



New Mexico Human Services Department

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INCOME SUPPORT DIVISION INTRADEPARTMENTAL MEMORANDUM

ISD GI-09-44
DATE: August 31, 2009

TO: All ISD Staff
NMW Work Contractors

FROM: *jen* Helen Nelson, Acting Director
Income Support Division

RE: Education Works Program (EWP) Allocation Slots

The purpose of this GI is to inform ISD staff that in order to remain within budget, when an EWP participant is removed from the program, that slot will not be re-filled.

The Policy and Program Development Bureau will continuously monitor EWP participation and notify ROMs and CDs when a slot becomes available in their respective regions. In the interim, EWP slots shall not be assigned until further notification. County offices shall maintain a list of eligible program participants. When a slot becomes available, the ROM shall make the determination as to which county will receive the slot. At the discretion of each ROM, slots may be moved within the state. This program change is being implemented pursuant to regulation 8.102.611.10(A) NMAC, which allows the program to operate subject to the availability of allocated state funds.

ISD staff shall ensure that EWP recipients maintain compliance with their individual education plan (IEP) reporting requirements for continued eligibility, including providing final grades for each term/semester and maintaining a 2.0 grade point average, 8.102.611.10 NMAC.

In order to ensure appropriate case tracking, all eligible EWP participants must be placed on regular reporting for the specified school term for EWP cash assistance only. For participants receiving both SNAP and cash assistance, the SNAP case shall remain on semi-annual reporting and the EWP cash assistance case shall be changed to regular reporting.

Please address any questions regarding this GI to Jacqueline Gonzales, Policy and Program Development Bureau, at 505-827-7289 or via e-mail at Jackiec.Gonzales@state.nm.us.