



New Mexico Human Services Department

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INCOME SUPPORT DIVISION

INTERDEPARTMENTAL MEMORANDUM

ISD GI 09-19

DATE: April 15, 2009

TO: All ISD Staff and NMW Contractors

FROM: *HN* Helen Nelson, Deputy Director
Income Support Division

RE: Education Works Program Certification Dates

The Education Works Program (EWP) provides cash assistance to benefit groups enrolled in a post-secondary, graduate or post-graduate institution. The reporting requirements for EWP recipients are to provide the following at the end of the term:

1. the recipients final grades for each school term;
2. verification the recipient has been accepted or is enrolled in a two or four year post secondary, graduate or post-graduate degree program.

Eligibility for the EWP is significantly tied to full time attendance and good standing in an institution of higher education. In an effort to ensure recipients are eligible to continue to receive EWP during the summer months, ISD Central Office has changed the certification end date on active EWP cases to May 2009. These actions began on Monday, April 6, 2009 and will be complete by April 8, 2009. Recipients will receive their Notice of Expiration after the Misc. 1 & 2 cycle on April 10, 2009.

April 2009 Recertification and Semi Annual Reports:

Actions on EWP cases that are due to recertify or submit a semi-annual report in April 2009 should include the following:

Required Verification:

- Verification of acceptance or enrollment in an approved education program for the summer term. Notices will be included to affected recipients regarding the request for additional verification.

Case Worker Actions:

- Enrollment in Summer Term: If the recipient provides verification or verification provided indicates the recipient is continuing classes through the summer term, they

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shall continue to qualify for EWP.

- Not Enrolled in Summer Term: If the recipient does not provide verification or verification provided indicates the recipient is not continuing classes through the summer term, evaluate the case for eligibility for NMW for June 2009 ongoing. If eligible for NMW please refer to the NMW contractor for placement in an appropriate activity.

May 2009 Recertification and Semi Annual Reports:

Required Verification:

- Verification of acceptance or enrollment in an approved education program for the summer term. Notices will be included to affected recipients regarding the request for additional verification.
- Final Grades for the Spring Term shall be provided to verify the minimum GPA of 2.0 is being maintained.

Case Worker Actions:

- Enrollment in Summer Term: If the recipient provides verification or verification provided indicates the recipient continuing classes through the summer term, they shall continue to qualify for EWP.
- Not Enrolled in Summer Term: If the recipient does not provide verification or verification provided indicates the recipient is not continuing classes through the summer term, place a follow up on the case to evaluate for eligibility for NMW for June 2009 ongoing and must to be referred to the NMW contractor.

When recertifying and processing the semi-annual report for April and May 2009, place the household on regular reporting for the specified school term, for EWP cash assistance only. The Supplemental Nutrition Assistance Program (SNAP; formerly Food Stamp Program) case may be placed on semi-annual reporting.



**NM Human Services Department
Income Support Division**

Your household is currently receiving cash assistance benefits from the Education Works Program (EWP). The EWP provides monthly cash assistance to households when an adult member is enrolled in a post-secondary, graduate or post-graduate institution. Continued eligibility is dependent on full time attendance and good standing in an institution of higher education.

In order to continue participation in the EWP, please provide verification of enrollment during the 2009 Summer Session. This verification will be reviewed by your caseworker and your household will either continue participation in the EWP or be evaluated for participation in the New Mexico Works (NMW) cash assistance program.

You will receive a notice regarding the status of your case.

Su hogar está recibiendo beneficios de asistencia en efectivo del Programa de Obras de Educación (EWP). El EWP proporciona asistencia mensual en efectivo a las familias cuando un miembro adulto está inscrito en un post-secundaria, graduado o post-grado institución. Continuación de elegibilidad depende de la asistencia a tiempo completo y de buena posición en una institución de educación superior.

Para continuar la participación en el EWP, por favor provea la verificación de la matrícula durante la Sesión de Verano 2009. La verificación se revisarán por su trabajador(a) y su hogar continuar la participación en el EWP o será evaluado para participar en la programa de NMW asistencia en efectivo.

Usted recibirá una notificación acerca el estatus de su caso.