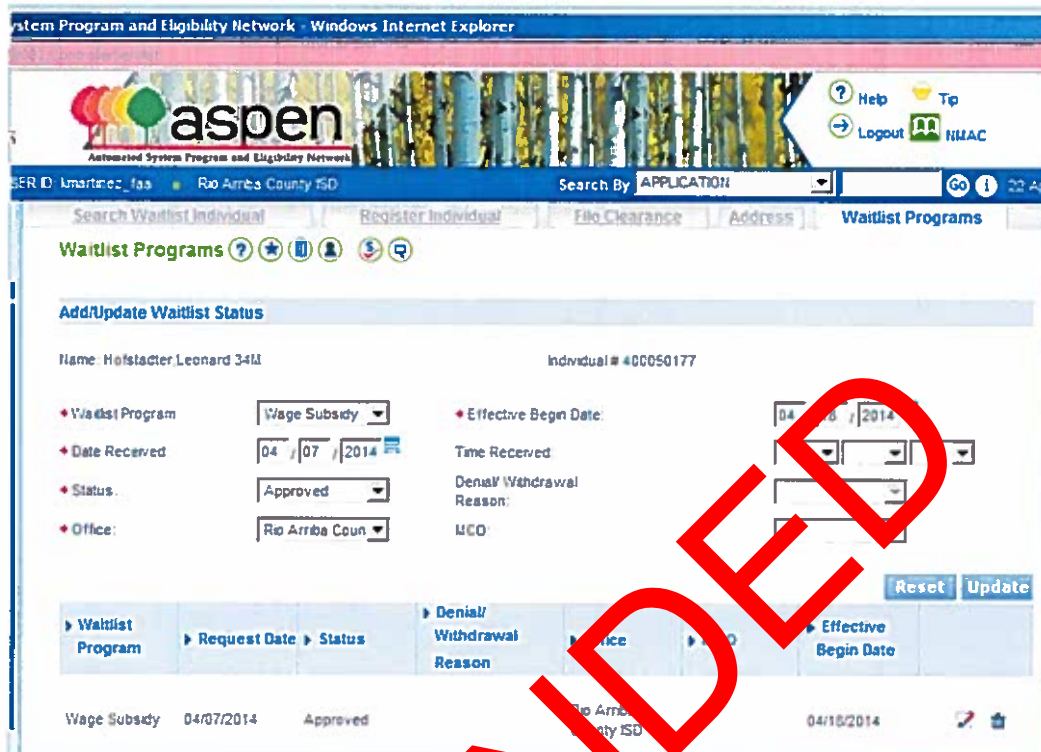
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 12. Click **Next**.

The **Waitlist Programs** page displays.

1. Click the **Waitlist Program** drop-down list and select **Wage Subsidy**.
2. Click the **Effective Begin Date** and enter **The WPA Date**.
3. Click the **Date Received** text boxes and enter **Today's date**. Verify the **Status** drop-down list is selected to **Approved**.
5. Click the **Office** drop-down list and select **your Field Office**.
6. Click **Add**.
7. Click **Submit**.
8. Click the **HSD Logo**.

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Once you have added Leonard to the Waitlist you can perform an Allocation Inquiry to verify he is on the list.

Lesson 5: Entering Wage Subsidy Income in ASPEN


1. Place the participant's case into the **Case Change** case action.
2. In the **Earned Income** section, click the **Is anyone in the case employed or has been employed in the last 3 months** drop-down list and select **YES**.
3. Click **Next**.

The **Employment – Employer** page displays.

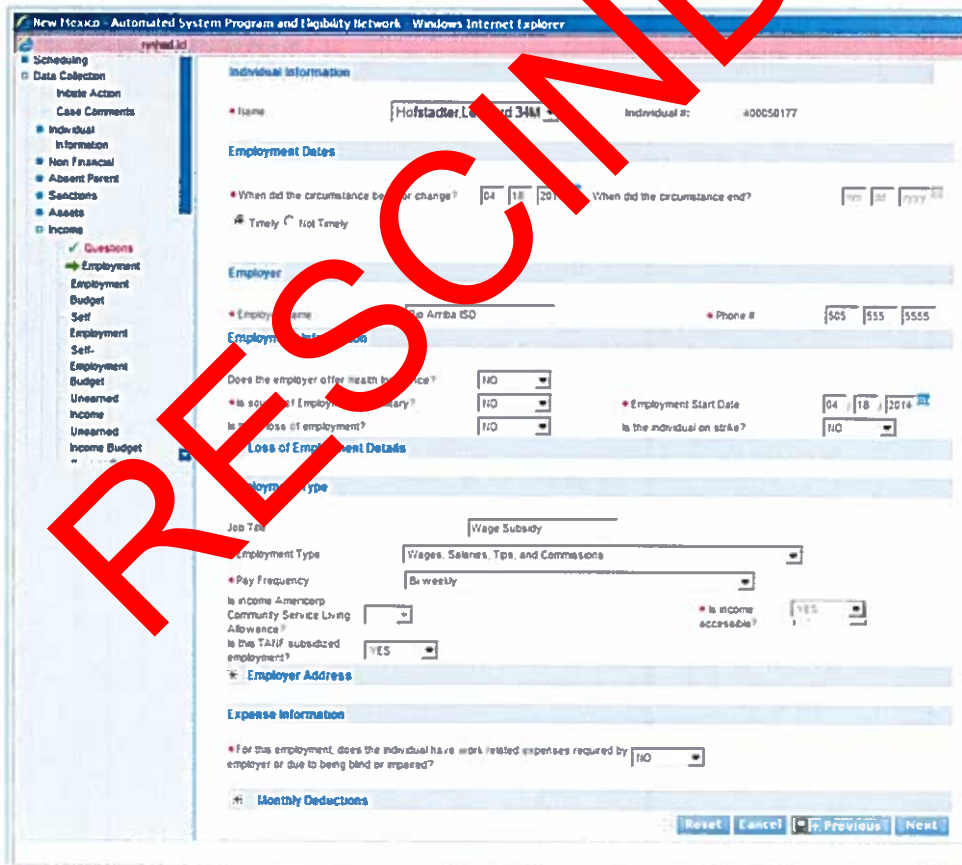
1. In the **Individual Information** section, click the **Name** drop-down list and select the participant.
2. Click the **When did the circumstance begin or change** text boxes, enter the **actual date, the employment will begin (refer to WPA)**.
3. In the **Employer** section, click the **Employer Name** text box and type the **ISD office name**.
4. Click the **Phone #** text boxes, type **ISD office phone number**.

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5. In the **Employment Information** section, click the **Employment Start Date** text boxes, enter the **actual date**, the employment will begin (refer to WPA).
6. In the **Employment Type** section, click the **Job Title** text box and type **Wage Subsidy**.
7. Click the **Employment Type** drop-down list and select **Wages, Salaries, Tips, and Commissions**.
8. Click the **Pay Frequency** drop-down list and select **Bi-Weekly**.
9. Click the **Is income accessible** drop-down list and select **Yes**.
10. Click the **Is this TANF subsidized employment** drop-down list and select **Yes**.
11. Click the **+** next to the **Employer Address** section.
12. Fill in the employment address information.
13. Click **Save and Continue**.




Whether the participant receives Health Insurance or not, it will remain as "NO".

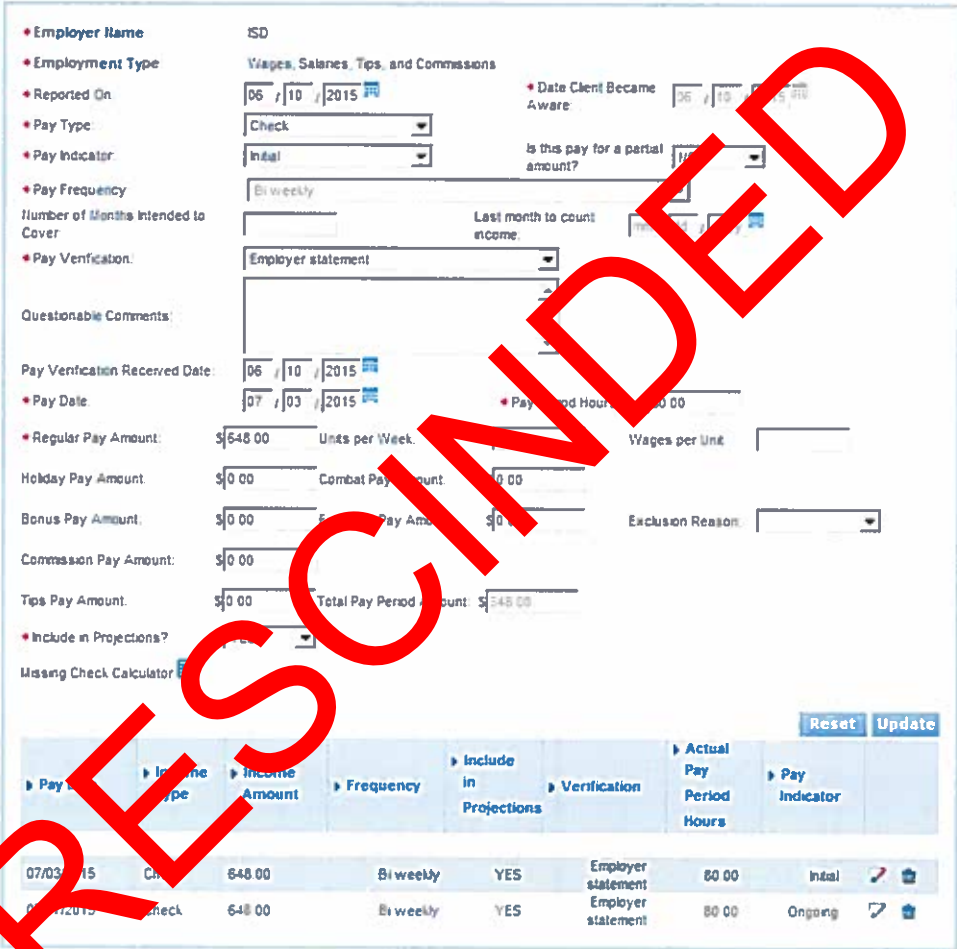


The screenshot shows a web application interface with a sidebar menu on the left containing categories like Scheduling, Data Collection, Individual Information, Non Financial, Absent Parent, Sections, Assets, and Income. The main content area is titled 'Individual Information' and includes fields for Name (Hofstadler, Le...), Individual # (400050177), and Employment Dates (Start: 04/18/2014, End: 04/18/2014). The 'Employer' section includes fields for Employer name (Arriba ISO) and Phone # (505 555 5555). The 'Employment Type' section shows Job Title (Wage Subsidy), Employment Type (Wages, Salaries, Tips, and Commissions), Pay Frequency (Bi-weekly), and Is income accessible? (YES). The 'Loss of Employment Details' section includes fields for Does the employer offer health insurance? (NO), Is the individual employed? (NO), Is the individual on strike? (NO), and Is this TANF subsidized employment? (YES). The 'Expense Information' section includes a field for For this employment, does the individual have work related expenses required by employer or due to being blind or impaired? (NO). The 'Monthly Deductions' section is currently empty. At the bottom right, there are buttons for Reset, Cancel, Previous, and Next.


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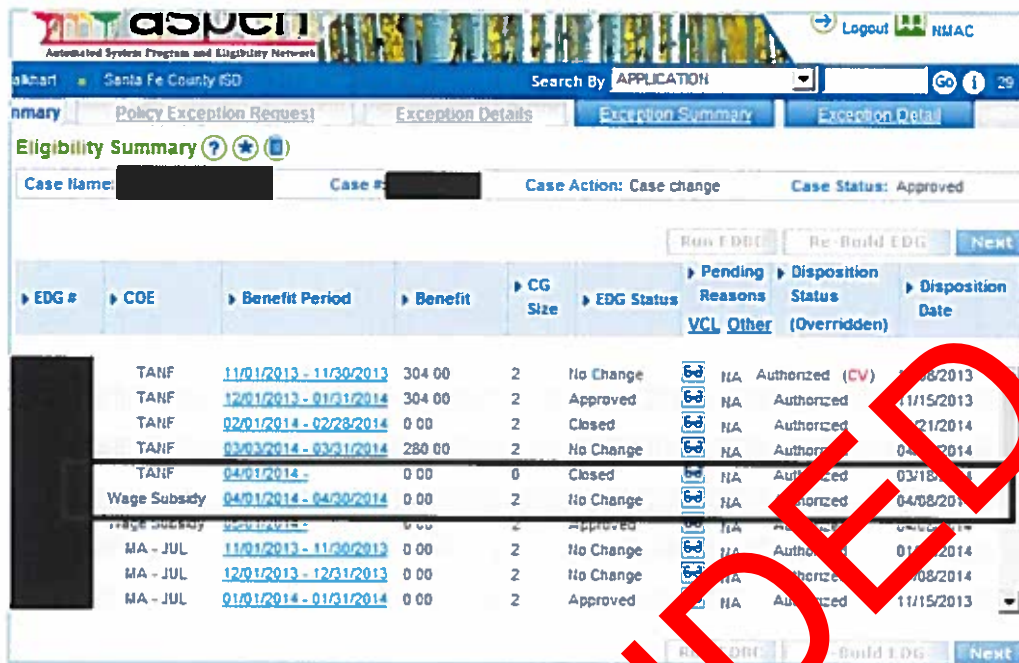
Next, you will need to enter two future paychecks to create an **Employment Budget** in ASPEN. Choose the first two ISD paydays, after the Wage Subsidy start date. You can assume 80 hours per paycheck, since all ISD employees start at the beginning of a pay period. Use **Employer Statement** as the verification and choose the **Projection Period** as you would for any other case.



Pay Date	Income Type	Income Amount	Frequency	Include in Projections	Verification	Actual Pay Period Hours	Pay Indicator
07/03/15	Check	648.00	Bi weekly	YES	Employer statement	80.00	Initial
08/07/2015	Check	648.00	Bi weekly	YES	Employer statement	80.00	Ongoing



After running EDBC, ASPEN will create a Wage Subsidy EDG beginning with the month, after the participant receives his/her 1st pay check. This EDG will be approved for 12 months with an IR due date, even though the case is on Regular Reporting.

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EDG #	COE	Benefit Period	Benefit	CG Size	EDG Status	Pending Reasons	Disposition Status (Overridden)	Disposition Date
	TANF	11/01/2013 - 11/30/2013	304.00	2	No Change	NA	Authorized (CV)	11/08/2013
	TANF	12/01/2013 - 01/31/2014	304.00	2	Approved	NA	Authorized	11/15/2013
	TANF	02/01/2014 - 02/28/2014	0.00	2	Closed	NA	Authorized	02/21/2014
	TANF	03/01/2014 - 03/31/2014	250.00	2	No Change	NA	Authorized	04/08/2014
	TANF	04/01/2014 -	0.00	0	Closed	NA	Authorized	03/18/2014
	Wage Subsidy	04/01/2014 - 04/30/2014	0.00	2	No Change	NA	Authorized	04/08/2014
	Wage Subsidy	05/01/2014 -	0.00	2	Approved	NA	Authorized	04/08/2014
	MA - JUL	11/01/2013 - 11/30/2013	0.00	2	No Change	NA	Authorized	01/15/2014
	MA - JUL	12/01/2013 - 12/31/2013	0.00	2	No Change	NA	Authorized	01/08/2014
	MA - JUL	01/01/2014 - 01/31/2014	0.00	2	Approved	NA	Authorized	11/15/2013

Lesson 6: How Wage Subsidy Income Affects Other Programs

- 8.102.462.8 C NMAC Effects of Assistance Benefits
- 8.139.501.8 NMAC Transitional Food Stamp Benefits
- 8.139.501.9 NMAC Transitional Benefit Period

Program participants often have questions regarding what effect their participation will have on other ISD programs and services they may be receiving. These may include:

- How will I buy food?
- Will I lose my HUD housing?
- Does this count against my 60 months?
- How will I pay for daycare?
- Will I lose my Medicaid?

Let's take a look at the different programs and the specific policies regarding the effect the Wage Subsidy program income has on each of them.


New Mexico Works (NMW)

The Wage Subsidy participant is considered to be in active case status while in subsidized employment and, therefore, must comply with all eligibility and work requirements of the NMW cash assistance program. The months of participation

NOTES

in the Wage Subsidy program will not count against a participant's 60 month term limit.

The participant is ineligible for NMW cash assistance payment while participating in the Wage Subsidy program unless the net monthly full-time wage paid to the participant is less than the NMW cash assistance to which the participant would otherwise be eligible then the participant may be eligible for a supplemental cash assistance payment.



To get the net monthly wage deduct the following from the gross wages:

- 1) NMW Earned Income Incentive
- 2) NMW Allowable Child Care Costs

It is uncommon for a participant to be eligible for a supplemental NMW payment. The participant would have to have a lot of household members, very high child care costs or both. If the position ends mid-month, be sure to compare net wages against cash allotment for the possibility of a supplement payment.


The participant remains eligible for TANF support services, such as child care through CYFD, regardless of whether they receive any supplemental cash payment.

SNAP

The participant's wages count against his or her SNAP benefits. NMW policy shows that Wage Subsidy income is countable toward the SNAP case. However, SNAP policy addresses the Wage Subsidy income and allows for SNAP benefits as follows:

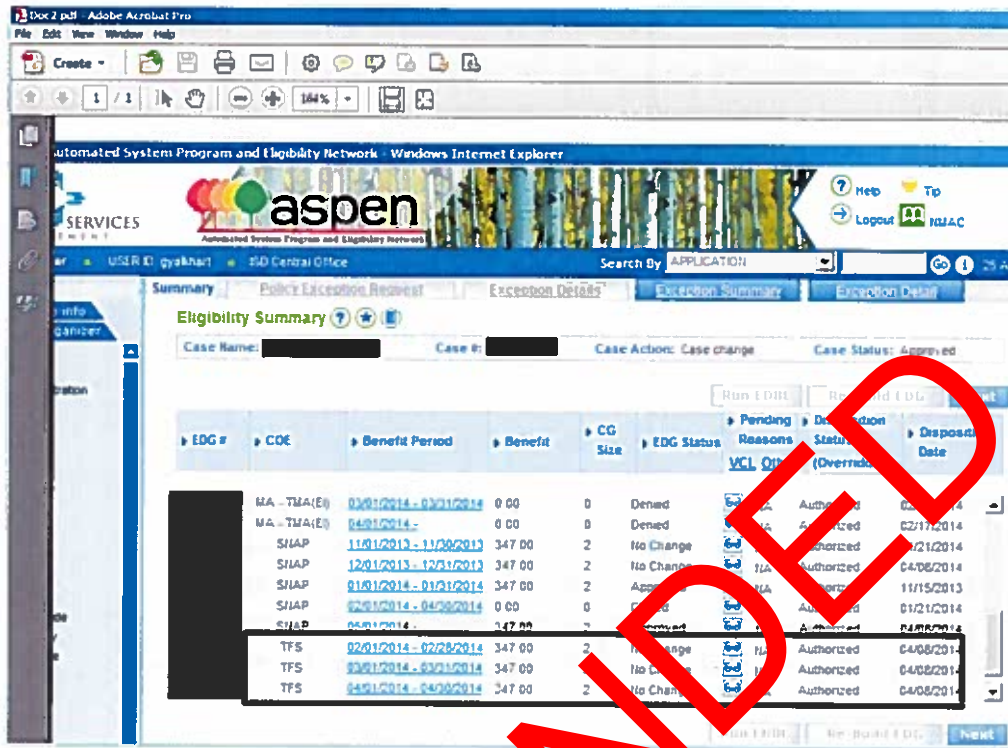
Transitional SNAP benefits shall be extended if the NMW cash assistance payment is terminated because the benefit group has been accepted into the Wage Subsidy program see 8.102.460.19NMAC for households that receive SNAP benefits and are also receiving payments from Wage Subsidy program participation.

You will be able to see the Transitional SNAP coding on Eligibility Summary and on SNAP-EDG Summary screens, beginning with the ongoing month and continuing for the five month period. See the examples below.

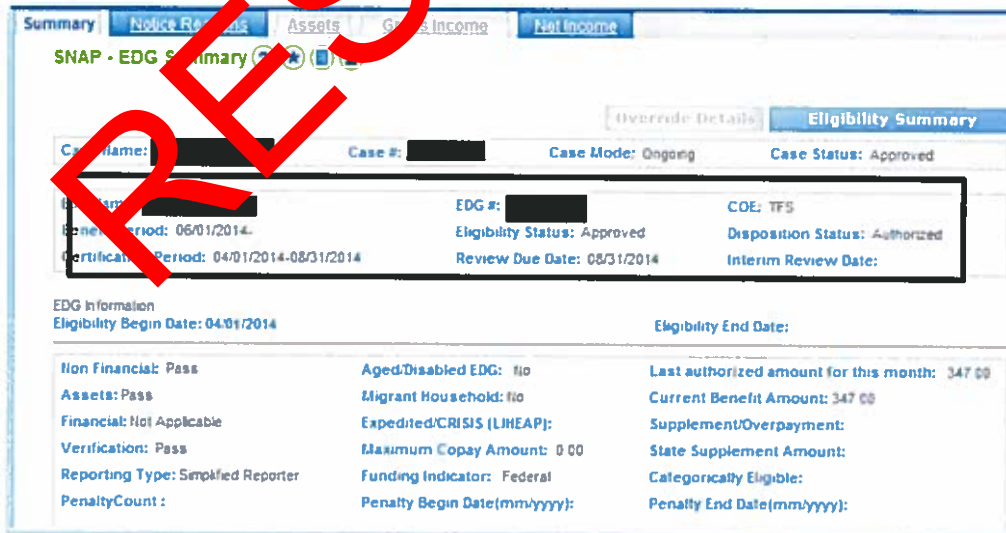


It is important to check the Eligibility Summary, to see if SNAP benefits correctly cascaded to Transitional SNAP. If the SNAP benefits did not cascade correctly, please submit a help desk ticket.

NOTES



The transitional benefit period shall be determined prospectively. TFS shall be issued for five months beginning in the month after the final cash assistance payment is received. Be certain to explain the five month transitional benefit period to the participant. Make sure it is understood that when the transitional SNAP period ends, the participant must reapply and the Wage Subsidy income will be counted toward the SNAP case, which may reduce their benefit amount.



NOTES

Imposing a sanction on the Cash case will result in loss of TFS benefits. There is no special coding required to accomplish this result. ASPEN is programmed to convert the case into transitional SNAP automatically. A TANF benefit group may be in a sanction status because a TANF benefit group member has failed to comply with work requirements, child support enforcement or reporting requirements.

Medicaid

The participant remains eligible for Medicaid. The parent (s) will be approved for MAGI Parent or MAGI Adult depending on the income in the household, and children in the household will be approved for MAGI Children effective the first month of Wage Subsidy position.

HUD Housing

The participant's earnings are exempt from HUD housing determinations. While our policies, as well as the Wage Subsidy Agreement form (ISD 271), indicate that the Wage Subsidy income will not count toward HUD housing, be sure to refer the participant to the Housing Authority for more information on their housing determinations. ISD does not make determinations on subsidized housing programs.

Lesson 7: Ending Wage Subsidy Employment


8.102.462.9 NMAC Program Limitations

8.102.462.13 NMAC Leave Balances and Absences

When participating in the Wage Subsidy program, cooperation with CSED and the work programs still mandatory, and the conciliation/sanction process applies. Sanctions will result in loss of the Wage Subsidy position. Make sure the participant understands this.

Employed Wage Subsidy participants are entitled to all company benefits offered by the employer to the same extent as regular permanent employees, except for PEB. This includes paid leave balances. In addition to a paid leave balance...

Unpaid excused absences cannot exceed 16 hours in a month or 80 hours cumulatively during the Wage Subsidy term without a good cause. The participant agrees to these conditions upon signing the Wage Subsidy Agreement (ISD 271) form. Excused absences are approved by the site supervisor or the participant's ISD county office.




Example:
On May 19th, Leonard needs to take a full day off of work for an important issue. He has worked for HSD for 2 full pay periods and accrued 6.16 hours of paid leave balance. Leonard seeks and is

NOTES

granted approval by his supervisor to take the time off. Leonard took a total of 8 hours off. $8 - 6.16 = 1.84$ hours of excused absence taken in May.

Participant Termination

Any unpaid excused absences that exceed the 16 hours in a month or 80 hours cumulatively during the wage subsidy term, without good cause, is considered a non-compliance with the work program and will result in termination of the Wage Subsidy position. The appropriate termination process dictated by the employer's human resources department shall be followed. (Termination for cause will be initiated and processed by OHR). Upon notification the ISD county office shall proceed to take appropriate action in ASPEN and transition the case to NMW Works cash assistance.

Example:

Leonard requests June 10th off to attend his brother's wedding in Ruidoso. He is granted the leave by his supervisor. He has accrued 6.16 of paid leave balance in the two pay periods since his last day off. Leonard called in on Friday June 11th stating that he was not able to make the drive back to Albuquerque after his brother's wedding as he was too tired. This brings his excused absence hours to 9.5 for the month of June and 11.68 cumulatively. On Monday June 14th, Leonard called his supervisor stating that he ran out of gas and is trying to borrow money to fill his tank for the drive back to Albuquerque. On Tuesday June 15th, Leonard calls his supervisor to inform them that he is running late as he got stuck in traffic the night before. He comes into the office at 12:00 PM. He was absent a total of 28 hours from the office. He had 6.16 of accrued paid leave making his excused absence balance 21.84 hours for the month of June. Leonard is terminated on June 15th and a sanction will be placed on his TANF case. Leonard has never been on sanctioned or conciliated before; therefore he will be placed on conciliation.

Any Wage Subsidy participant who has exceeded the excused absence limit or is terminated will be subject to the conciliation/sanction process for failure to meet the work requirements. Sanctions for NMW or CSED non-cooperation will result in termination of the Wage Subsidy position. The case will be transitioned back to NMW cash issuance with the appropriate sanction in place. If a 3rd level sanction is imposed, the case will close for the lock out period.

TANF Liaison will enter the end of Wage Subsidy participation in ASPEN. The CDS will initiate the conciliation/sanction process and the TANF Liaison will complete the second party review request.

NOTES

Now, let's maintain the Waitlist.


1. From **Left Navigation**, click **Waitlist** to expand.
2. Click **Add/Maintain Individual**.

The Search Waitlist Individual page displays.

3. Click the **Individual #** text box and type **Leonard's individual number**.
4. Click **Search**.
5. Click **Add/Maintain Waitlist Status**.
6. Click **Next** twice.

The Waitlist Programs page displays.

7. Click the **Edit** icon for **Wage Subsidy**.
8. Leonard's information will auto-populate the top portion of the page.
9. Click the **Effective Begin Date** text boxes and choose the date **Wage Subsidy** employment ended.
10. Click the **Status** drop-down list and choose **Denied**.
11. Click the **Denial/Withdrawal Reason** drop-down list and choose **Not in good standing with Department**.
12. Click **Update**.
13. Click **Submit**.



Since you have made a change to the waitlist, initiate the appropriate case action and perform other required updates.

Now you will need to end Leonard's income.

1. Click the **Edit** icon.

The Employer – Employer page displays.

2. In the **Employment Dates** section, click the **When did the circumstance begin or change** text boxes and enter the **last date of employment**.
3. In the **Employment Information** section, click the **Is there loss of employment** drop-down list and select **YES**.
4. In the **Loss of Employment Details** section, click the **Loss of Employment Verification** drop-down list and select **Employer Statement**.
5. Click the **Verification Received Date** text boxes and enter **today's date**.
6. Click the **Loss of Employment Date** text boxes and enter the **last date of employment**.


7. Click the **Loss of Employment Reason** drop-down list and select **Other**.
8. Click **Next**.

The Employment - Pay Details page displays.

1. Click the **Reported On** text box and enter **today's date**.
2. Click the **Pay Type** drop-down list and select **Check**.
3. Click the **Pay Indicator** drop-down list and select **Final**.
4. Click the **Is this pay for a partial amount** drop-down list and select **NO**.
5. Click the **Pay Verification** drop-down list and select **Employer Statement**.
6. Click the **Pay Verification Received Date** calendar icon and select **today's date**.
7. Click the **Pay Date** text boxes and enter the **last pay date**.
8. Click the **Pay Period Hours** text box and enter **hours from last check**.
9. Click the **Regular Pay Amount** text box and enter **total pay**.
10. Click the **Include in Projections** drop-down list and select **Yes**.
11. Click **Add**.
12. Click **Save and Continue**.

The Employment - Projection Period page displays.

13. Click **Save and Continue**.



Place the appropriate conciliation/sanction details on the Non-Cooperation screen. Run EDC for the case. You will notice NMW cases will automatically revert back to cash issuance with the appropriate sanction in place and Wage Subsidy EDG is closed. In the current example, conciliation is applied; therefore, NMW cash will be issued without any change in monthly amount.

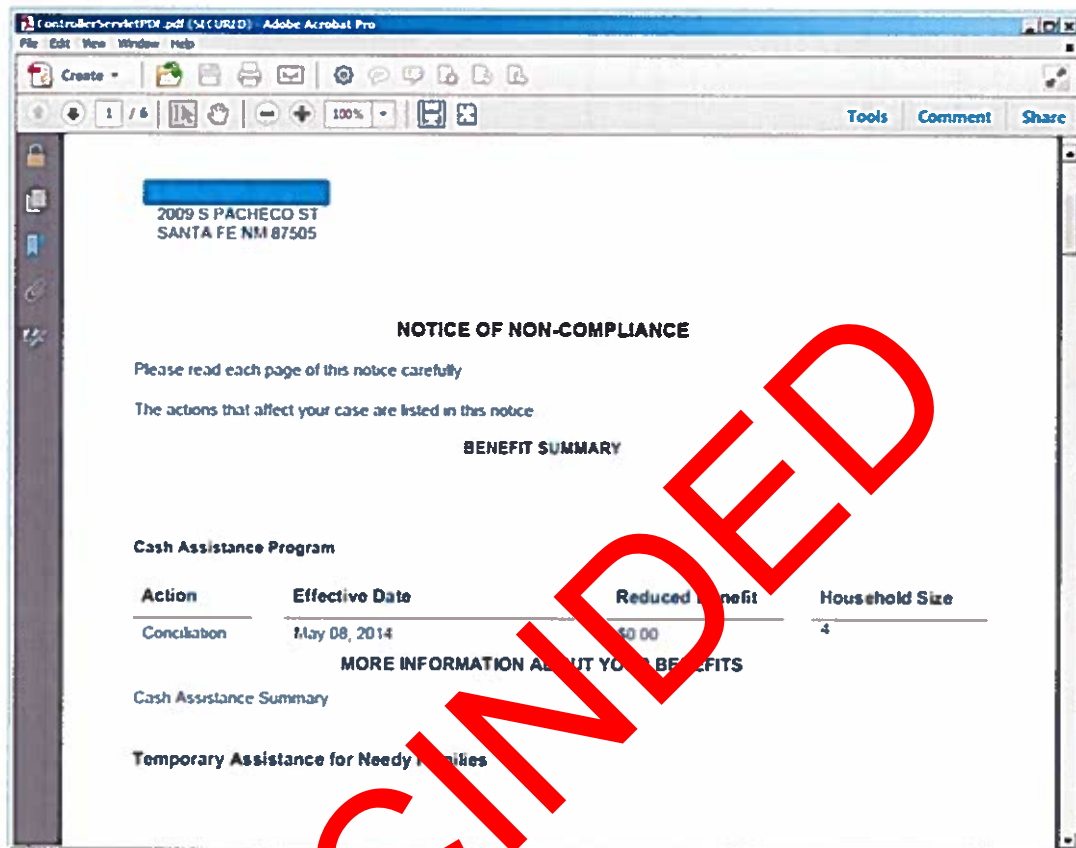
Participant Assignments

- 8.102.462.9 NMAC Voluntary Quit
- 8.102.462.9 D NMAC 10 Day Time Limit

If a Wage Subsidy participant voluntarily quits a job without good cause, as determined by the NMW service provider or the department, the participant will no longer be considered for participation in the Wage Subsidy program. Refer to 8.102.620 NMAC for good cause provisions.

The TANF cash assistance participant will then have 10 days to notify the NMW service provider and renew work participation activities or be subject to the conciliation/sanction process for non-compliance with the work program. If the NMW participant fails to complete this process, the department will follow the policy and procedures for imposing conciliation/sanction for non-cooperation with the NMW requirements.

NOTES



Once the **Second Party Review** request is certified, the HSD-1200 Notice of Non-Compliance and Notice of Action will be mailed to the participant. However, the site office will use the Notice of Termination template to inform the participant.

NM's conciliation/sanction does not affect SNAP or MAGI Eligibility.



WAGE SUBSIDY PROGRAM

NMW Service Provider maintains a continuous list of Wage Subsidy candidates

BEGIN

NMW Service Provider submits referral packet that includes resume with copies of the HSD Job Interest Form (JIF) and verification of education to the Work & Family Support Bureau (WFSB) at Central Office.

Work & Family Support Services Bureau reviews referral packet and approves candidate for referral to employer.

WFSB validates that the Wage Subsidy candidate meets the eligibility and position requirements for Wage Subsidy.

WFSB will Notify NMW Service Provider

Is candidate approved or rejected for interview?

Work & Family Support Services Bureau will send a reminder email to NMW Service Provider and appropriate ISD Office's CD a month before WS participant's term expiration date and request referral packets for the vacating position.

Upon notification of the start date, ISD WS Supervisor will inform the TANF Liaison to create a WS EDG in ASPEN and notify WFSB and NMW Service Provider of the approval. The WS Agreement Form should be signed and emailed to WFSB. WS Supervisor will complete quarterly evaluation for the WS participant and forward the evaluation to WFSB. ISD will also update WFSB regarding any concerns with the WS participant (attendance and performance).

ISD TANF Liaison will enter the recommended candidate's information on the Wait List screen in ASPEN.

Supervising Employment Site completes interview with the candidates and completes the packet with the authorizing candidate. The Site will inform WFSB as to which candidates were not selected and the reason why they were not selected. WFSB will request an additional referral packet if a position is still vacant for the office.

WFSB will route approved packets to the appropriate ISD Office.

APPROVED



NEW MEXICO WORKS WAGE SUBSIDY AGREEMENT

PURPOSE: The New Mexico Wage Subsidy Program is an opportunity that provides a NM Works/TANF (NMW) cash assistance participant limited paid employment instead of receiving monthly cash payments. This limited job placement has the potential to continue and become full-time employment.

HSD understands and agrees:	<ul style="list-style-type: none"> • To provide funding to the employer up to 50% of employee wages. • The NMW/TANF participant is eligible for the Wage Subsidy program and has met the following requirements: <ul style="list-style-type: none"> ○ is eligible for the Wage Subsidy program for up to 12 months in a lifetime ○ is a registered participant with work programs ○ is in "good standing" with the department ○ has citizenship documentation and a social security number 	Initial box below to certify acknowledgement of all statements. <input type="checkbox"/>
------------------------------------	---	---

HSD SIGNATURE	DATE
----------------------	-------------

As the Employer I understand and agree to:	<ul style="list-style-type: none"> • Hire the NMW participant for a Wage Subsidy position and ensure assistance in securing permanent employment at the end of the Wage Subsidy term • Ensure work hours for the participant will not exceed forty hours per week • Pay a wage that is equal to the wage paid to permanent employees performing the same job duties; and will not be less than the federal minimum wage • Ensure that the Wage Subsidy hiring does not impair an existing contract or collective bargaining agreement • Ensure that the Wage Subsidy does not displace currently employed persons or fill positions that are vacant due to a layoff • Maintain health, safety and work conditions at or above levels generally acceptable in the industry and not less than those of comparable jobs offered by the employer • Provide on-the-job training to perform work duties, supervision and evaluations of these duties • Provide workers' compensation coverage for each Wage Subsidy participant • Provide other benefits (includes but is not be limited to, health care coverage, paid sick leave, holiday and vacation pay) equal to those for new employees, or as required by state and federal law, whichever is greater • Inform the Department of any absences resulting in leave without pay • Proceed with termination of any Wage Subsidy client who has an excess of 16 hours of unpaid excused absences in a month or 80 cumulative hours over the course of the wage subsidy term without good cause 	Initial box below to certify acknowledgement of all statements. <input type="checkbox"/>
---	--	---

EMPLOYER (BUSINESS NAME)	SUPERVISOR NAME	PHONE
ADDRESS (NO. & STREET/PO BOX/RR)	CITY	STATE ZIP

SUBSIDY POSTION BEGINS:	WILL END ON OR BEFORE:
--------------------------------	-------------------------------

EMPLOYER SIGNATURE	DATE
---------------------------	-------------


As the Wage Subsidy Participant I understand and agree that:	<ul style="list-style-type: none"> • I will not receive a monthly NMW payment; however I may be eligible for a supplemental cash assistance payment if employment is lost during the month or the net monthly income is less than the NMW payment I would otherwise be eligible for • The months of participation in the Wage Subsidy program will not count against my NMW 60 month term limit • I am still eligible for Medicaid • My monthly income may change my SNAP (Supplemental Nutrition Assistance Program) benefits • My monthly income is exempt from HUD housing determinations • My subsidized employment position will last no longer than the limit indicated above and may be terminated prior due to funding or other reasons made known to me by HSD • I must comply with all eligibility and work requirements of the NMW cash assistance program or I may lose my Wage Subsidy placements and my NMW will be subject to sanction • I will be terminated from my Wage Subsidy placement for an excess of 16 hours of excused absences in a month or 80 cumulative hours over the course of my wage subsidy term • I may not be eligible for Unemployment Compensation Benefits as distributed by the NM Department of Work Force Solutions upon termination or completion of my Wage Subsidy position 	Initial box below to certify acknowledgement of all statements. <input type="checkbox"/>
---	--	---

PARTICIPANT SIGNATURE	DATE
------------------------------	-------------

Support Service Resource List – Ask your Career Development Specialist about more specific services that you need	
Support Services	Important Contact Information (not all inclusive)
<input type="checkbox"/> Child Care	1-800-832-1321 – CYFD

<input type="checkbox"/>	Domestic Violence Services	1-800-799-7233 – Hotline
<input type="checkbox"/>	Substance Abuse Services	1-866-600-7185 – OptumHealth
<input type="checkbox"/>	Mental Health Services	1-866-600-7185 – OptumHealth
<input type="checkbox"/>	Food Programs	(SNAP) 1-800-432-6217; Commodities - 1-800-648-7167; Nutrition Education 1-877-993-3637
<input type="checkbox"/>	Public Housing	Call your local Housing Authority or local Public Housing Agency
<input type="checkbox"/>	Tax Credits	1-800-829-1040 – IRS
<input type="checkbox"/>	Education Costs	www.studentaid.ed.gov - 1-800-433-3243 or ask your CDS
<input type="checkbox"/>	Energy Assistance	1-800-283-4465 – HSD LIHEAP
<input type="checkbox"/>	Home Weatherization	1-800-444-6880 – MFA
<input type="checkbox"/>	Teen Pregnancy Prevention	www.nmtpc.org – Santa Fe Young Fathers program (505) 428-1412, Albuquerque (505) 254-8737 or Las Cruces (575) 532-1536
<input type="checkbox"/>	Parenting and/or Fatherhood	1-877- 993-3637 NMSU Home Economics Department; Teen Pregnancy Prevention (above); and www.nmgrads.org
<input type="checkbox"/>	Disability/Rehabilitation Programs	1-800-224-7005 – www.dvrqetsjobs.com
<input type="checkbox"/>	Clothing for Work	Ask your CDS about this and other services in your community
<input type="checkbox"/>	Transportation	Job Access - 1-866-212-9643; Santa Fe (505) 988-7433; ABQ Metro – (505) 243-7433 Park & Ride - 866-551-7433; Railrunner - 866-795-7200; Southern NM 1-800-227-7665
<input type="checkbox"/>	Auto or Other Transportation Expenses	Ask your CDS about this and other services in your community
<input type="checkbox"/>	Gold Mentor Program	1-866-842-9230

NOTICE OF RIGHTS

	<p>SPECIAL NEEDS INFORMATION -If you are a person with a disability and you request this information in an alternative format, or require a special accommodation to participate in any public hearing, program or services, please contact the NM Human Services Department toll-free at 1-800-432-6217 or through the New Mexico Relay System TDD/voice 1-800-659-8331 or by dialing 711. The Department requests at least 10 days advance notice to provide requested alternative formats and special accommodations. (08/22/08)</p>
<p>Your Civil Rights</p>	<p>This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion and political beliefs.</p> <p>The U.S Department of Agriculture also prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, marital status, identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination with USDA, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at a USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7272 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). For any other information concerning Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish; or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_us.htm. To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 5015, 1400 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).</p> <p>USDA and HHS are equal opportunity providers and employers. (07/07/14)</p>
<p>Your Privacy</p>	<p>The information you give HSD will be used to determine whether your household is eligible or continues to be eligible to take part in HSD programs. We will check this information through computer matching programs. This information will also be used to make sure that you meet program rules and help us to manage the program.</p> <p>This information may be given to other Federal and State agencies for official examination, and to law enforcement officials for the purpose of picking up persons fleeing to avoid the law.</p> <p>If you get benefits that you were not eligible for and have to pay them back, this is called a claim. If your household gets a claim against it, the information on this application including all social security numbers, may be given to Federal and State agencies, as well as private claims collection agencies for claims collection action.</p> <p>Providing the requested information, including social security numbers of each household member is voluntary. However, each person applying for assistance must give a social security number or it will result in the denial of program benefits to each individual applicant failing to give a social security number. Non-citizen immigrants not requesting assistance for themselves do not need to give immigration status information or social security numbers. Any social security numbers given will be used and disclosed in the same manner as social security numbers of eligible household members.</p> <p>We also check with other agencies, the federal Income and Eligibility Verification Service (IEVS) and The Public Assistance Reporting Information System (PARIS) about the information that you give us. This information may affect your household eligibility and benefit amount. (10/23/2009)</p>

INCOME SUPPORT DIVISION

Date

Name of the participant

Address

City, State, Zip Code

Mailed/Hand Delivered

Dear ,

This letter, in accordance with State Personnel Rule 1.7.2.11, is to notify you that your Temporary Wage Subsidy position with the Human Services Department, Income Support Division, will end on Day, Month Date, Year at the close of business.

You acknowledged in writing at the time of your hire, that you understood your position was a temporary appointment. State Personnel Board Rule 1.7.2.11 states that temporary appointments may be expired with at least 24 hour notice to the employee without right to appeal to the board. However, due to Reason your term ended in the Number month of the set 12 month term limit. You can choose to participate in this program in the future for the remaining ^{der} of the term left.

Thank you very much for the service in assisting the Human Services Department with our mission. Good luck with your further endeavors.

Sincerely,
Signature
Title

INCOME SUPPORT DIVISION

Date

Name of the participant

Address

City, State, Zip Code

Mailed/Hand Delivered

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Thank you very much for the service in assisting the Human Services Department with our mission. Good luck with your further endeavors.

Sincerely,
Signature
Title

Quarterly Performance Review and Plan for Wage Subsidy

Wage Subsidy Name: _____

Supervisor's Name: _____

Location: _____

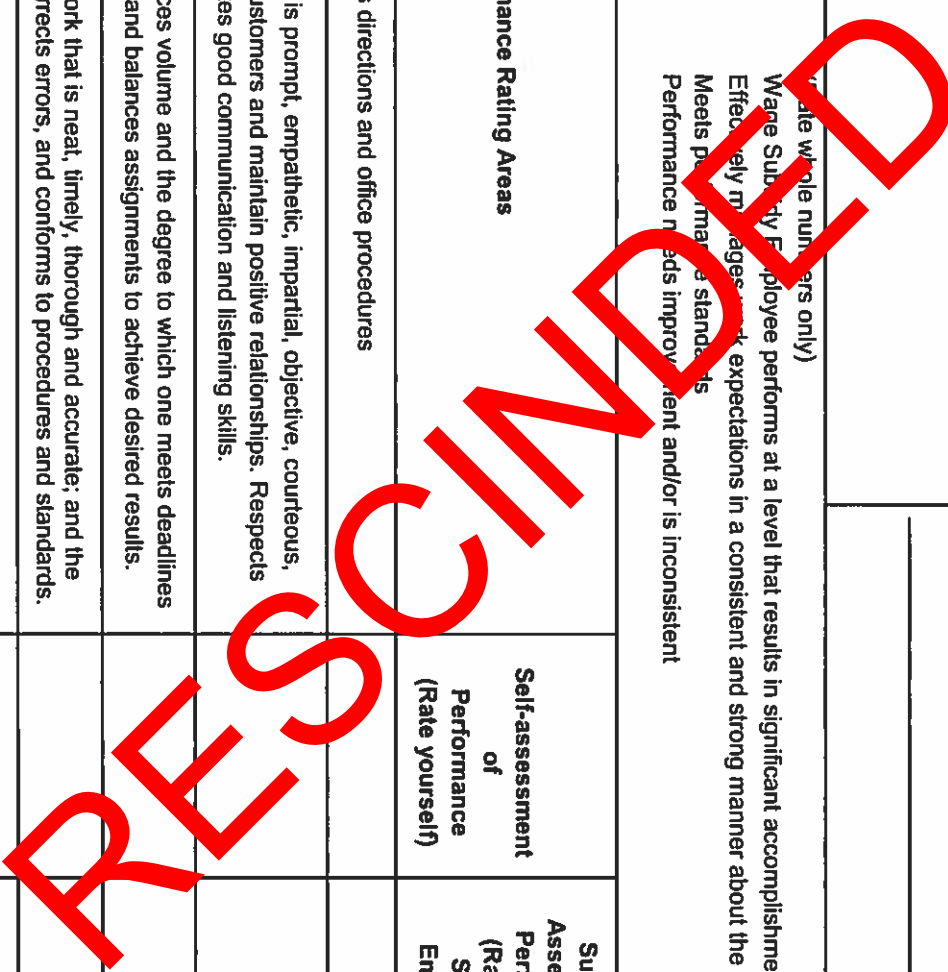
Review Period: _____

to _____

Next Review Due: (quarterly) _____

- Performance Scale** (Rate whole numbers only)
- 4 = Exemplary
 - 3 = Exceeds Performance Standards
 - 2 = Achieves Performance Standards
 - 1 = Does Not Achieve Results
- Wage Subsidy Employee performs at a level that results in significant accomplishments
 Effectively manages work expectations in a consistent and strong manner about the level of Achieves
 Meets performance standards
 Performance needs improvement and/or is inconsistent

Performance Rating Areas	Self-assessment of Performance (Rate yourself)	Supervisor Assessment of Performance (Rate Wage Subsidy Employee)	Date of Review	Supervisor Name
<p>Compliance with Office Operations – Follows directions and office procedures</p>				
<p>Customer Service – The degree to which one is prompt, empathetic, impartial, objective, courteous, polite and responsive to internal and external customers and maintain positive relationships. Respects others within work environment and demonstrates good communication and listening skills.</p>				
<p>Productivity – The degree to which one produces volume and the degree to which one meets deadlines and agreed-upon commitments, and organizes and balances assignments to achieve desired results.</p>				
<p>Quality – The degree to which one produces work that is neat, timely, thorough and accurate; and the degree to which the employee identifies and corrects errors, and conforms to procedures and standards.</p>				
<p>Attendance – The degree to which one complies with leave policies and attendance expectations; is dependable, punctual and conscientious about reporting leave, advising management, and using leave appropriately.</p>				
<p>For this review period Wage Subsidy performance earned an OVERALL RATING of: _____</p> <p>(Add the Ratings for each area rated and divide by number of performance areas rated.)</p>				



Future Goals & Action Plans:

1.

2.

Signatures and dates:

Wage Subsidy Employee

Supervisor

RESCINDED

State of New Mexico
 Department of Finance and Administration, 407 Galisteo Street
 Santa Fe, NM 87501

630 ISD

Pay Group: CLS-Classified Business Unit: 63000
 Pay Begin Date: 05/10/2014 Advice #: 000000004549009
 Pay End Date: 05/23/2014 Advice Date: 05/30/2014

1417 Agua Fria St. Santa Fe, NM 87503	Employee ID: [REDACTED]	TAX DATA: Federal NM State
	Department: 9901000000-All Other Programs	Marital Status: Single Single
	Location: Santa Fe (City)	Allowances: 2 2
	Job Title: OFFICE CLRK, GEN-B	Add. Pct.:
	Pay Rate: \$680.00 Biweekly	Add. Amt.:

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	8.50000	60.00	510.00	795.50	6,761.75	Fed Withholding	28.96	318.56
Sick Leave Used	8.50000	20.00	170.00	40.00	340.00	Fed MED/EE	9.86	108.46
Administrative Leave			0.00	8.00	68.00	Fed OASDI/EE	42.16	463.76
State Holiday - Not Worked			0.00	24.00	204.00	NM Withholding	6.09	66.99
Annual Leave Used			0.00	10.50	89.25			
Voting Time Paid			0.00	2.00	17.00			
Total:		80.00	680.00	880.00	7,480.00	Total:	87.07	957.77

BEFORE-TAX DEDUCTIONS				AFTER-TAX DEDUCTIONS				EMPLOYER PAID BENEFITS			
Description	Current	YTD		Description	Current	YTD		Description	Current	YTD	
				Workers Compensation Employee	0.00			Workers Compensation State Shr	0.00		2.30
Total:	0.00	0.00		Total:	0.00	2.00		Total:	0.00	2.30	

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current: 680.00	680.00	87.07	0.00	592.93
YTD: 7,480.00	7,480.00	957.77	2.00	6,520.23

BALANCES	YTD	BALANCES	YTD
Annual Leave:	26.460	Holiday Comp Time:	0.000
Sick Leave:	4.280	Holiday Accrual:	0.000
Personal Leave Day:	0.000	Adm Comp Time:	0.000
Overtime at 1.5:	0.000		
Comptime Earned:	0.000		

NET PAY DISTRIBUTION	
Advice #000000004549009	592.93
Total:	592.93

RESERVED

MESSAGE:

State of New Mexico
 Department of Finance and Administration
 407 Galisteo Street
 Santa Fe, NM 87501

Date
 05/30/2014

Advice No.
 4549009

Deposit Amount: \$592.93

To The
 Account(s) Of



Location: Santa Fe (City)

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking	[REDACTED]	592.93
Total:		592.93

NON-NEGOTIABLE

FOR HSD/WFSB USE ONLY
WAGE SUBSIDY REVIEW CHECKLIST
Please keep this form with application packet

Initial Review

Name of Applicant:	
Date Application Received:	
Date Application Reviewed:	
Reviewed By:	
Position #(s):	

<i>ASPEN Verification</i>		<i>Comments</i>
TANF Cash Status?		Aspen Individual #
Months on TANF?		
Standard Participation?		
US Citizen?		Aspen Case #
Years of Education?		
Previous Wage Subsidy?		# months used:

Hire Packet Review

Date Hire Packet Received:	
Date Hire Packet Reviewed:	
Reviewed By:	

<i>ASPEN Verification</i>		<i>Comments</i>
TANF 002 Status?		
Months on TANF?		
Mandatory?		

SPECIAL NOTES:

<input checked="" type="checkbox"/> Approved for Interview
<input type="checkbox"/> Denied for Interview/Reason: _____
Supervisor: _____ Pay Band: _____ Pay Amount: _____ Perm# _____
<input type="checkbox"/> Orientation Completed date: _____ CDS: _____

JOB INTEREST FORM (JIF)
New Mexico State Personal Office
2600 Cerrillos Road
P.O. Box 26127
Santa Fe, NM 87505-0127

Case Number: _____	Name: Last _____ First _____	Middle Initial _____
------------------------------	--	-----------------------------

Address: _____	City: _____	State: _____	Zip Code: _____
-----------------------	--------------------	---------------------	------------------------

Home Phone: (____) _____ - _____	Email Address: _____
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Do you have a valid driver's license? <input type="checkbox"/> Yes Which State? _____ <input type="checkbox"/> No	Dates of New Mexico Residency: From: _____ To: _____
--	--

Proficient in these languages: _____	Have you ever been convicted of felony: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain on a separate sheet and attach to this application. "Yes" answer will not necessarily eliminate you from consideration for the job.
Are you a Veteran? <input type="checkbox"/> Yes If yes, please provide a copy of your discharge status <input type="checkbox"/> No	

I was recently part of NM State Agency Reduction in Force and would like to exercise my reemployment rights as afforded by 1.7.10.10NMAC OR I would like to exercise any reemployment rights I may have under the Workers' Compensation Act 52-1-50-1 NMSA 1978.
I was separated from the State of New Mexico on _____ from _____ Department.

Qualifying Education: _____

Experience: Please direct us to your specific experience related to this job. Provide the employer's name as it is reflected on your resume or One-Page Application Form. Failure to complete the information below may result in lower final score.

Employer: _____	From (M/Y) ____ / ____ To (M/Y) ____ / ____ Hours per week _____
Employer: _____	From (M/Y) ____ / ____ To (M/Y) ____ / ____ Hours per week _____
Employer: _____	From (M/Y) ____ / ____ To (M/Y) ____ / ____ Hours per week _____
Employer: _____	From (M/Y) ____ / ____ To (M/Y) ____ / ____ Hours per week _____
Employer: _____	From (M/Y) ____ / ____ To (M/Y) ____ / ____ Hours per week _____
Employer: _____	From (M/Y) ____ / ____ To (M/Y) ____ / ____ Hours per week _____

If you need additional space, you may use more copies of this sheet as necessary. Additional pages

In accordance with the NMSA 10-9-22, I understand through my submission of any State of New Mexico application form that I am certifying that my application contains no willful falsification and should any investigation disclose such, I will be subject to penalties as outlined in NMSA 10-9-23.

SIGNATURE and/or Personal e-mail address* _____ **Date:** _____

I have read the disclaimer from page 1.

