



New Mexico Human Services Department


Susana Martinez, Governor
Sidonie Squier, Secretary-Designate

PO Box 2348
Santa Fe, NM 87504-2348
Phone: (505) 827-7215
Fax: (505) 827-7203

INTERDEPARTMENTAL MEMORANDUM

ISD GI 12-11

DATE: February 20, 2012

TO: ISD STAFF
FROM:  Ted Roth
ISD Acting Director
SUBJECT: Required Postings

Attached is an updated list of required lobby posters and pamphlets. Please post both the English and the Spanish posters next to each other in an area that is easily visible to clients. Desired locations for posting are included in the attached list.

If you have questions regarding the list of required posters, the contact person is Marilyn Martínez at (505) 827-7760 or email at marilynmartinez@state.nm.us.

Attachments:

Required Lobby Posters listing

Required:	Display:
<i>And Justice for All Poster</i> <i>Revised 12/99</i>	Post on a prominent bulletin board in the lobby waiting area.
<i>Application Flowchart</i> <i>ISD 410 Revised 11/12/02 & ISDSP 410 Revised 5/20/03</i> <i>See ISD-GI 03-20 dated 07/28/03</i>	Must be in English and Spanish posted side by side. Post on same bulletin board with <i>And Justice for All</i> poster if at all possible.
<i>FOOD STAMP RIGHTS poster.</i> <i>FSP440 and FSP440</i>	Must be in English and Spanish posted side by side. Post on same bulletin board with <i>And Justice for All</i> and the <i>Application Flowchart</i> poster if at all possible.
<i>ABC's for Applying for Assistance Poster</i> <i>ISD 625 & ISDSP 625 Revised 07/01/03</i> <i>See ISD-GI 03-20 dated 07/28/03</i>	Must be in English and Spanish posted side by side. Should be posted in prominent location as close to the <i>Application for Assistance</i> as possible
<i>Serving New Mexico Families (pamphlet)</i> <i>ISD 600 Revised 07/10/08 & ISD 601 Revised 04/01/09 See ISD-MR 08-08 dated 09/18/08</i>	Must be in English and Spanish Should be available in lobby area near <i>Application for Assistance</i> or with other pamphlets on display
<i>DHG Agreement</i> <i>Dated 8/21/98</i>	Must be displayed near to the ABCs for Applying for Assistance and must be readily available for review (not behind a barrier)
<i>Voter Registration Poster</i> <i>ISD-MR 11-16 dated 11/17/11</i>	Must be in English and Spanish posted side by side. Post on a prominent bulletin board in the lobby waiting area or at the Reception/Greeter window.
<i>EBT Poster</i> <i>EBT 605 & EBTSP 605 Revised 09/01/10</i> <i>See ISD-MR 10-14 dated 5/27/10</i>	Must be in English and Spanish posted side by side. Post on a prominent bulletin board in the lobby waiting area. Can be placed near the Reception/Greeter/Intake window. Multiple posters are acceptable
<i>Language Line</i> <i>See ISD-GI 10-71 dated 12/22/10</i>	One copy should be posted at a location which is the first line of sight upon entering the office, usually the Guard's desk or Greeter window. A second poster should be displayed prominently in the lobby waiting area.
<i>Fair Hearings Poster</i> <i>ISD 616 & ISDSP 616 Issued 03/04/10</i> <i>See ISD-GI 10-17 dated 03/04/10</i>	Must be in English and Spanish posted side by side. Post on a prominent bulletin board in the lobby waiting area or at the Reception/Greeter window.
<i>Fair Hearings Brochure</i> <i>ISD 615 & ISDSP 615 Issued 05/10/10</i> <i>See ISD GI 10-31 dated 05/10/2010</i>	Must be in English and Spanish side by side. Display brochures so they are available to clients in the lobby area.