



New Mexico Human Services Department

Bill Richardson, Governor
Pamela S. Hyde, J.D., Secretary

Income Support Division
PO Box 2348
Santa Fe, NM 87504-2348
Phone: (505) 827-7250; Fax: (505) 827-7203

INCOME SUPPORT DIVISION INTRADEPARTMENTAL MEMORANDUM

ISD MR 08-11 REVISED
DATE: November 24, 2008

TO: All ISD Staff

FROM:  Helen Nelson, Deputy Director
Income Support Division

RE: Transition Bonus Program "6 month Report" (FAP 112)

Beginning December 2008, the first 6 month report for Transition Bonus Program participants will be due. Attached is the Transition Bonus Program, "6 Month Report" form, FAP 112. The "6 Month Report" is for current participants in the Transition Bonus Program to report their interim circumstances for review of continued participation in the program.

The "6 Month Report" form is processed the same as a "Semiannual Report." ISD2 has been updated in order to process this report. Workers will utilize the "E" function in ISD2 to complete the process. Action item (ACTI screen) 305 "6 MONTH REPORT DUE FOR TRANSITION BONUS" has also been created.

Households due for semi-annual reporting may utilize the "6 month Report" or the "Semiannual Report" to complete the interim reporting for both food stamps and Transition Bonus. Households are not required to complete or submit both forms.

Also, the "Return of Incomplete Semiannual Report" form ISD 119 and ISD 119s, has been changed to "Return of Incomplete Interim Report". This form may be used for households who turn in an incomplete "Semi-Annual Report" or "6 month report" form. Attached please find the updated version.

Instructions:

- Add -** FAP 112, *6 Month Report Transition Bonus Program*
- issued 11/01/2008

- Delete -** ISD 119 , *Return of Incomplete Semiannual Report*
- revision 05/05/2005

- Replace -** ISD 119s *Return of Incomplete Interim Report*
- revised 11/20/2008

- Delete -** ISD 119s, *Devolución de Informe Semestral Incompleto*
- revision 05/01/2008

- Replace -** ISD 119s, *Devolución de Informe Interín Incompleto*
- revision 11/01/2008

If you have questions regarding this memorandum please contact Samuel Peinado at 505.827.7273 or samuel.peinado@state.nm.us.