



Manual Revision Memorandum

ISD-MR 13-14

TO: ISD Employees

FROM:  Ted Roth, Director, Income Support Division

DATE: 05/24/2013

RE: Forms Manual Revision- Revised Employment and Training (E&T) Forms – English and Spanish Versions:

FSP 003 E&T Work Requirements SNAP
FSP 282 Notice of Failure to Comply with SNAP E&T Work Requirements
FSP 005 SNAP E&T Work Activity and Instruction Forms
DWP 001 SNAP Work Programs Assessment, Referral & Verification (Reinstating this form).

FSPSP 003 Requisitos E&T Programa de Ayuda de Nutrición Suplemental
FSPSP 282 Aviso de Falta de Cumplir Con los Requisitos de Programa de Ayuda de Nutrición Suplemental (SNAP) Trabajo y Entrenamiento (E&T) Los Requisitos de Trabajo
FSPSP 005 Programa de Ayuda de Nutrición Suplemental (SNAP) Empleo y Entrenamiento (E&T) Actividad de Trabajo
DWPSP 001 Programa de Trabajo Evaluación Remisión y Verificación

E&T forms FSP 003, FSP 282, FSP 005, and the FSP 005 instruction form and their Spanish versions have been revised to change language and change formatting. Form DWP 001 and its Spanish version have been reinstated for use. Use of the revised E&T forms shall begin immediately. Do not use printed stock of forms FSP 003, FSP 282, FSP 005 and FSP 005 instruction forms or their Spanish versions. Use of the reinstated DWP 001 form will begin immediately. Until warehouse replenishes printed stock please print forms at **forms drive:\\disfasv025\ISDFForms.**

Instructions:

1. **Remove all previous versions from inventory**

English Versions:

- FSP 003 E&T Work Requirements Supplemental Nutrition Assistance Program

- FSP 282 Notice of Failure to Comply with Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Work Requirements
- FSP005 Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Work Activity
- Instruction form for FSP 005

Spanish Versions:

- FSPSP 003 Requisitos E&T Programa de Ayuda de Nutrición Suplemental
- FSPSP 282 Aviso de Falta de Cumplir Con los Requisitos de Programa de Ayuda de Nutrición Suplemental (SNAP) Trabajo y Entrenamiento (E&T) Los Requisitos de Trabajo
- FSPSP 005 Programa de Ayuda de Nutrición Suplemental (SNAP) Empleo y Entrenamiento (E&T) Actividad de Trabajo
- Instrucciones para el formulario de FSP 005

2. Replace with revised forms

English Versions:

- FSP 003 E&T Work Requirements Supplemental Nutrition Assistance Program (Rev. 05/08/2013)
- FSP 282 Notice of Failure to Comply with Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Work Requirements (Rev. 04/12/2013)
- FSP005 Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Work Activity (Rev. 05/08/2013)
- Instruction form for FSP 005 (Rev. 04/12/2013)

Spanish Versions:

- FSPSP 003 Requisitos E&T Programa de Ayuda de Nutrición Suplemental
- FSPSP 282 Aviso de Falta de Cumplir Con los Requisitos de Programa de Ayuda de Nutrición Suplemental (SNAP) Trabajo y Entrenamiento (E&T) Los Requisitos de Trabajo
- FSPSP 005 Programa de Ayuda de Nutrición Suplemental (SNAP) Empleo y Entrenamiento (E&T) Actividad de Trabajo
- Instrucciones para el formulario de FSP 005

3. Insert reinstated form

- Reinstated DWP 001 and Spanish version DWSP 001 Supplemental Assistance Program (SNAP) Work Programs Assessment Referral and Verification (Rev. 05/08/2013)

Refer to Final Regulations at **8.139.410.12 NMAC**

These forms have been posted to the forms drive: **\\disfasv025ISDForms**

If you have questions regarding this MR, please contact Melinda Espinoza at (505)827-7254 or by e-mail at MelindaA.Espinoza@state.nm.us.