

New Mexico Works (NM Works)

FORM TO REQUEST GOOD CAUSE TO AVOID SANCTION

No sanctions for NM Works non-compliance if you have “good cause”

NM Works, also called Temporary Assistance for Needy Families (TANF), provides a cash benefit to families with children. In New Mexico, TANF is called NM Works and people can apply for NM Works through the Income Support Division (ISD). Adults who participate in NM Works must complete certain requirements, such as filing for child support and monthly work activities. ISD can reduce or close your NM Works benefits if you do not complete your required activities – this is called a sanction.

Use this form to tell ISD that you have “good cause” for not doing NM Works activities

ISD cannot sanction you if you were unable to complete your activity because of reasons that were beyond your control. This is called “good cause.” You can use this form to tell ISD that you have “good cause” for not meeting your TANF/NM Works requirement. ISD may ask you to give proof of your circumstances.

Instructions:

Complete the form and turn it into any Income Support Division Office in person, by fax to 1-855-804-8960, or by mailing it to Income Support Division P.O. Box 830, Bernalillo, NM 87004. You should also submit a copy of any documents you have that show you have good cause for not meeting NM Works requirements. ***Make sure you get a receipt!***

I, _____, am requesting “good cause,” because I was not able to do my
(NAME of NM Works Participant)

activity, _____, because:
(list activity/activities not completed)

(Examples of good cause are: not having transportation, being ill or having to care for a sick family member, or other circumstances that are outside of your control. New Mexico Administrative Code 8.102.620.10(G))

Name (please print)

ISD Case No.

Signature

Date of Signature

Address and phone number

Remember! Ask for a Fair Hearing if you disagree with an action in your case!

CALL: (505) 476-6213 to ask for a Fair Hearing



924 Park Ave SW, #C
Albuquerque, NM 87102
Ph. 505-255-2840
www.nmpovertylaw.org