




HUMAN SERVICES
DEPARTMENT

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

General Information Memorandum

ISD-GI 13-08

TO: All ISD Employees
FROM:  Ted Roth, Director Income Support Division
RE: Annual Recipient Benefit Statements for 2012

This GI serves to inform staff that the 2012 Annual Recipient Benefit Statements have been mailed to all cash assistance recipients. The cash assistance recipients will receive the "Annual Recipient Benefit Statement" ISD 151, (sample attached, page 2). Cash assistance recipients must use this statement when filing their annual income tax returns.

If a cash recipient has not received an ISD 151 or it has been lost or mutilated, ISD staff may initiate a Manual Benefit Statement (sample attached, page 3) using the "P" (Payment History) screen on ISD2. The Manual Benefit Statement must be signed and dated by an ISD case worker, Supervisor, or County Director and have the county office stamp on it.

Non-deliverable statements returned by the U.S. Postal Service shall be forwarded to the Change Processing Unit for handling.

Report HIF5101 dated 11/24/2013, entitled "Annual Client Benefit Report" is now available for viewing by County Directors and Supervisors on ISD2 Dispatch.

If you have questions regarding this GI, please contact the Brandi E. Sandoval at 505-827-7289 or by email: brandi.sandoval@state.nm.us.

Attachments: Annual Recipient Benefit Statement
Manual Benefit Statement



NEW MEXICO HUMAN SERVICES DEPT.
 SW BERN COUNTY ISD OFFICE
 PO BOX 12355
 ALBUQUERQUE NM 87195-2355

*****AUTO**5-DIGIT 87105



ALBUQUERQUE NM 87105-2917



INCOME SUPPORT
 DIVISION

ANNUAL RECIPIENT BENEFIT STATEMENT

EMPLOYER COPY

THIS IS A STATEMENT OF ASSISTANCE PAID BY THE NEW MEXICO HUMAN SERVICES DEPARTMENT TO YOU AND ANY OTHER MEMBERS OF YOUR FAMILY DURING THE CALENDAR YEAR 2012 UNDER ISD CASE NUMBER

ALBUQUERQUE NM 87105-2917

DIRECT FINANCIAL ASSISTANCE PAYMENTS

\$3,676.00 ✓

THIS INFORMATION IS TO BE REPORTED ON LINE 07 OF THE REBATE SCHEDULE OF THE NEW MEXICO PERSONAL INCOME TAX FORM. ATTACH ONE COPY OF THIS STATEMENT TO THE COMPLETED REBATE SCHEDULE AND FILE WITH YOUR STATE INCOME TAX FORM PIT-RC.

YOU ARE URGED TO FILE THIS STATEMENT AS YOU MAY BE ENTITLED TO A REBATE FROM THE STATE OF NEW MEXICO.

IF YOU NEED HELP TO COMPLETE YOUR STATE INCOME TAX FORM, CALL THE NEAREST DISTRICT OFFICE OF THE NEW MEXICO TAXATION AND REVENUE DEPARTMENT OR YOUR LOCAL VOLUNTEER INCOME TAX ASSISTANCE (VITA) PERSON.

Form ISD-151, Form Revised 9/94



INCOME SUPPORT
 DIVISION

ANNUAL RECIPIENT BENEFIT STATEMENT

STATE INCOME TAX COPY

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RESCINDED

2012 Manual Statement

*** BENEFIT HISTORY *** BHS1 01

CASE-ID CATEGORY HEAD-OF-HOUSEHOLD
xxxxxxxxx 002 FIRSTNAME M LASTNAME

SEL	CNTY	TYPE	BNFT	ISSUANCE	AUTH/ISSN	STATUS	REPL
			MONTH	NUMBER	AMT	DATE	STATUS RSN DATE NUMBER
0136	MO	WRNTMA	08/12	578256	00559	08/01/12	EBT ISSUE 07/31/12
0136	MO	WRNTMA	07/12	557188	00459	07/01/12	EBT ISSUE 06/27/12
0136	MO	WRNTMA	06/12	536216	00459	06/01/12	EBT ISSUE 05/31/12
0136	DLY	WRNT	05/12	531856	00135	05/03/12	EBT ISSUE 05/03/12
0136	MO	WRNTMA	05/12	514824	00324	05/01/12	EBT ISSUE 04/30/12
0136	MO	WRNTMA	04/12	493341	00459	04/01/12	EBT ISSUE 03/30/12
0136	MO	WRNTMA	03/12	471226	00459	03/01/12	EBT ISSUE 02/28/12
0136	DLY	WRNTMA	02/12	467551	00079	02/13/12	EBT ISSUE 02/13/12
0136	DLY	WRNTMA	01/12	467550	00079	02/13/12	EBT ISSUE 02/13/12
0136	MO	WRNTMA	02/12	448367	00332	02/01/12	EBT ISSUE 01/31/12
0136	MO	WRNTMA	01/12	424777	00332	01/01/12	EBT ISSUE 12/30/11
0136	MO	WRNTMA	12/11	401125	00332	12/01/11	EBT ISSUE 11/30/11

ENTER KEY = PAGE FORWARD "PF5" PAGE BACKWARD "PF3" = CANCEL MORE

COUNTY OFFICE STAMP:

HSD-INCOME SUPPORT DIV
ISD2 HELP DESK
POLLON PLAZA 2009 S. PACIFIC
P.O. BOX 23
SANTA FE, NM 87501-02348

SIGNATURE: *[Signature]*
DATE: *1/11/12*

INSTRUCTIONS:

- ALL BENEFITS RECEIVED MUST BE LISTED TO APPEAR ON THE MANUAL STATEMENT GIVEN TO THE CLIENT. USE THE AUTH/ISSN DATE COLUMN.
- MANUAL STATEMENT HAS TO INCLUDE COUNTY OFFICE STAMP.
- MANUAL STATEMENT NEEDS TO HAVE A SIGNATURE FROM A FAA, SUPERVISOR OR COUNTY DIRECTOR.
- MANUAL STATEMENT NEEDS TO HAVE A DATE.