



General Information Memorandum

ISD-GI 13- 55

TO: ISD Employees
FROM: *MM* Marilyn Martinez, Acting Director, Income Support Division
RE: Using existing applications and/or recertification forms to add person/program in ASPEN
DATE: November 1, 2013

ASPEN application processing will occur as follows:

- Once an original application or recertification application is submitted to an office, no additional submitted application is required in the 60 day period to add a person or program to their existing case during the period.
- After the 60 days from the original submitted application or recertification application regulation will be followed.

SNAP:

An application is not needed to add a person to a SNAP case (PC-03-022). It should be handled as a change per regulation 8.139.120.10 NMAC for Semiannual reporting households and 8.139.120.11 NMAC for Annual reporting households.

TANF:

When a client is age one year or older they would need to have an application completed and follow the same processing as a regular application per regulation 8.102.120.10 B NMAC.

When a client is a newborn and the child has a new born Medicaid opened, the child should be added to the case without an application per regulation 8.102.120.11 K (2) NMAC.

LIHEAP:

An application is needed to add LIHEAP after the 60 day period. The applicant has no later than 60 days from the date of submission of a completed application per regulation 8.150.110.10 NMAC.

MEDICAID:

An application is needed to add a person for Medicaid as the person to be added may have income or TPL coverage. The application process is also the only way for applicant to assign the medical support rights. Regulation 8.200.430.9 NMAC.

The attached is the process to add a person or add a program in ASPEN.

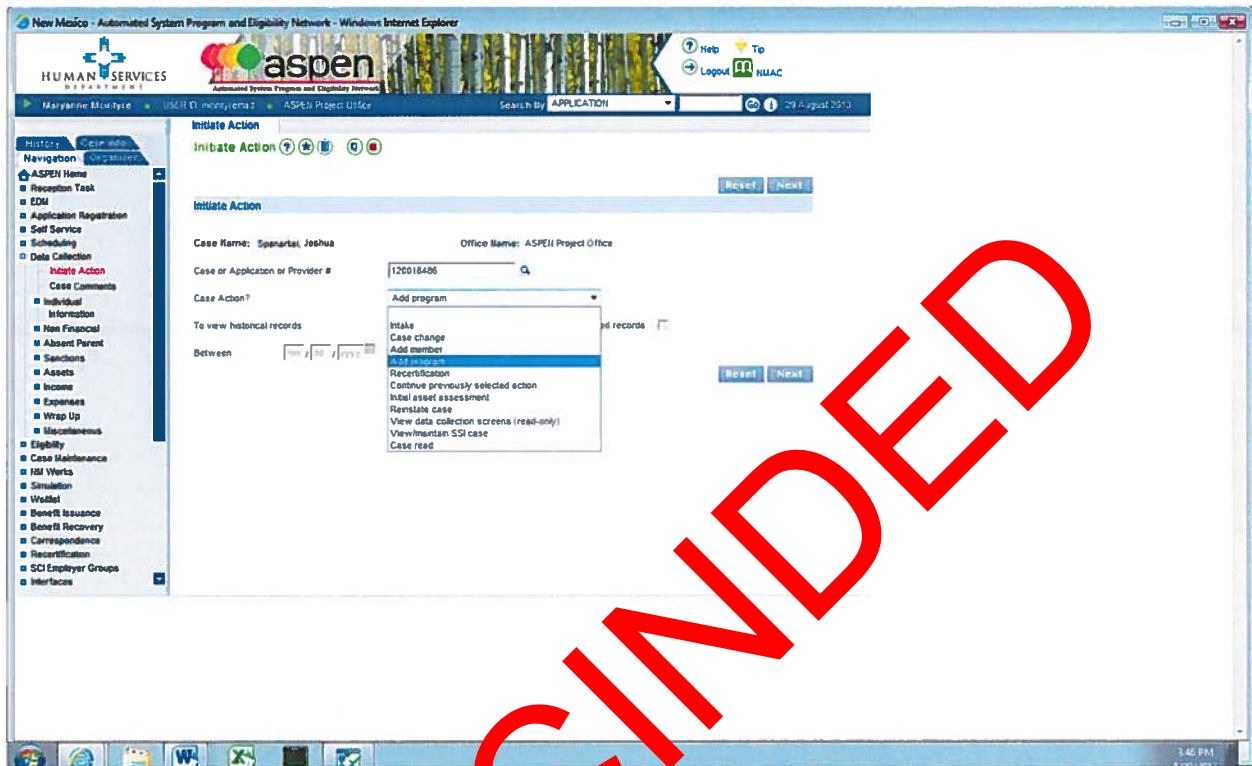
This form has been posted to the forms drive: \\disfasv025\ISDForms

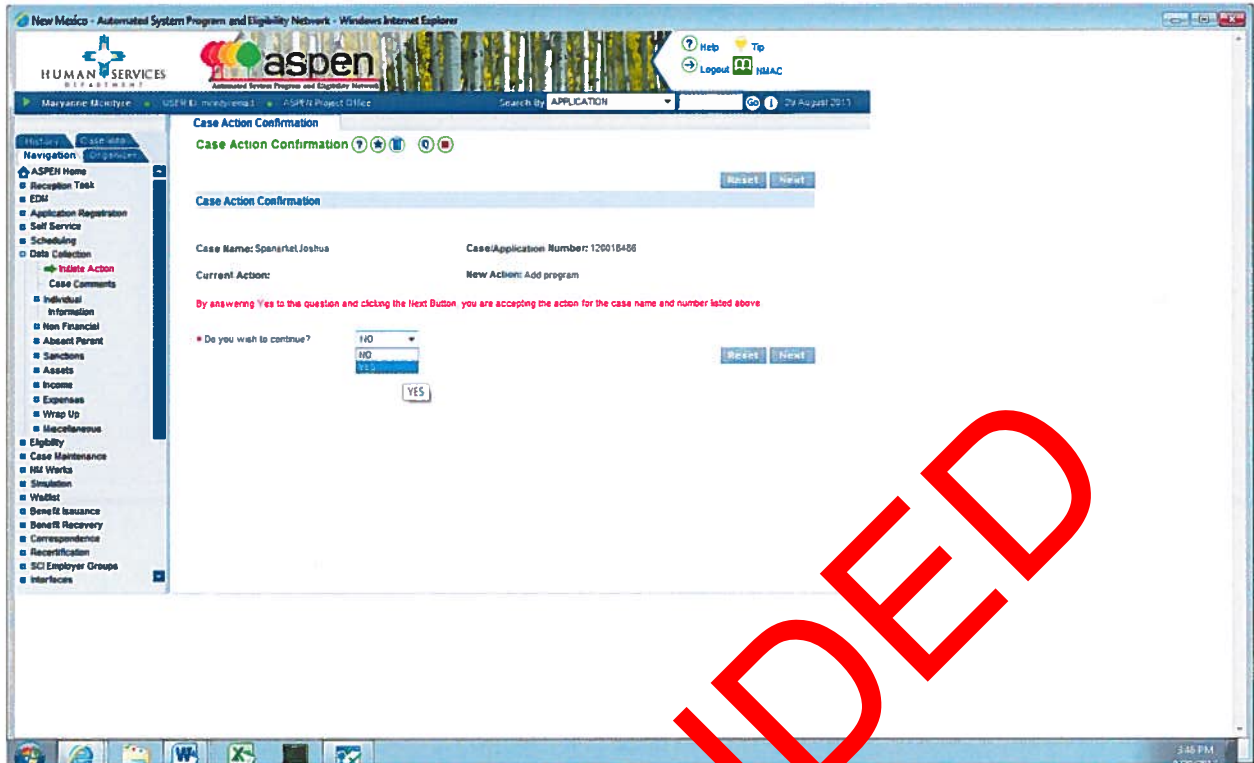
If you have questions regarding this GI, please contact Richard McIntyre at (505) 827-3142 or by e-mail at Richard.McIntyre@state.nm.us.

RESCINDED

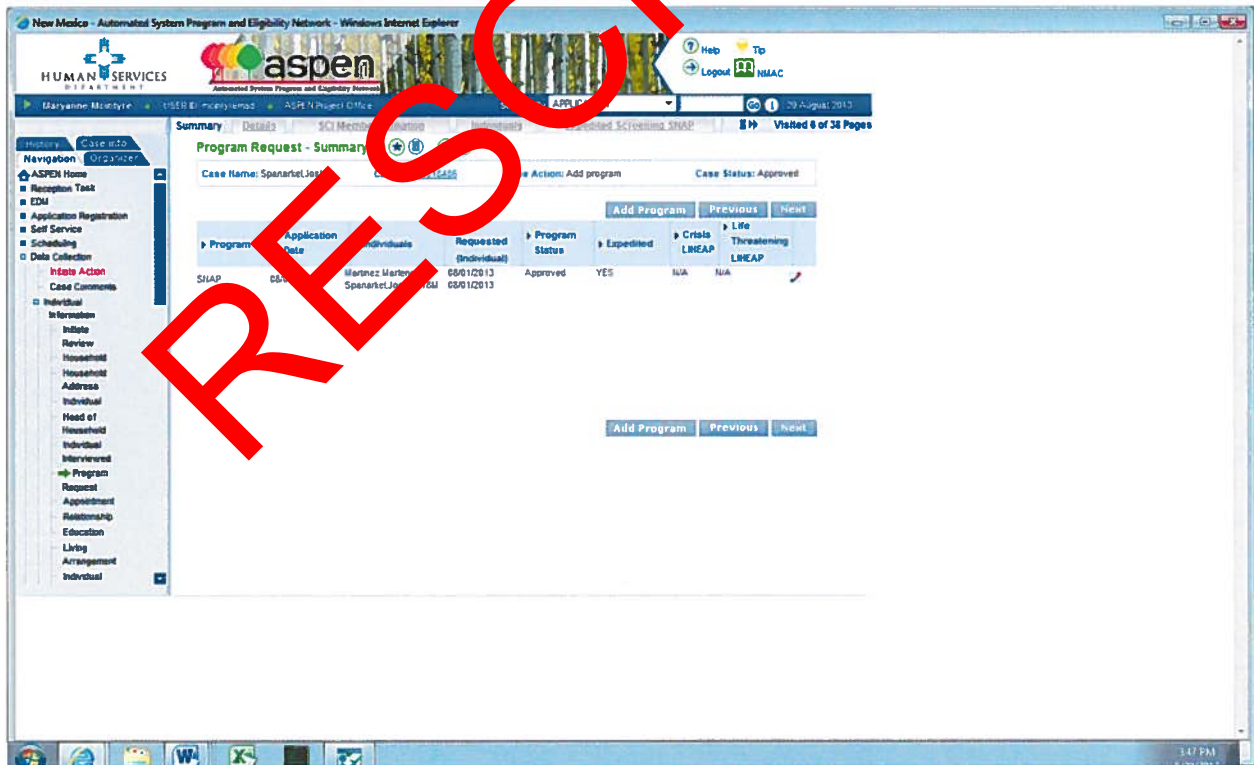
ADD A PROGRAM

On Data Collection from the left Navigation choose Initiate Action. Type in the case number and “add program” from the drop down menu.





Go to "Program Request" under Individual Information on the left navigation and then choose "Add Program".



Choose the Program desired to add from the drop down menu and complete required sections.

New Mexico - Automated System Program and Eligibility Network - Windows Internet Explorer

HUMAN SERVICES **aspen** Automated System Program and Eligibility Network

Navigation: ASPEN Home, Reception Task, EDM, Application Registration, Self Service, Scheduling, Data Collection, Intake Action, Case Comments, Individual Information, Intake, Review, Household, Household Address, Individual, Head of Household, Individual Interviewed, Program Request, Appointment, Relationship, Education, Living Arrangement, Individual

Program Request - Details

Case Name: Sparker,Lesha Case #: 120218455 Case Action: Add program Case Status: Approved

Programs

Program: Medicaid Program Time frame: Ongoing

Application Date: 08/29/2013 Program Status: Requested

Was an application form filed/updated or is a reinstatement needed for this program?

Status Date

Extend time frame due to Agency? Extension 1 Extension 2 Extension 3

Is the application for specialized SHAP program?

Medicaid Type:

Extension Action Date:

Reactivate Program - Complete This Section to Reactivate / Terminated Programs

Reactivation Date: Reactivation Reason:

Program Withdraw/Closure

Withdraw/Denial/Close Program? Withdrawal/Denial/Close Date:

Withdrawal/Denial/Close Reason:

Required Information Details:

Complete information as appropriate.

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Program Request - SC Member Affiliation

Case Name: Sparker,Lesha Case #: 120218455 Case Action: Add program Case Status: Approved

Member Affiliation Dates

Start Date: 08/01/2013 End Date:

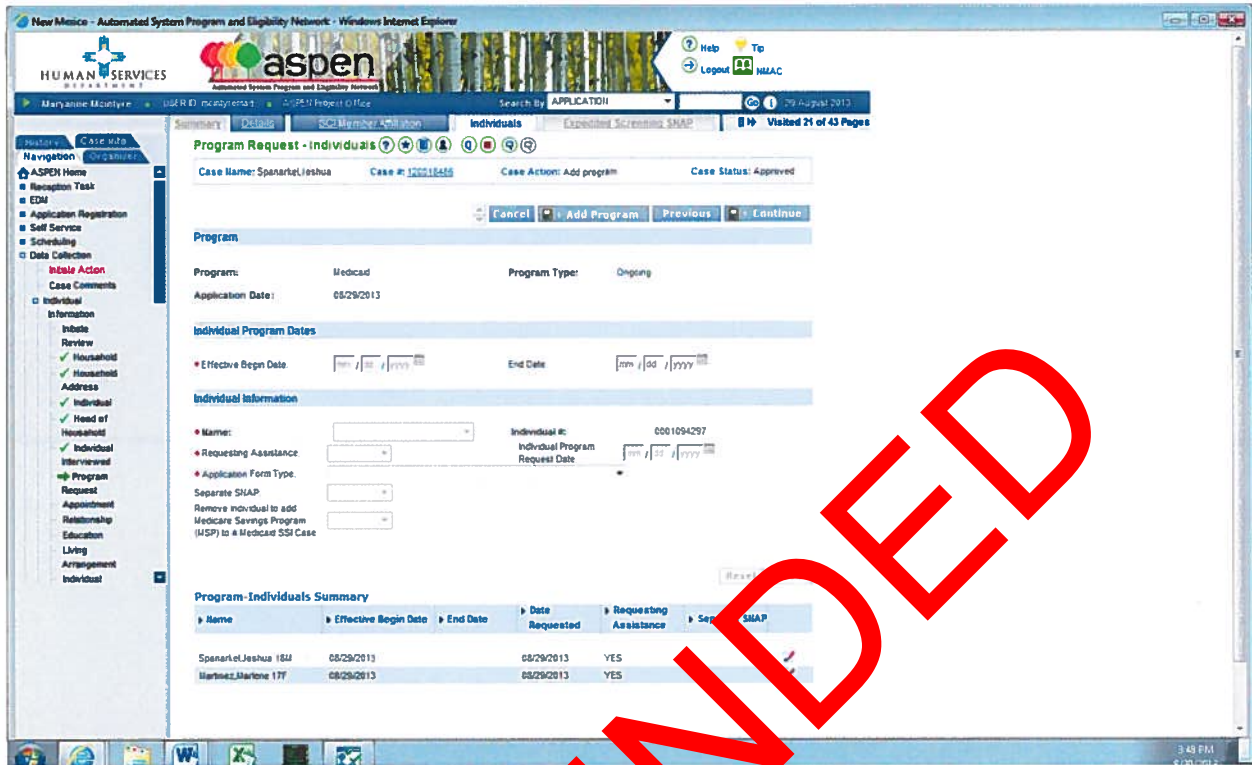
Member Affiliation Information

Employer: Date of Birth:

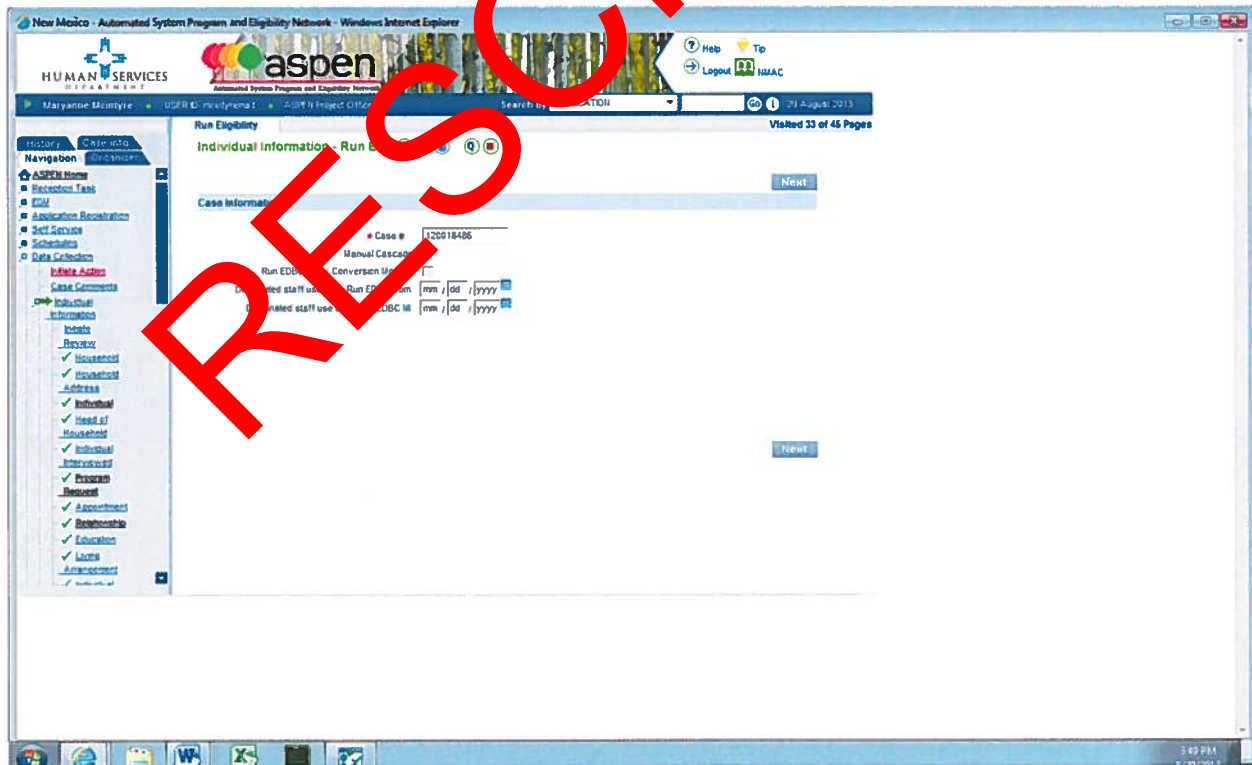
Member Affiliation Summary

| Individual | Home | Effective Begin Date | End Date | Affiliation | Employer Sponsor Group # |
|----------------------------|------|----------------------|----------|-------------|--------------------------|
| Member Affiliation Summary | | | | | |

Complete information as appropriate.



Run EDG



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HUMAN SERVICES DEPARTMENT aspEN Automated System Program and Eligibility Network

Maryanne F. Cloutier USER ID: mcloutier ASPEN Project Office Search By APPLICATION 29 August 2013 Visited 34 of 46 Pages

Summary

Individual Information - EDG Summary

Case Name: Sponarlet, Joshua Case #: 120018456 Case Action: Add program Case Status: Approved

| EDG # | COE | Benefit Period | Benefit | CG Size | EDG Status | Pending Reasons | | Disposition Status (Overridden) | Disposition Date |
|----------|----------------------------|-------------------------|---------|---------|------------|-----------------|-------|---------------------------------|------------------|
| | | | | | | VCL | Other | | |
| 10062872 | MAWV - Children's Medicaid | 08/01/2013 - 08/31/2013 | | 1 | NA | | | NA | |
| 10062872 | MAWV - Children's Medicaid | 08/01/2013 - 09/30/2013 | | 1 | NA | | | NA | |
| 10062872 | MAWV - Children's Medicaid | 10/01/2013 | | 1 | NA | | | NA | |
| 10062873 | MAWV - Children's Medicaid | 08/01/2013 - 08/31/2013 | | 1 | NA | | | NA | |

Run | Edit | Re-build | Del | New |

Run | Edit | Re-build | Del | New |

3:49 PM 8/29/2013

Run Wrap up Eligibility

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HUMAN SERVICES **aspEN** Automated System Program and Eligibility Network

Maryanne Minsteyre USER ID: maryanne.minsteyre ASPEN Project Office Search By APPLICATION 29 August 2013 Visited 48 of 84 Pages

Run Eligibility

Wrapup - Run Eligibility

Case Information

Case # 120018486
 Manual Cascade
 Run EDBC for (Conversion Month)
 Designated staff use only Run EDBC from mm/dd/yyyy
 Designated staff use only Run EDBC to mm/dd/yyyy

Buttons: [Home] [New]

3:56 PM 8/29/2013

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HUMAN SERVICES **aspEN** Automated System Program and Eligibility Network

Maryanne Minsteyre USER ID: maryanne.minsteyre ASPEN Project Office Search By APPLICATION 29 August 2013 Visited 50 of 86 Pages

Summary - EDG Override Summary

Wrapup - Eligibility Summary

Case Name: Spenartel Joshua Case #: 120018486 Case Program: Case Status: Approved

Buttons: Run EDBC Re-Build EDG Next

| EDG # | COE | Benefit Period | Benefit | EDG Status | Pending Reasons | Disposition Status | Disposition Date |
|----------|----------------------------|-------------------------|---------|------------|-----------------|--------------------|------------------|
| 10062672 | MAWC - Teen's | 08/01/2013 - 08/30/2013 | 0.00 | 1 | Approved | IA | |
| 10062673 | MAWC - Children's | 08/01/2013 - 08/30/2013 | 0.00 | 1 | Approved | IA | |
| 10062673 | MAWC - Children's Medicaid | 08/01/2013 - 08/30/2013 | 0.00 | 1 | Approved | IA | |
| 10062673 | MAWC - Medicaid | 08/01/2013 - 08/30/2013 | 0.00 | 1 | Approved | IA | |

Buttons: Run EDBC Re-Build EDG Next

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Certify.

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Automated System Program and Eligibility Network

Mayaguez Ministry | USM | mayaguez | ASPEN Project Office | Search IN APPLICATION | 31 October 2013 | Visited 61 of 63 Pages

Summary

Certification

Case Name: Spanarlet, Joshua | Case #: 120118450 | Case Action: Case change | Case Status: Approved

Filing Representative:

| EDG # | COE | Benefit Period | Eligibility Action | Benefit Status | Disposition Status | Benefit Amount (\$) | Overridden | Certify |
|--|------|-------------------------|--------------------|----------------|--------------------|---------------------|------------|-------------------------------------|
| 10047268 | SNAP | 11/01/2013 - 11/30/2013 | OVP Referral | Decrease | | 347.00 | No | <input checked="" type="checkbox"/> |
| Certification Reason: Benefits decreased | | | | | | | | |
| 10047268 | SNAP | 12/01/2013 - | No Issuance Change | Decrease | | 347.00 | No | <input checked="" type="checkbox"/> |
| Certification Reason: Benefits decreased | | | | | | | | |

Second Party Review Return for Correction Supervisor Approved Select All

Return Reason:
Deduction
RM Corp
Income
Negative Action
Other Reason
Resources
System Coding

Comments

Eligibility Summary | Previous | Reset | Submit | Certify

12:19 PM 10/31/2013

RESCINDED