



HUMAN SERVICES
DEPARTMENT

SUSANA MARTINEZ, GOVERNOR
BRENT EARNEST, SECRETARY DESIGNEE
MARILYN MARTINEZ, ACTING DIRECTOR

Interim Policy & Procedure Memorandum

ISD-IPP 15-01

TO: ISD Employees

FROM:  Marilyn Martinez, Acting Director, Income Support Division

RE: **Mandatory Verification Process between Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Programs on Indian Reservations (FDPIR)**

DATE: January 2, 2015

This IPP rescinds IPP 13-06 previously issued on April 29, 2013, and is written to update and clarify the mandatory requirements set forth by the Code of Federal Regulations (CFR) regarding cross-program checks/validation between the Supplemental Nutrition Assistance Program (SNAP) and the Food Distribution Program on Indian Reservations (FDPIR).

Federal regulation 7 CFR 281.1(c) states that no household may participate simultaneously in SNAP and FDPIR. Regulation 7 CFR 273.11(k) issued on February 21, 2013, prohibits participants disqualified for a 30-day period from SNAP or FDPIR from participating in the alternate program for the length of the disqualification period.

To ensure compliance with these requirements, SNAP and FDPIR must complete cross-program checks at Initial Application, Interim Report and Recertification. The use of cross-program checks will enable SNAP and FDPIR to alleviate instances of dual participation and provision of benefits to individuals with IPV's.

While all ISD offices are required to perform cross-program checks, at this time it is essential that the following 9 ISD County offices located within FDPIR service areas perform cross-program checks:

Cibola County	McKinley County	Rio Arriba County
Sandoval County	Taos County	San Juan County
Santa Fe County	Socorro County	SW Bernalillo County

Attached is the process for cross-program checks to be used at Initial Application, Interim Reporting and Recertification.

If there are any questions regarding this IPP, please contact Rita Paz at 505-827-7286 or via e-mail at rita.paz@state.nm.us.

Attachments: Validation Process
SNAP /FDPIR Correlation

RESCINDED

VALIDATION PROCESS

for

ISD County Offices within Food Distribution Program on Indian Reservations (FDPIR) Service Areas

Through Memorandums of Agreement with New Mexico's Indian Tribal Organizations (ITO's) and the Code of Federal Regulations, New Mexico SNAP and FDPIR are mandated to perform cross-program checks to alleviate dual participation and eligibility of Intentional Program Violators.

Cross-program checks are to be completed for all applicants and household members residing on reservations, tribal lands and in designated areas within a 15 mile radius of a Native American Pueblo. Validation is required at Initial Application, Interim Report and Recertification for all household members.

The following process is to be used for Income Support staff when validating receipt or non-receipt of FDPIR benefits:

- 1) **Determine which FDPIR site is to be contacted to validate receipt or non-receipt of FDPIR benefits.**
Some County Offices may have 2 FDPIR sites within their service areas and must contact both sites to validate. Attachment A lists correlations of FDPIR sites and ISD County Offices.
- 2) **Provide the reviewer with the following information for the individual whom validation is requested:**
 - SSN
 - First/Last name of Individual at the request of the FDPIR Reviewer
 - Repeat this step for each applicant/household member for whom SNAP is requested
- 3) **The reviewer will provide the status for each individual:**
 - Receipt/non-receipt/pending status/case closure
 - IPV status (if applicable)
 - Certification period (if applicable)
 - Closure date (if applicable)
- 4) **Document information provided in Case Comments:**
 - Date of Validation
 - Receipt/non-receipt/pending status/case closure and IPV status if applicable
 - Name of FDPIR site providing validation and reviewer's name
 - Names of members validated: (first names of individuals)

Example: SNAP validation this date of (receipt/non-receipt) of FDPIR benefits from (site) by (reviewer's name).
Household members validated: (first names of individuals)
- 5) **If the reviewer indicates overlapping certification between SNAP and FDPIR, send the case number & FDPIR site name via e-mail for review to Rita Paz at rita.paz@state.nm.us. Please do not use SSN's or participant names in your e-mail or subject line.**
- 6) **Dual participation and any issues that may arise will be discussed and resolved between ISD FDPIR Liaison and FDPIR Executive Directors or their designated representatives. County Offices with confirmed Dual participation will receive a memorandum narrating the outcome of the case review and resolution for case disposition.**
- 7) **When in doubt...ask. (Rita Paz at 505-827-7286 or via e-mail at rita.paz@state.nm.us.)**
*The FDPIR Reviewer list is updated frequently; please remember to utilize the most current listing provided by PPDB. Please note that Reviewers are the initial point of contact.

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATION (FDPIR) Site
& SNAP County Office Correlation**

Eight Northern Indian Pueblos Council, Inc., FDPIR Site		
Perry Martinez, Executive Director PO Box 696; San Juan Pueblo, NM 87566	Cell: (505) 927-5708	505-455-2289 x 108
Physical Address: 362 State Road 503 Santa Fe, NM 87506	Adm. Asst: Diandra Medina	x 102
	Reviewer: Vermillia Merritt	x 103
	Reviewer: Valeen Martinez	x 104

***ISD Offices: Santa Fe, Taos, & Rio Arriba

Site Exception: Provides benefits to Non-Native Americans living with a Native American and residing within a 15 mile radius of one of the following Pueblos: Taos, Picuris, San Juan (Ohkay Owingeh), Tesuque, Santa Clara, San Ildefonso, Nambe & Pojoaque. Certificate of Indian Blood (CIB) is required.

Five Sandoval Indian Pueblos Council, Inc., FDPIR Site		
Florence Calabaza, Executive Director 960 D Highway 550; Bernalillo, NM 87004		505-867-3710 x 213
	Reviewer: Paulina Vigil	x 212
	Reviewer: Miriam Wasawiestewa	x 210

***ISD Offices: SW Bernalillo & Sandoval

Zuni FDPIR Site		
Beatrice Panteah, Executive Director PO Box 339; Zuni, NM 87327		505-782-4463 x 224
103 7 th Street Zuni, NM 87327	Reviewer: Tylia Lunacee	x 226
	Reviewer: Meleri Peynetsa	x 223

***ISD Office: McKinley

Acoma FDPIR Site		
Connie Martinez, Executive Director (Service Area includes: Laguna) PO Box 449; Pueblo of Acoma, NM 87034 Physical: 53 Pinsbaan Drive Acoma, NM 87034	Cell: 505-206-7947	505-552-5107
	Reviewer: Lorie Vicente	505-552-5108
	Reviewer: Vacant	505-552-5108
	Reviewer: Raylene Lucario-Day	505-552-5108

***ISD Office: Cibola

Navajo Nation	
Claudeen Tallwood Executive Director	
Window Rock, AZ	

Crownpoint FDPIR Distribution Center		
Rita Donaghey - Site Manager		505-786-2361
PO Box 2083; Crownpoint, NM 87313	Reviewer: Arlene Becenti	x 2321
Physical: 2461 Coal Country Road	Reviewer: Michelle Thompson	x 2280
Crownpoint, NM 87313	Reviewer: Henry Begay	x 2323

***ISD Offices: SW Bernalillo, McKinley, & Socorro

Kirtland FDPIR Distribution Center		
Zonnie Owens - Site Manager		505-598-9736
PO Box 1917; Kirtland, NM 87417		x 13
Physical: 4080 Highway 64	Office Asst: Georina Willwood	x 10
Kirtland, NM 87417	Reviewer: Geneva Nakagane	x 11
	Reviewer: Diane Henderson	x 12

***ISD Office: San Juan & Sandoval

Mexican Springs FDPIR Distribution Site		
Beau Bitsie - Site Manager		505-733-2858
107 South Dean; Gallup, NM 87031		
	Reviewer: Deanna Silver	
	Reviewer: Marlinda Keyes	
	Reviewer: Jessie Woodie	

***ISD Office: McKinley

El Delance (AZ) FDPIR Distribution Site		
Emerson ManyGoals - Site Manager		928-729-4212
PO Box 1390; Window Rock, AZ 87515		
Rt. 12	Nutritionist: Veronica Cowboy	928-729-4212
Window Rock, AZ 87515	Reviewer: Lolinda Leigh	928-729-4207
	Reviewer: Rosie Bryant	928-729-4208
	Reviewer: Fannie Williams	928-729-4210

***ISD Office: McKinley

Teec Nos Pos (AZ) FDPIR Distribution Site		
Narbona Jim - Site Manager		928-656-3651
PO Box 919; Teec Nos Pos, AZ 86514		
BIA -Road North 5114	Reviewer: Karen Kady	928-656-3650
Teec Nos Pos, AZ 86514	Reviewer: Pauleen Kee	
	Reviewer: Sara Moone	

***ISD Office: McKinley