



Susana Martinez, Governor
Sidonie Squier, Secretary
Ted Roth, Director

ISSUED ELECTRONICALLY

INTERDEPARTMENTAL MEMORANDUM

ISD IPP 12-05

DATE: October 4, 2012

TO: All ISD Employees

FROM: *MM For* Ted Roth, Director

Income Support Division

RE: SNAP Administrative Disqualification Hearing (ADH) Packets

This IPP is providing a revision of the current NMAC policy regarding all ADH referral packets. Effective immediately, all **completed** ADH packets are to be sent directly to the Fair Hearings Bureau (FHB) of the Office of Inspector General (OIG). These ADH referrals packets do not need further assistance from the Investigations Bureau (IB). The ADH referral packets are not to be sent to the Investigations Bureau or Restitution & Administrative Services Bureau (RASB).

The Fair Hearings Bureau address is:

Administrative Hearings Bureau
P.O Box 2348 37 Plaza La Prensa
Santa Fe, NM 87504

These packets can also be forwarded by email to the Fair Hearings Bureau at

HSD-FairHearings@state.nm.us

If emailed, you must scan the documents in the correct order and identify in the subject line: SOE ADH Referral from [County office name] the number of pages (for example 70 pages).

Refer to the approved ADH Direct Referral Training packet on-line that is located on the Forms Drive regarding the correct documents to be submitted with the ADH packet. The training packet will be sent following the explanation of the current processes. In the meantime, please follow the following procedures:

Revised ADH Submission Procedures

1. ADH packet must have completed OIG 462 R attached. The OIG 462 R is **required** to be the cover sheet of all complete ADH packets that are submitted to the Fair Hearings Bureau as this helps the FHB properly identify the packet.
2. Federal regulations require the ADH referral and evidence be reviewed by someone other than the caseworker. This form must be signed by the FAA and the Line Manager (the reviewer) before it is sent.
3. The OIG 462 R, Notice of Intent to Ask for a Disqualification and a Request for Waiver to an ADH hearing **must be sent** to the household by the county office, **same day** as ADH packet is sent to FHB (these forms should also be part of the ADH referral packet sent to FHB).
4. Enter appropriate claims on CLM-code ADH claims as S34.

Attached is a flow chart of the ADH referral packet for the ISD field staff.

This interim policy will be revised in the SNAP program policy section of 8.139.647.8 NMAC in the near future.

Email the Quality Improvement Section (QIS) indicating when the ADH packet was submitted to the Fair hearings Bureau at HSD.QIS@state.nm.us

If you have any questions regarding this GI, please contact Stephanie Valdez stephanie.valdez1@state.nm.us or Sarah Kudza at sarah.kudza@state.nm.us

ADH Referral – Field Process

