



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Sidonie Squier, Secretary
Marilyn Martinez, Acting Director

General Information Memorandum

ISD-GI 14-01

TO: ISD Employees
FROM:  Marilyn Martinez, Acting Director, Income Support Division
RE: Pre-Certified Victims of Human Trafficking Assistance Program
DATE: January 6, 2014

This memorandum is to provide guidance for the Pre-Certified Victims of Human Trafficking (PCVHT) program. The objective of the PCVHT program is to provide financial assistance to non-citizen victims of human trafficking that are not eligible for existing federal assistance. The PCVHT program is a temporary cash assistance program available to pre-certified victims of human trafficking while they complete the process of becoming federally certified.

Eligibility screening for the PCVHT program will be done by the Refugee Service Provider. When a PCVHT inquires about the program at an ISD office, or submits an application through the ISD office, the individual should be referred to the PCVHT provider. Referrals for the PCVHT program should be made to:

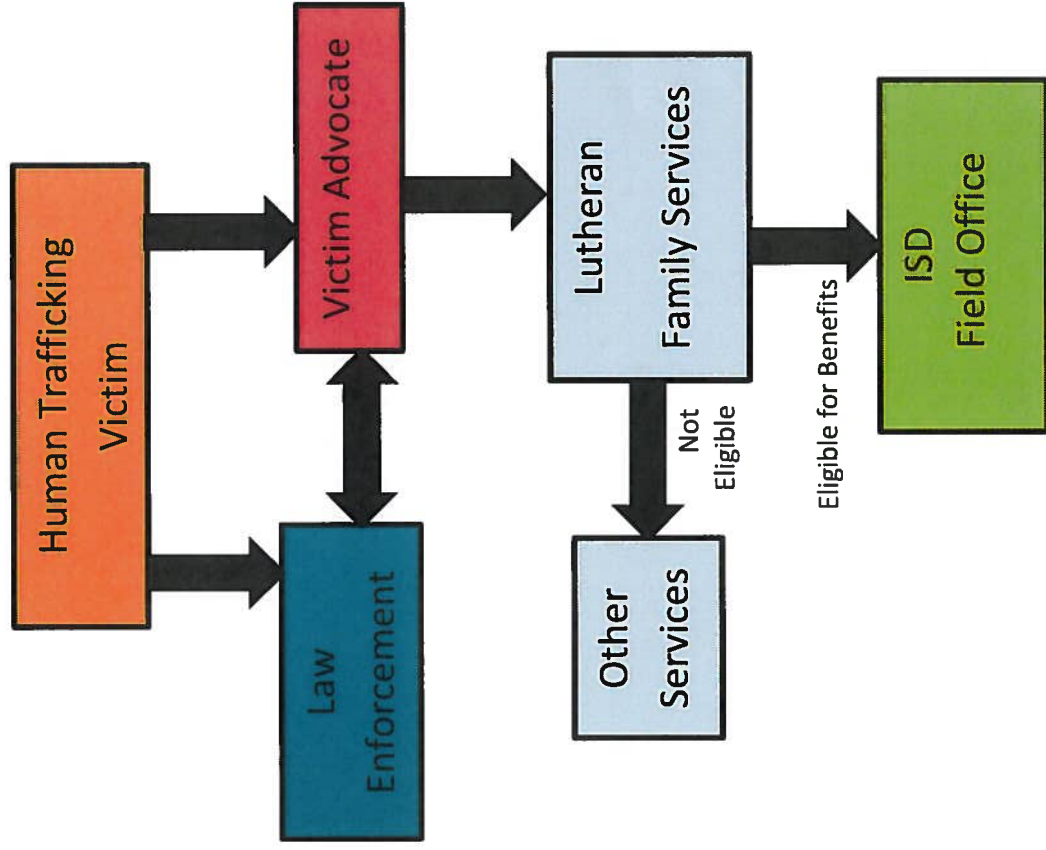
Lutheran Family Services
3612 Campus Blvd. NE
Albuquerque, NM 87106
(505)933-7032

The attached flow chart depicts how the participant will proceed through the eligibility process. If the individual is determined eligible for assistance through the PCVHT program the individual will be referred to the ISD office for an Over the Counter (OTC) Card.

The eligibility determination process for victims of human trafficking who are U.S. citizens has not changed.

If you have any questions please contact Kresta Opperman at (505)827-1328.

Pre-Certification of Non-Citizens Client Referral Flow Chart



Pre-Certification of Non-Citizens Initial Process Flow Chart

