




---

## Interim Policy & Procedure Memorandum

---

### ISD-IPP 13-08

**TO:** ISD Employees  
**FROM:**  Marilyn Martinez, Acting Director, Income Support Division  
**RE:** General Assistance Recertification Process  
**DATE:** October 18, 2013

This IPP serves to:

- Rescind the information found in GI 09-67 GA Guidelines and Attachments regarding the procedure for recertification of active GA cases.
- Provide the procedure for recertification of active GA cases.

This IPP supersedes all previous IPPs, GIs and all other memoranda, directives, organizational charts, procedures, and policies published by the Income Support Division dealing with the subject of the Recertification Process for GA cases.

The recertification process for GA cases will be as follows:

1. The ISD Field staff will complete the recertification interview with the GA recipient and determine if the GA recipient remains eligible for GA based on non-disability factors (income, household composition, etc.). This will include verifying compliance with the Social Security requirement for GA recipients.
2. If the ISD Field staff determines that the GA recipient remains eligible on non-disability factors then the Medical Social Summary with updated and current information for the GA recipient will be completed in ASPEN during the recertification interview.
3. Medical Release forms will be completed and signed by the GA recipient at the recertification interview.
4. The medical release forms will be mailed to the Incapacity Review Unit (IRU) for processing the redetermination of disability.
5. The IRU will send out the medical release forms to the provider(s) listed on the Medical Social Summary to obtain current medical/mental health documentation for a redetermination of ongoing disability.

- 
6. Depending on the response from the provider(s), the IRU will redetermine the disability status, update the Disability Determination page and run certification.
  7. The recipient will be notified of the determination through ASPEN-generated correspondence.

If you have questions regarding this GI, please contact Kandis Harvey at 505-841-2394 or by email: [kandis.harvey@state.nm.us](mailto:kandis.harvey@state.nm.us)

**RESCINDED**