



HUMAN SERVICES  
DEPARTMENT

Susana Martinez, Governor  
Brent Earnest, Secretary  
Marilyn Martinez, Director

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## General Information Memorandum

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**ISD-GI 15-23**

**TO: ISD Employees**

**FROM: *MM* Marilyn Martinez, Director, Income Support Division**

**RE: AMENDED - 2015 ASPEN Production Calendar**

**DATE: April 14, 2015**

The ASPEN Production Calendar for 2015 is amended to include the 12<sup>th</sup> of each month when sanctions roll to next level.

All dates showing specific availability will be adhered to as closely as possible. Central Office will communicate via e-mail with as much advance notice as possible when emergency changes are required.

Should you have question or concerns regarding this GI, please contact Debra Garcia by e-mail at [debraa.garcia@state.nm.us](mailto:debraa.garcia@state.nm.us)

# January 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY New Year's Day	2 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	3 ASPEN AVAILABLE
4	5	6	7	8	9	10 ASPEN AVAILABLE
11 ADAM Renewal Tasks	12 Sanctions Roll to Next Level	13 IR/PR Packets Mailed.	14	15	16 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	17 ASPEN AVAILABLE
18	19 HOLIDAY Martin Luther King Jr Birthday	20	21	22	23	24 ASPEN AVAILABLE
25	26	27	28	29	30	31 ASPEN AVAILABLE Monthly Issuance

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RT TIME SENSITIVE PENDING. NONE THIS MONTH

MOVED TO PRODUCTION:

- 1099 TO LIHEAP PROVIDERS
- CLIENT STATEMENTS

# February 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin. Reports Generated. G.A Disability IR/PR Packets Mailed.	3	4	5	6	7 ASPEN AVAILABLE
8 ADM Renewal Tasks	9	10	11	12 Sanctions Roll to Next Level	13 Last Day to Make Changes. Case Closure Effective Month End. IR/PR Packets Mailed. IR Warning Notices Mailed.	14 ASPEN AVAILABLE
15	16	17	18	19	20	21 ASPEN AVAILABLE
22	23	24	25	26	27	28 ASPEN AVAILABLE Monthly Issuance

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RT TIME SENSITIVE PENDING NONE THIS MONTH!	MOVED TO PRODUCTION: <ul style="list-style-type: none"> <li>• PARIS send file</li> </ul>
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# March 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	3	4	5	6	7 ASPEN AVAILABLE
8 ADM Renewal Tasks	9	10	11	12 Sanctions Roll to Next Level	13 IR/PR Packets Mailed.	14 ASPEN AVAILABLE
15	16	17	18 Last Day to Make Changes. IR Warning Notices Mailed. Case Closure Effective Month End.	19	20	21 ASPEN AVAILABLE
22	23	24	25	26	27	28 ASPEN AVAILABLE
29	30	31 Monthly Issuance Month End				

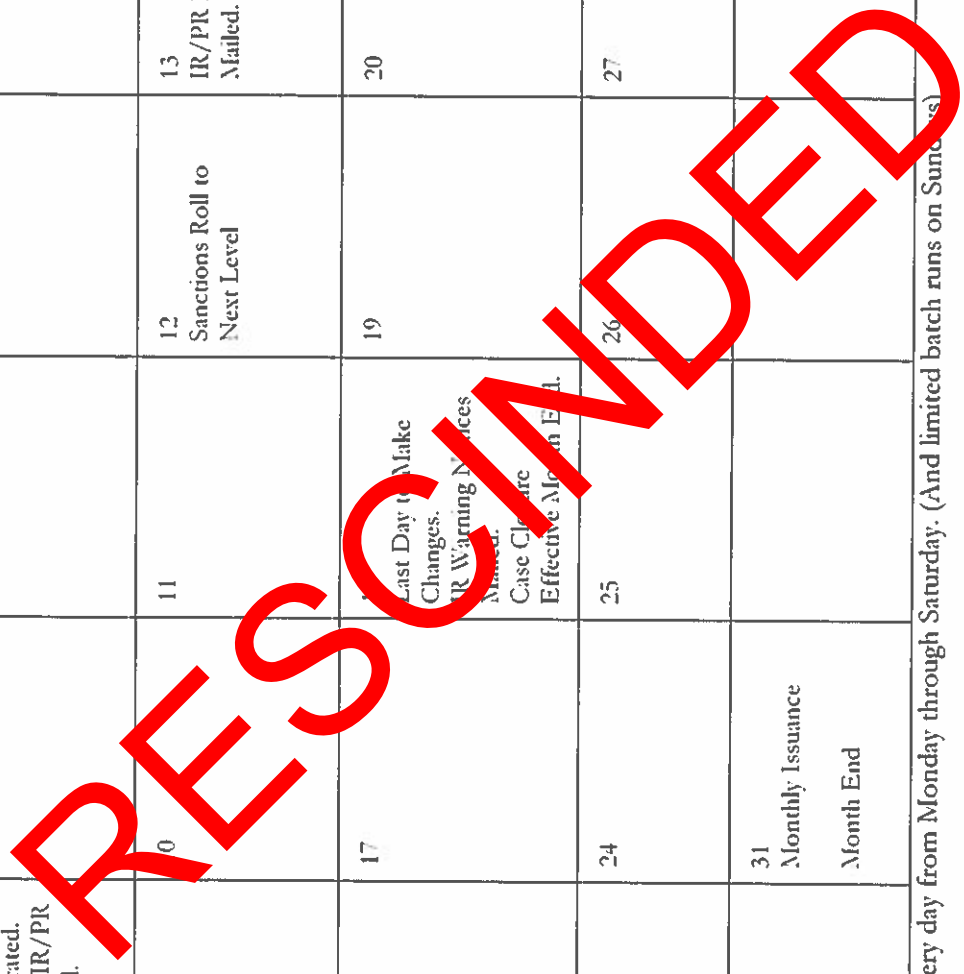
\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

**RT TIME SENSITIVE PENDING:**

- EDLTCPARMS
- EDRSCPARRMS
- PARRS -end file

**MOVED TO PRODUCTION:**

- EDLTCPARMS
- EDRMALIMITS
- EDLTCLIMITS



# April 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	2	3	4 ASPEN AVAILABLE
5	6		8	9	10	11 ASPEN AVAILABLE
12 Sanctions Roll to Next Level ADM Renewal Tasks	13 IR/PR Packets Mailed.	14	15	16	17 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	18 ASPEN AVAILABLE
19	20	21	22	23	24	25 ASPEN AVAILABLE
26	27	28	29	30 Month Month End		

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RTIME SENSITIVE PENDING:

- BIANNSCHOOL/SUBSIDY

MOVED TO PRODUCTION: NONE THIS MONTH

# May 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	2 ASPEN AVAILABLE
3	4		6	7	8	9 ASPEN AVAILABLE
10 ADM Renewal Tasks	11	12 Sanctions Rel to Next Level	13 IR/PR Packets Mailed	14	15 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	16 ASPEN AVAILABLE
17	18	19	20	21	22	23 ASPEN AVAILABLE
24	25 HOLIDAY Memorial Day	26	27	28	29	30 ASPEN AVAILABLE Monthly Issuance Month End
31						

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RT TIME SENSITIVE PENDING: NONE THIS MONTH

- MOVED TO PRODUCTION:
- BIANSCHIOU/SUBSIDY
  - PARIS send file

# June 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed	2	3	4	5	6 ASPEN AVAILABLE
7	8		10	11	12 Sanctions Roll to Next Level	13 ASPEN AVAILABLE IR/PR Packets Mailed.
14 ADM Renewal Tasks	15	16	17 Leads to Make Changes. Case Close Effective Month End. IR Warning Notices Mailed.	18	19	20 Sanctions Roll to Next Level ASPEN AVAILABLE
21	22	23	24	25	26	27 ASPEN AVAILABLE
28	29	30 Monthly Issuance Month End				

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RTIME: SENSITIVE: PENDING: <ul style="list-style-type: none"> <li>• EDCASIPAYSTD</li> <li>• EDENPARMS</li> <li>• EDFSLIMITS</li> <li>• EDFSPARMS</li> <li>• EDFSSTDS</li> <li>• EDLIFEAPENRGYPOINTS</li> <li>• EDLIFEAPINCPOINTS</li> </ul>	<ul style="list-style-type: none"> <li>• EDRSCLPARMS</li> <li>• EDSERPAYSTDRELMAX</li> <li>• LJHEAPPOINTVALUE</li> <li>• Production Calendar</li> <li>• PARIS send file</li> </ul>	MOVED TO PRODUCTION: <ul style="list-style-type: none"> <li>• EDLIFCPARMS</li> <li>• EDRSCLPARMS</li> </ul>
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# July 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	2	3 HOLIDAY Independence Day (observed)	4 ASPEN AVAILABLE
5	6		8	9	10	11 ASPEN AVAILABLE
12 Sanctions Roll to Next Level ADM Renewal Tasks	13 IR/PR Packets Mailed.	14	15	16	17 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	18 ASPEN AVAILABLE
19	20	21	22	23	24	25 ASPEN AVAILABLE
26	27	28	29	30	31 Monthly Issuance Mon End	

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RT TIME SENSITIVE PENDING: NONE THIS MONTH

- MOVED TO PRODUCTION:
- EDMACARDCUTOFF
  - EDNEGACTONDATE
  - Production Calendar

RESCINDED



# August 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8
	Month Begin. Reports Generated. G.A Disability IR/PR Packets Mailed.					ASPEN AVAILABLE
9	10	11	12	13	14	15
ADM Renewal Tasks			ctions Roll to Next Level	IR/PR Packets Mailed.		ASPEN AVAILABLE
16	17	18	19	20	21	22
		Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.				ASPEN AVAILABLE
23	24	25	26	28	29	30
					ASPEN AVAILABLE	
30	31					
	Monthly Issuance Month End					

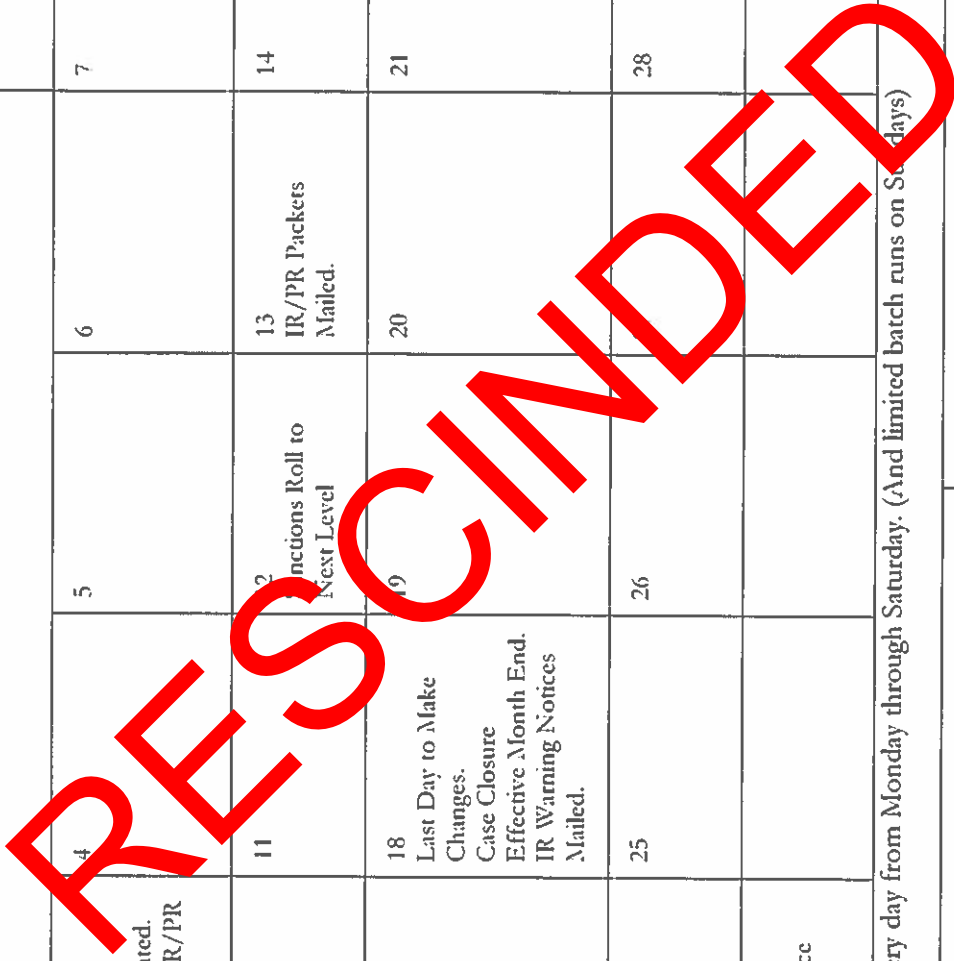
\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RT TIME SENSITIVE PENDING:

- FNSCALENDAR

MOVED TO PRODUCTION:

- PARIS send file



# September 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin. Reports Generated. Disability IR/PR Packets Mailed.	2	3	4	5 ASPEN AVAILABLE
6	7 HOLIDAY Labor Day	9	10	11	12 Sanctions Roll to Next Level ASPEN AVAILABLE	
13 ADM Renewal Tasks	14 IR/PR Packets Mailed.	15	16	17 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	18	19 ASPEN AVAILABLE
20	21	22	23	24	25	26 ASPEN AVAILABLE
27	28	29	30 Monthly Issuance Month End			

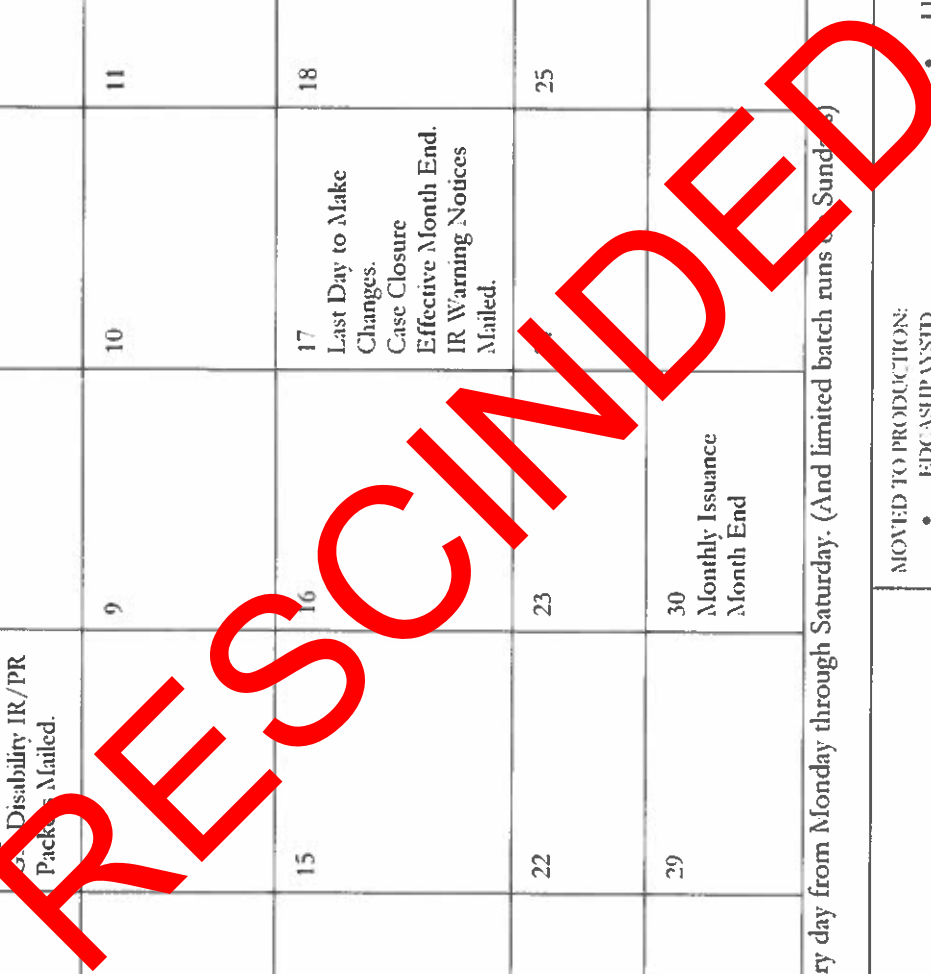
\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sunday)

- RT TIME SENSITIVE PENDING:
- BIANSCHIC001SUBSIDY
  - BICUTOFFDATE
  - EDCOL-AMULTIPLIER
  - EDEFHPARMS
  - EDELTCLIMITS
  - EDLTCPARMS
  - EDRSCP ARMS
  - PARIS send file

MOVED TO PRODUCTION:

- EDCASHPAYSTD
- EDEFHPARMS
- EDEFSLIMITS
- EDEFSPARMS
- EDEFSSIDS
- EDLHEAPENRGYPOINTS
- EDLHEAPENCPPOINTS
- EDRSCP ARMS
- EDRSERPAYSTDRELMAX
- FNSCALEND AR

LIHEAPPOINTVALUE



# October 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	2	3 ASPEN AVAILABLE
4	5	6	7	8	9	10 ASPEN AVAILABLE
11 ADM Renewal Tasks	12 Sanctions Roll to Next Level  HOLIDAY Columbus Day	13 IR/PR Packets Mailed.	14	15	16 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	17 ASPEN AVAILABLE
18	19	20	21	22	23	24 ASPEN AVAILABLE
25	26	27	28	29	30	31 ASPEN AVAILABLE  Monthly Issuance Month End

RESCINDED

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RTIME: SENSITIVE; PENDING: NONE THIS MONTH!!

- MOVED TO PRODUCTION:
- BIANSCHOOL/SUBSIDY
  - BICUTOFFDATE

# November 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin. Reports Generated. GA Disability IR/PR Packets Mailed.	3	4	5	6	7 ASPEN AVAILABLE
8 ADM Renewal Tasks	9	10	11 HOLIDAY Veterans Day	12 Sanctions Roll to Next Level	13 IR/PR Packets Mailed.	14 ASPEN AVAILABLE
15	16	17 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	18	19	20	21 ASPEN AVAILABLE
22	23	24	25	26 HOLIDAY Thanksgiving Day	27 HOLIDAY Presidents Day (observed)	28 ASPEN AVAILABLE
29	30 Monthly Issuance. Month End.					

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RTIME SENSITIVE: PENDING:

- HOLIDAY

MOVED TO PRODUCTION:

- PARIS send file

# December 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin. Reports Generated. A Liability IR/PR Packets Mailed.	2	3	4	5 ASPEN AVAILABLE
6	7	8	9	10	11	12 Sanctions Roll to Next Level ASPEN AVAILABLE
13 ADM Renewal Tasks	14 IR/PR Packets Mailed.	15	16	17	18 Last Day to Make Changes. Case Closure Effective Month End. IR Warning Notices Mailed.	19 ASPEN AVAILABLE
20	21	22	23	24	25 HOLIDAY Christmas Day	26 ASPEN AVAILABLE
27	28	29	30	31 Monthly Assurance. Month End		

\* ASPEN Daily regular Batch runs every day from Monday through Saturday. (And limited batch runs on Sundays)

RTIME SENSITIVE PENDING: <ul style="list-style-type: none"> <li>• 1099 TO LIFEAP PROVIDERS</li> <li>• CLIENT STATEMENTS</li> <li>• EDINPARMS</li> <li>• EDI/MALIMITS</li> <li>• EDLTCLIMITS</li> </ul>	<ul style="list-style-type: none"> <li>• EDMACARDCUTOFF</li> <li>• EDNEGACTONDATE</li> <li>• PARIS send file</li> </ul>	MOVED TO PRODUCTION: <ul style="list-style-type: none"> <li>• EDCOLAMULTIPLIER</li> <li>• EDINPARMS</li> <li>• EDLTCLIMITS</li> <li>• EDLTCPARMS</li> <li>• EDRSCP ARMS</li> </ul>	<ul style="list-style-type: none"> <li>• HOLIDAY</li> </ul>
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RT Table / Action Name	Description
1099 TO LIHEAP PROVIDERS	Generate annual 1099s for LIHEAP vendors.
BIANNSCHOOLSUBSIDY	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.
BICUTOFFDATE	The dates on which the monthly issuance jobs for SNAP and cash will be run.
CLIENT STATEMENT	Annual client statements for clients who received cash payments in the previous calendar year.
EDCASHPAYSTL	Gross and Net Income limits for cash.
EDCOLAMULTIPLIER	COLA multiplier for RSDI individuals.
EDFINPARMS	Income and deductions parameters for Cash and FIP-related Medicaid.
EDFMLIMITS	Income limits for family (FIP-related) Medicaid.
EDFSLIMITS	SNAP income limits and max allotment values.
EDFSPARMS	Income and deduction parameters for SNAP.
EDFSSIDS	SNAP standard deduction amount.
EDLIFEESTATEFACTOR	Lifecost factor for calculating divestment.
EDLIHEAPENRGYPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.
EDLIHEAPINCPPOINTS	Indicates the number of LIHEAP points the household is eligible for based on the household income.
EDLTCLIMITS	Income limits for SNAP-related Medicaid and Medicare Cost Sharing types of assistance.
EDLTCPARMS	Utility Allowances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.
EDMACARDCUTOFF	Medicaid calendar date. The table needs to be updated one year in advance.
EDNEGACTIONDATE	The last day on which a negative action can be taken for a month and program. This table needs to be updated one year in advance.
EDRSCPAPARMS	Resource parameters.
EDSERPAYSTDRELMAX	Net Standard income limits for LIHEAP.
FNSCALENDAR	Lists the cycle numbers for transactions with the TOP interface.
HOLIDAY	List of state and federal holidays.
LIHEAPPOINTVALUE	Indicates the dollar value for a LIHEAP point.
Production Calendar	Update production calendar for next year.
PARIS send file	Send PARIS file to federal government.