



Manual Revision Memorandum

ISD-MR 19-02

TO: ISD Employees 

FROM: Karmela Martinez, Acting Director, Income Support Division

DATE: May 17, 2019

RE: Updates to HSD 100 Streamlined Application for Benefits Revised 5/17/2019

The HSD 100 and the HSDSP 100 Streamline Application for Benefits revised 5/17/2019 have been updated to provide clear and concise language and be in compliance with the Code of Federal Regulations (CFR).

The following are the updates made to the HSD 100 and the HSDSP 100:

- Section 16, page 14 of the of the HSD 100 application, language was changed:

16. Please Sign This Application (Your authorized representative may also sign here)

Your signature makes this application valid. This application cannot be processed unless signed. Your signature also is an indication of the following:

- What I have said and written to HSD is true and complete. If I give incorrect facts, I can be charged with a crime. If I hide or leave out facts, I can be charged with a crime. If HSD learns that I have given untrue or incomplete factual information, my SNAP may be denied or reduced.

- Section 16, page 16 of the of the HSDSP 100 application, language was changed:

16. Firme esta solicitud (su representante autorizado también puede firmar aquí)

Su firma hace que esta solicitud sea válida. Esta solicitud no puede ser procesada a menos que esté firmada. Su firma también indica lo siguiente:

- Lo que dije y escribí a HSD es veraz y completo. Si proveo datos incorrectos puedo ser acusado de un delito. Si escondo u omito datos puedo ser acusado de un delito. Si HSD se entera que he provisto información objetiva falsa o incompleta, se puede denegar o reducir mi SNAP.

- Section 9, Page 9 of the HSD 100 application: replaced “four” with “three” for the amount of MCO’s available.

9. Managed Care Organization (MCO). This section will only apply if you are found to be eligible for Medicaid. If you are eligible for Medicaid, your services will be provided by one of the **three** managed care organizations (MCOs) listed below. You have a choice of which MCO will provide your services. If you do not choose an MCO, you will be automatically assigned to an MCO by the New Mexico Human Services Department. Once you are enrolled with an MCO, you will have the option to switch to a different MCO within 3 months of enrollment.

- Section 9, Page 10 of the HSDSP 100 application: replaced “cuatro” with “tres” for the amount of MCO’s available.

9. Organización de atención gestionada (MCO). Esta sección solo se aplica si se determina que usted es elegible para Medicaid. Si es elegible para Medicaid, una de las **tres** organizaciones de atención gestionada (MCO) que se indican a continuación prestará sus servicios. Usted tiene la opción de elegir la MCO que le prestará servicios. Si no elige una MCO, el Departamento de Servicios Humanos de Nuevo México lo asignará una MCO de forma automática. Una vez que esté inscrito en una MCO, tendrá la opción de cambiar a una MCO diferente dentro de los 3 meses de inscripción.

- Section 6, page 17 of the HSD 100 and HSDSP 100 applications in the Informational Sections, the language concerning the customer having the option to request three 10 day extensions was removed to match newly amended rules.
- Section 11, page 23 of the HSD 100 application in the Informational Sections was updated to read:

11. Penalties for SNAP/Food Assistance Violations

You must not give false information or hide information to get SNAP/food assistance, including EBT cards. You must not trade or sell your EBT card or your PIN. You must not allow a retailer to debit your EBT account in exchange for cash. You must not change EBT cards to get SNAP/food assistance you are not eligible to receive. Do not use, or have in your possession, an EBT card that is not yours and do not let someone else use your card. You must not use your SNAP/food assistance benefits to buy non-food items, such as alcohol, tobacco or paper products. You must not use someone else's EBT card for your household. You must not use your SNAP/food assistance benefits to pay credit accounts.

Anyone intentionally breaking any of these rules could be barred from receiving SNAP/food assistance for 12 months (1st violation); barred for 24 months (2nd violation); barred permanently (3rd violation); subject to \$250,000 fine, imprisoned up to 20 years, or both; suspended for an additional 18 months. Anyone intentionally breaking these rules could also be prosecuted under other federal and state laws containing criminal penalties.

Anyone who intentionally gives false information or hides information about identity or residence to get SNAP/food assistance in more than one household at the same time could be barred for 10 years.

Anyone convicted of trading SNAP/food assistance for a controlled substance could be barred from receiving SNAP/food assistance for 24 months (1st violation) and barred permanently (2nd violation).

Anyone convicted for buying or selling SNAP/food assistance of \$500 or more after September 22, 1996 shall be permanently ineligible to participate in the Program. (Any violation).

Anyone convicted for trading SNAP/food assistance for firearms, ammunition, or explosives will be permanently ineligible to participate in the Program (Any violation).

- Section 11, page 26 of the HSDSP 100 application in the Informational Sections, was updated to read:

11. Sanciones por violación a SNAP/asistencia de alimentos

No debe brindar información falsa u ocultar información para obtener SNAP/asistencia de alimentos, incluyendo las tarjetas EBT. No debe intercambiar o vender su tarjeta EBT o su PIN. No debe permitir que un vendedor haga un débito de su cuenta EBT a cambio de dinero en efectivo. No debe cambiar las tarjetas EBT para obtener SNAP/asistencia de alimentos si no es elegible para recibirla. No use ni tenga en su propiedad una tarjeta EBT que no sea suya ni deje que otra persona use su tarjeta. No debe usar sus beneficios de SNAP/asistencia de alimentos para comprar artículos que no sean comestibles, como ser alcohol, tabaco o productos de papel. No debe usar la tarjeta EBT de otra persona para su grupo familiar. No debe usar sus beneficios de SNAP/asistencia de alimentos para pagar cuentas de crédito.

Toda persona que viole cualquiera de estas reglas de forma intencional puede estar sujeta a una prohibición para recibir SNAP/asistencia de alimentos durante 12 meses (1ra infracción), 24 meses (2da infracción), o de forma permanente (3ra infracción); una multa de \$250,000, encarcelamiento de hasta 20 años o ambos; o una suspensión por 18 meses adicionales. Toda persona que viole estas reglas de forma intencional también puede procesarse de acuerdo con otras leyes federales y estatales que establecen penas criminales.

Toda persona que proporcione información falsa u oculte información sobre la identidad o la residencia para recibir SNAP/asistencia de alimentos en más de un grupo familiar al mismo tiempo puede estar sujeta a una prohibición de 10 años.

Toda persona condenada por intercambiar SNAP/asistencia de alimentos por una sustancia controlada puede estar sujeta a una prohibición para recibir SNAP/asistencia de alimentos durante 24 meses (primer infracción) y de forma permanente (segundo infracción).

Toda persona convicta por comprar o vender SNAP/asistencia de alimentos de \$500 o más después del 22 de Septiembre de 1996 será permanentemente inelegible para participar en el Programa (Cualquier violación).

Cualquier persona condenada por intercambiar beneficios SNAP/alimentos por armas, municiones o explosivos dejará de ser elegible para participar en el Programa (Cualquier violación).

Effective May 31, 2019 the HSD 100 and HSDSP 100 with a revision date of 5/17/2019 will be exclusively used. All other versions need to be removed from circulation and recycled. ISD Central Office will be sending a new batch of HSD 100 and HSDSP 100 through our print vendor to each office.

The HSD 100 and HSDSP 100 Streamline Application for Benefits revised 5/17/2019 can be found on the forms drive, and each field office will continue to receive printed applications from the print vendor.

Instruction:

- New- Form HSD 100 Streamline Application for Benefits revised 5/17/2019
Form HSDSP 100 Streamline Application for Benefits revised 5/17/2019
- Old- Form HSD 100 Streamlined Application revised 11/1/2018 (and any other previous versions)
Form HSDSP 100 Streamlined Application revised 11/1/2018 (and any other previous versions)

If you have questions regarding this MR, please contact Gavino Archuleta, SNAP Program Manager, at (505) 827-7244 or by e-mail at Gavino.Archuleta@state.nm.us

Attachments:

- HSD 100 Streamline Application for Benefits revised 5/17/2019
- HSDSP 100 Streamline Application for Benefits revised 5/17/2019