




HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Sidonie Squier, Secretary
Marilyn Martinez, Acting Director

General Information Memorandum

ISD-GI 13-53

TO: ISD Employees
FROM:  Marilyn Martinez, Acting Director, Income Support Division
DATE: October 18, 2013
RE: Modification to include ASPEN production dates October to December 2013

This GI is a modification to GI 12-86 issued December 27, 2012, 2013 ISD2 Production Calendar. Please be aware that ISD2 and ASPEN production dates are different.

The ISD2 Production Calendar for October, November, and December 2013 has been modified to include ASPEN production dates. The ASPEN production dates are highlighted in Pink.

If you have any question related to the Modified 2013 Production Calendar for October, November, and December 2013 please contact Kristen Ortiz at (505) 827-7233 or at KristenR.Ortiz@state.nm.us

Attachment: Production Calendars for October, November, and December 2013

October 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1* Month Begin IVAD Interface	2	3	4	5 Saturday Availability
6 Prior Access	7 Prior Access	8	9	10	11 MISC 1 & 2	12
13*	14 HOLIDAY Columbus Day	15* Prior Access	16 SR's Mailed	17*	18 Last Day To Make Changes	19 Saturday Availability SR Warning Notice Mailed
20	21 Prior Access	22	23	24	25 032's & 072's Closed Effective Month End	26 Saturday Availability
27	28 Prior Access	29	30	31* Monthly Issuance Month End		

RESCINDED

November 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		ASPEN* Monthly Reports – 1 st Redetermination – 15 th Interim Warning Notices – 17 th Negative Action Date – 18 th Month End – 30 th			1* Month Begin IV-D Interface	2 Saturday Availability
3	4 Prior Access	5	6	7	8 MISC 1 & 2	9
10	11 HOLIDAY Veterans Day	12 Prior Access	13	14 Last Day To Make Changes	15*	16 Saturday Availability SR's Mailed
17*	18* Prior Access WAVE TWO	19	20	21 SR Warning Notice Mailed 032's & 072's Closed Effective Month End	22	23 Saturday Availability
24	25 Prior Access	26	27 Monthly Issuance Month End	28 HOLIDAY Thanksgiving Day	29 FRIDAY Presidents Day Observed	30*

RESERVED

December 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2* Month Begin IV-D Interface	3	4	5	6 MISC 1 & 2	7
8	9 Prior Access	10	11	12	13	14 Saturday Availability SR's Mailed
15*	16 Prior Access	17*	18* Last Day of Month Char	19	20	21 Saturday Availability SR Warning Notice Mailed
22	23 Prior Access	24 032's & 072's Closed Effective Month End	25 HOLIDAY Christmas Day	26	27	28 Saturday Availability
29	30	31* Month End Issuance	ASPEN* Monthly Reports – 2 nd Redetermination – 15 th Interim Warning Notices – 17 th Negative Action Date – 18 th Month End – 31 st			

RESCHEDULED