

---

## General Information Memorandum

---

ISD-GI 15-09

TO: ISD Employees  
FROM: *MM* Marilyn Martinez, Acting Director, Income Support Division  
RE: Change of Mailing Address for Incapacity Review Unit  
DATE: February 12, 2015

This GI serves to inform staff that the Incapacity Review Unit will be closing their Post Office Box on March 31, 2015.

Effective immediately the field offices shall begin mailing all General Assistance (GA) packets to:

Incapacity Review Unit (IRU)  
3280 Bridge Blvd SW  
Albuquerque, NM 87111

Medical records should be mailed to the following mailing address by clients and/or field office staff:

Central ASPEN Scanning Area  
Income Support Division  
PO Box 430  
Bernalillo, NM 87004

If you have any questions regarding this memorandum please contact Darlene Maestas at (505) 827-7287 or [darlene.maestas@state.nm.us](mailto:darlene.maestas@state.nm.us)

This GI has been posted to the forms drive: \\disfasv025\ISDForms, and will also be posted to the website.