

---

## Manual Revision Memorandum

---

**ISD-MR 13-18**

**TO:** ISD Employees

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

**RE:** Forms Manual Revision- Revised Employment and Training (E&T) Forms-English and Spanish Versions (ASPEN Modification)

**DATE:** September 5, 2013

DWP 277 NMW Job Search Activity Card  
FSP 003 E&T Work Requirements SNAP  
FSP 003 E&T and ABAWD Requirements Instruction Sheet  
FSP 005 SNAP Employment and Training Activity  
DWP 001 SNAP Assessment Referral and Verification (Deleted)

DWPS 277 Tarjeta De Búsqueda De Trabajo  
FSPSP 003 Requisitos E&T Programa de Ayuda SNAP  
FSPSP 003 Instrucciones Para el Formulario Requisitos E&T y ABAWD  
FSPSP 005 SNAP Empleo y Entrenamiento (E&T) Actividad de Trabajo  
DWPS 001 SNAP Evaluación, Revisión y Verificación (Deleted)

E&T forms DWP 277, FSP 003, FSP 003 instruction sheet and FSP 005 forms and their Spanish versions have been revised to change formatting and margins for ASPEN Modification. FSP 003 instruction sheet has been updated with new age requirement. Form FSP 003 has been revised to change language with the new requirement. In addition, form FSP 003 has been merged with DWP 001. Use of the revised E&T forms shall begin immediately. Do not use printed stock of forms FSP 003, FSP 005 or DWP 277 or their Spanish versions. Forms can be accessed from the forms drive: <\\disfasv025\ISDForms> and will soon be accessible in ASPEN.

### **Instructions:**

- 1. Use only new versions of DWP 277, FSP 003, and FSP 005 and their Spanish versions.**
- 2. Discontinue use of DWP 001 and DWPS 001.**

These forms have been posted to the forms drive: <\\disfasv025\ISDForms>

If you have questions regarding this MR, please contact Melinda Espinoza at (505)827-7254 or by e-mail at [MelindaA.Espinoza@state.nm.us](mailto:MelindaA.Espinoza@state.nm.us).