



Cash Assistance

Families With Children

■ TANF

Temporary Assistance for Needy Families

Cash Assistance:

- ✓ NM Works
- ✓ One-Time Diversion Payment
- ✓ Transition Bonus Program

■ Education Works

■ Support Services

What is Cash Assistance?

In New Mexico, low income families with children may be eligible for temporary cash assistance. The cash assistance program offers the following kinds of help:

The NM Works provides monthly cash assistance for up to 60 months. Adults may need to take part in work or work activities. Families may also be eligible for support services. *(See pages 6-14)*

The Diversion Payment Program provides a one-time cash assistance payment to help families overcome a limited financial problem. Families may also be eligible for support services. *(See page 15)*

The Transition Bonus Program provides monthly cash bonus for up to 18 months, for certain eligible working families. Families may also be eligible for support services. *(See page 16)*

The Education Works Program provides monthly cash assistance for up to 24 months, for parents who are going to school. Families may also be eligible for support services. *(See page 17)*



How Do I Know if I Qualify for Cash Assistance?

- * You must live in New Mexico.
- * Your family income and things you own (resources/assets) must be below the programs limits. *(See Federal Poverty Guidelines below)*

October 1, 2009—September 30, 2010

Household Size	Federal Poverty Guidelines (FPG) Monthly Income Standards			Standard of Need
	100% FPG Net Limit	85% FPG Gross Limit	150% FPG Transition Bonus Gross Income	NM Works Cash Assistance
1	\$ 903	\$ 768	\$1,355	\$266
2	\$1,215	\$1,033	\$1,823	\$357
3	\$1,526	\$1,297	\$2,289	\$447
4	\$1,838	\$1,562	\$2,757	\$539
5	\$2,150	\$1,828	\$3,225	\$630
6	\$2,461	\$2,092	\$3,692	\$721
7	\$2,773	\$2,357	\$4,160	\$812
8	\$3,085	\$2,622	\$4,628	\$922
+1	+\$ 312	+\$ 265	+\$ 468	+\$ 91

- * You must have at least one child age 17 or younger, or age 18 and a full time student graduating by age 19.
- * You and your children must be U.S. citizens, or non-citizens with qualified status. *(See next page)*

For more information please call the Human Services Department at **1-800-432-6217** or visit our website at **<http://www.hsd.state.nm.us/>**

What Types of Non-Citizens Are Eligible for Cash Assistance?

Non-citizens must have a “qualified” immigrant status to be eligible for cash assistance programs. Most non-citizens in the following groups can get cash assistance if they meet all other program rules:

- * Lawful Permanent Residents (LPRs)
- * Refugees
- * Asylees
- * Cuban-Haitian entrants
- * Amerasians
- * Parolees (paroled to the U.S. for at least 1 year)
- * Withholding of Deportation

Certain non-citizens in the following groups can get benefits:

- * Veterans of active military status
- * Members of Hmong or Laotian Tribes
- * American Indians born in Canada or Mexico
- * Battered women and children



Non-citizens who are mandatory members in the federally-funded TANF program but do not qualify for TANF funded assistance under these regulations, may be eligible for state-funded General Assistance (GA). Ask your ISD caseworker for more information about this.

How Do I Apply for Cash Assistance?

Apply:

Fill out an application and turn it in to your local ISD office. You can get an application from your local office or from the HSD Website at www.hsd.state.nm.us/.

Bring Proof:

Be able to give proof for the things that are checked in the table below.

Complete an Interview:

You can have an in-office or telephone interview.

HSD asks about the following things. Those with checkmarks are things that you should be ready to give proof of:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Where You Live | <input checked="" type="checkbox"/> College Student |
| <input type="checkbox"/> Social Security Number | <input type="checkbox"/> School Attendance |
| <input checked="" type="checkbox"/> Identity | <input checked="" type="checkbox"/> Student Financial Aid |
| <input checked="" type="checkbox"/> Relationship | <input checked="" type="checkbox"/> Income |
| <input type="checkbox"/> Age | <input type="checkbox"/> Value of Things You Own |
| <input type="checkbox"/> U.S. Citizenship | <input checked="" type="checkbox"/> Loss of a Job |
| <input checked="" type="checkbox"/> Non-Citizen Status | <input checked="" type="checkbox"/> Pregnancy |
| <input checked="" type="checkbox"/> Disability | |

If your ISD caseworker has more questions about your eligibility, you will be asked to give proof. Your caseworker will give you a list of everything you still need, along with a receipt for proof you give us.

What is NM Works (NMW)?

Once your ISD caseworker has determined you are eligible for cash assistance, you will be referred to a **NMW Program Service Provider** so that you can begin your work activity. Some NMW providers are located in the ISD office. Within 15 days of approval of your cash assistance application, a **Career Development Specialist (Specialist)** will meet with you to help you plan your work activities.

You will need to complete:

- ✓ *A Screening and Evaluation called an Assessment*
- ✓ *An Individual Responsibility Plan (IRP), and*
- ✓ *A Work Participation Agreement (WPA).*

Work activities are separated into **core** and **non-core** activities, or a *combination* of each. Depending on your situation, you must complete core activities for **at least 20 or 30 hours each week.**

CORE ACTIVITIES	NON-CORE ACTIVITIES
* Employment	* Job Skills Training
* Sponsored Employment	* Education directly related to employment, including:
* On-the-Job Training (OJT)	1. Adult Basic Education (ABE)
* Work Experience	2. English as a Second Language (ESL)
* Community Service	3. General Equivalency Degree (GED)
* Job Search/Job Readiness	* Secondary Education
* Vocational Training/ Education	
* Child Care—For other TANF in Community Service	
* Secondary Education for Teen Parents	

How Many Work Activity Hours Must I Complete Each Week?



See the table below:

One Parent Families	Hours Weekly
Parent with a child age 5 or younger	24 total (20 core)
Parent with a child age 6 or older	34 total (20 core)

Two Parent Families	Hours Weekly
Parents getting childcare from CYFD	59 total (50 core)
Parents not getting childcare from CYFD	39 total (30 core)
One parent is not eligible, disqualified or sanctioned from the TANF program	39 total (20 core)
One parent is disabled but not getting SSI	34 total (20 core)

NOTE: Teen parents may have to go to school or take part in other approved work activities.

You will use a monthly timesheet to record and report certain work activity hours. Timesheets must be turned in to your local ISD office by the 5th of each month.

Can I Be Excused From These Work Activities?

You may be excused only after ISD reviews and approves your request to be excused. These are called exemptions to the work program. Below is a list of reasons that you could be excused:

- * Single parent caring for a child under 12 months old
- * Age 60 or older
- * Pregnant in your third trimester
- * Single parent caring for a child age 5 or younger who is in poor health (if you cannot get childcare)
- * Temporary personal situations—up to 30 days
- * Temporarily or permanently disabled
- * Caring for a disabled household member
- * Victim of Domestic Violence (Family Violence Option—(*See page 9*))



* *Ask your Specialist about other 'good cause' reasons.*

What is Family Violence Option (FVO)?

The Family Violence Option (FVO) can help to excuse victims of domestic violence from the NMW work program. You can be excused when you are afraid for your safety, your children's safety or if you are having a difficult time taking part in the NMW work program because of the effects of domestic violence.

Domestic violence may happen between sexual or intimate partners, family members, and household members. You do not have to live in the same house with the abuser to be a victim of domestic violence.

What is Considered Abuse?

- * Threatened or attempted physical or sexual abuse
- * Physical acts that threaten to result in injury
- * Physical acts that actually result in injury
- * Sexual abuse
- * Sexual activity with a child
- * Being forced, as a parent or caretaker, to take part in sexual activities you have not given your permission for
- * Mental abuse
- * Not being allowed to seek medical care
- * Being locked up (false imprisonment)

All FVO services are voluntary and confidential.

What Happens if I Don't Complete My Work Activities?

When you have not been excused from Work Activities and you do not complete your work activities, you can lose some, and in time, all of your cash assistance. This is called a **sanction**. There are 3 different levels of sanctions:

Level 1—reduces your cash assistance by at least 25%.

Level 2—reduces your cash assistance by at least 50%.

Level 3—reduces your cash assistance to \$0 and your case will close for 6 months.

What causes a NMW Program Sanction?

Examples:

- * You do not complete your Evaluation/Assessment, Work Participation Agreement (WPA) or Individual Responsibility Plan (IRP).
- * You do not turn in your monthly timesheet by the 5th of the month.
- * You do not complete the number of work activity hours for the month.

Other Sanction types:

- * You do not meet with the Child Support Enforcement Division and give them the information that they need.
- * You do not report certain changes to the ISD office.

What is Conciliation?

Conciliation is a one time chance to correct the first sanction before it happens.

REMEMBER



- ✓ Plan your goals and work activities with your Specialist.
- ✓ Talk to your Specialist or ISD caseworker if you are having problems completing your work activities.
- ✓ Keep all of your appointments and be on time.
- ✓ Turn in all the proof that we ask for.
- ✓ Pay attention to important deadlines, like:
 - * Work activity start and stop dates listed on your Work Participation Agreement (WPA).
 - * The 5th of the Month to turn in work activity
 - * When to report certain changes



Your ISD caseworker and Specialist will tell you about important deadlines.

What Are Support Services?

Your Specialist will connect you to support services that will help you with:

- * Child Care costs
- * Transportation costs
- * English as a Second Language
- * Getting your GED
- * College or Vocational school
- * Substance Abuse counseling
- * Domestic Violence services

Can I Get Help With Child Support?

If you are not already receiving child support, the Child Support Enforcement Division (CSED) can provide assistance in locating and collecting child support from parents that do not live with their children (non-custodial parents).

CSED can help locate a non-custodial parent that is not living with the children to:

- * Establish legal paternity through genetic testing and/or court proceedings;
- * Establish a court order for medical and child support; and
- * Enforce the support order.

*For more information about child support, please call 1
-800-288-7207.*

Who Can I Contact for Support Services?

SUPPORT SERVICES RESOURCE LIST – Ask your Specialist about other services that you need

Support Services	Important Contact Information (all services are not listed here)
Child Care	1-800-832-1321 – CYFD
Domestic Violence Services	1-800-799-7233 – Hotline
Substance Abuse Services	1-866-660-7185 – OptumHealth New Mexico
Mental Health Services	1-866-660-7185 – OptumHealth New Mexico
Food Programs	SNAP (<i>formerly Food Stamps</i>) 1-800-432-6217; Commodities - 1-800-648-7167; Nutrition Education 1-877-993-3637
Public Housing	Call your local Housing Authority or local Public Housing Agency
Tax Credits	1-800-829-1040 – IRS
Education Costs	www.studentaid.ed.gov - 1-800-4-FED-AID or ask your Specialist
Energy Assistance	1-800-283-4465 – HSD LIHEAP
Home Weatherization	1-800-444-6880 – MFA
Teen Pregnancy Prevention	www.nmtpc.org – Santa Fe 428-1412, Albuquerque 254-8737 or Las Cruces (575) 532-1536
Parenting and/or Fatherhood	1-877-993-3637 NMSU; Teen Pregnancy Prevention (above); and www.nmgrads.org
Disability/ Rehabilitation Programs	1-800-224-7005 – www.dvrgetsjobs.com
Clothing for Work	Ask your Specialist about this and other services in your community
Transportation	Job Access - 1-866-212-9643; Santa Fe (505) 988-RIDE; ABQ RIDE - 1-800-243-7433 Park & Ride - 1-866-551-7433; Railrunner - 1-866-795-7245; Southern NM 1-800-227-7665
Other Transportation Expenses	Ask your Specialist about this and other services in your community
Gold Mentor Program	1-866-842-9230

Please Note: information on this list is subject to change — please ask your Specialist for a current list.

Can I Get NMW Cash Assistance After 60 Months?

It is possible to get cash assistance after 60 months. This is called a Hardship Extension. Below are the reason that you can get a Hardship Extension:

- * You are under the income and resource limits for the program; and
- * You have an eligible child; and
- * You have reached the age of 60 by the end of the 60th month on TANF; or
- * You are disabled and:
 - *you have applied for SSI and are waiting on a decision; or*
 - *you are excused from the NMW work program because of a disability; or*
 - *you are excused from the NMW work program because you have been disabled in the last 24 months; or*
- * You have another hardship reason where:
 - *you are the only caretaker to an ill or disabled family member; or*
 - * *you are not able to be fully employed because of domestic violence or extreme cruelty.*

Approval for Cash Assistance After 60 Months:

The Incapacity Review Unit (IRU) will decide whether you are eligible to get cash assistance for longer than 60 months. If you are approved, you may have to take part in limited work activities. Ask your Specialist about this.

What is a Diversion Payment?

Some low income families may only need to overcome a limited financial problem which can be helped with one cash payment rather than monthly payments.

Under the program called “Diversion Payment,” families with 1 to 3 persons may be eligible for a \$1,500 one-time payment. Families with 4 or more people may be eligible for a one-time \$2,500 payment.



A family who gets a diversion payment will not be able to get monthly NMW cash assistance for at least 12 months, unless they have a ‘good cause’ reason..

Talk to your ISD caseworker if you have questions about ‘good cause’ reasons.

What is the Transition Bonus Program?

After getting monthly cash assistance through the NMW program, a family that starts getting paid for working for an average of 30 hours a week can graduate to the Transition Bonus Program. The Transition Bonus Program will give families a \$200 per month payment for up to 18 months as a bonus.



You may also be eligible to continue to get other help like:





- * Help with Child Care costs
- * Medicaid
- * SNAP—Food
- * Help with transportation costs
- * Help with job related expenses such as special clothing, licensing fees, vehicle repair and tools
- * Certain Tax Credits

What is the Education Works Program?

*If you are eligible for NMW cash assistance while going to college, you may have an option of getting cash assistance from the **Education Works Program** instead of TANF!*

The **Education Works Program (EWP)** is a state funded program* that gives up to 24 months of cash assistance for low-income families who want to work on getting a college education and a degree.

When you get EWP cash assistance, you must...

-  take part in education, training, study or work-site experience, for an average of 20 hours each week
-  be in good standing with your school, including attendance.
-  keep a 2.0 grade point average or better in each school term.
-  give ISD your final grades for each school term.



**This program may be limited to state funds availability.*

Your Rights:

- * To be informed of your rights and responsibilities
- * To be treated fairly
- * To be treated with respect
- * To have your information kept confidential and private
- * You may request a fair hearing if you do not agree with a decision made on your case:

*Fair Hearings Bureau
37 Plaza la Prensa / PO Box 2348
Santa Fe, NM 87507
1-800-432-6217*

Your Responsibilities:

- * Provide all information and proof needed to determine your eligibility.
- * Talk to your Specialist and ISD caseworker about changes in your situation.
- * Complete and report certain work activity hours on your monthly timesheet by the 5th of each month.
- * Give CSED the information they need to get child support for your children.

Your Specialist will:

- * Guide you through the work program
- * Inform you of support services and job opportunities
- * Help you develop your life and career goals
- * Help you build better skills
- * Help you enter or re-enter the work force

Important Phone Numbers

ISD Caseworker: _____

Phone #: _____

NMW Specialist: _____

Phone #: _____

Human Services Department: 1-800-432-6217

**Electronic Benefit Transfer
Or EBT Card:** 1-800-283-4465

LIHEAP—Energy Assistance: 1-800-283-4465

Medicaid Client Services: 1-888-997-2583

Child Support Enforcement: 1-800-288-7207



Special Needs Information: If you are a person with a disability and you require this information in an alternative format, or require a special accommodation to participate in any public hearing, program or services, please contact the NM Human Services Department toll-free at 1-800-432-6217 or through the New Mexico Relay System TDD at 1-800-659-8331 or by dialing 711. The Department requests at least 10 days advance notice to provide requested alternative formats and special accommodations. (08/22/08)

Your Civil Rights: All programs administered by the Human Services Department (HSD) are equal opportunity programs. If you believe you have been treated unfairly because of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program, you may file a complaint. Complaints of discrimination may be filed with the New Mexico Human Services Department central office or the local Human Services county office. Complaints of discrimination about the Food-SNAP program may be filed with the USDA, Director, Office of Civil Rights Room 326 W, Whitten Bldg., 1400 Independence Ave, S.W. Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). Complaints of discrimination about Cash Assistance and Medical Assistance programs may be filed with the Office of Civil Rights, Department of Health & Human Services, 1301 Young Street, Suite 1169, Dallas, TX 75202 or call (800) 368-1019 (voice) and (214) 767-8940 (TDD). 09/2/09

Si Ud. necesita esta forma in español comuníquese con su trabajador(a)



Call 1-800-432-6217
or visit the Human Services
Department's website at:
<http://www.state.nm.us/hsd/isd.html>

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