




New Mexico Human Services Department

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INCOME SUPPORT DIVISION INTERDEPARTMENTAL MEMORANDUM ISD-GI 12-35

DATE: June 20, 2012
TO: All ISD staff
FROM:  Ted Roth, Director
Income Support Division
SUBJECT: SNAP Employment & Training (E & T) volunteer procedures

This GI is intended to clarify the SNAP E & T Volunteer referral procedures for placement and recipients of support services.

ISD field staff should encourage SNAP applicants and recipients to voluntarily participate in the SNAP E & T Program. The SNAP E & T Work Program has been modified to be more one-on-one to offer more in depth services and support. Rather than attend an open orientation and receive a job search card, the participant will be able to access support services like child care and transportation, obtain job skills; and/or access to education that will enable them to find employment or employment with increased earnings.

If the client voluntarily chooses to participate in the SNAP E & T program, the ISD Worker shall refer the recipient to the NM Works contractor using the following procedures:

1. The ISD Worker completes the top section of Form FSP 005, and check the box that indicates the client has volunteered to participate. The ISD Worker signs and dates the form.
2. The ISD Worker refers the client to the NM Works contractor accompanied by the FSP 005.
3. The NM Works Contractor completes the orientation with the client and both the Career Development Specialist (CDS) and participant will determine what activity meets the participant needs.
4. The CDS then completes the Work Activity portion of the FSP 005, the date in which the Assessment is completed, the activity begin date and the activity review date. The CDS and the participant signs and dates the form.
5. The CDS then sends the completed copy of form FSP 005 to the ISD Worker.
6. The ISD Worker shall code the participant as a "Y" on the volunteer E&T field on the PFPS screen in ISD2.

If a client does participate, there are *no* disqualifications for volunteers who are non-compliant.

If you have any questions please call Mequella Romero at 827-3142 or mequellam.romero@state.nm.us.