



# New Mexico Human Services Department

Susana Martinez, Governor  
Sidonie Squier, Secretary

Income Support Division  
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**INCOME SUPPORT DIVISION  
INTERDEPARTMENTAL  
MEMORANDUM  
ISD-GI 12 -48  
DATE: July 26, 2012**

**To: All HSD Staff**

**From:** *TR* Ted Roth, Director, Income Support Division  
*WJ* Julie Weinberg, Director, Medical Assistance Division  
*SK* Stephen Klump, Acting Director, Child Support Enforcement Division  
*RDS* Randy D. Scott, Inspector General, Office of Inspector General

**Subject: Standardizing the Subject Line for Email received at Fair Hearings Bureau**

Because of the number of email messages received electronically by the Fair Hearings Bureau (FHB), it is necessary to standardize the subject line of an Email message so the staff at FHB will be better able to manage the workload and to provide more effective service to others.

Currently the FHB receives mail electronically at the following email address:  
[HSD-FairHearings@state.nm.us](mailto:HSD-FairHearings@state.nm.us).

Please use the following Email subject lines when sending electronic mail to the FHB mailbox:

1. SOE from \_\_\_\_\_ (# of pages)  
Example: SOE from NEB 12-MA-111 15 pages
2. SOE ADJ referral from \_\_\_\_\_ (# of pages)  
Example: SOE ADJ referral from Curry 70 pages
3. Hearing Request from NEB ISD
4. Inquiry from Chaves ISD 12-FS-1000
5. Information from IRU 12-GA-222
6. Withdrawal from NEB ISD 12-MA-113 1 page
7. Motion to Dismiss from Amgrp 12-PC-300 2 pages
8. Claimant Evidence from Sandoval 12-MA-333 20 pages
9. Entry of Appearance 12-PC-6000

10. Point of Contact (POC) change from Santa Fe

11. Document Request from Medisave

***All documents must be password protected when confidential information, protected health information (PHI) or a social security number (SSN) is included in your emailed document. The password used by ISD is the current password issued by the ISD Director's office. FHB will use the password issued by the concerned party (e.g., MCO) for all other password protected documents.***

If you have any questions please contact Connie Averett at 827-7274 or [constance.averett@state.nm.us](mailto:constance.averett@state.nm.us)

**RESCINDED**