



HUMAN SERVICES  
DEPARTMENT

SUSANA MARTINEZ, GOVERNOR  
SIDONIE SQUIER, SECRETARY  
TED ROTH, DIRECTOR

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## Manual Revision Memorandum

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**ISD-MR 13-03**

**TO: ISD Employees**

**FROM:  Ted Roth, Director, Income Support Division**

**RE: Forms Manual Revision- ISDB 003 Client Request for Benefit Verification**

**DATE: February 5, 2013**

Form ISDB 003 Client Request for Benefit Verification has been updated to include LIHEAP information. Use of the revised form shall begin immediately. Use existing printed stock first.

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

**Instructions:**

**1. Remove all previous versions from inventory:**

ISDB 003 Client Request for Benefit Verification (10/05/09)

**2. Replace with revised form:**

ISDB 003 Client Request for Benefit Verification (02/05/13)

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

If you have questions regarding this MR, please contact Mequella Romero at (505)827-3159 or by e-mail at [MequellaM.Romero@state.nm.us](mailto:MequellaM.Romero@state.nm.us).