

Date: 7/10/26
To: All State General Fund (SGF) Provider Agencies and Interested Parties
From: Brandi Rede, State General Fund (SGF) Program Manager
Subject: Correction to SGF Service Standards – Community Integrated Employment

During the final editing of the State General Fund (SGF) Service Standards, a required statement related to Community Integrated Employment (CIE) was inadvertently omitted from the Supported Employment section. The omitted language regarding competitive integrated wages as a part of integrated employment settings has been added on pages 35 and 36:

1. Addition of clarifying language to the service description of Community Integrated Employment (pg.35):
“SGF reimbursement for Employment Services requires individuals to be paid competitive wages and work in an integrated employment setting.”
2. Additional requirement for CIE service providers under Service Requirements (p.36):
“Ensuring individuals receiving Employment Services are paid competitive wages and work in an integrated employment setting.”

This clarification reflects the intent of the original draft reviewed by stakeholders and aligns with prior communications explaining that SGF funds are not used for subminimum-wage positions. This correction does not change the requirements of the SGF program but restores language that was unintentionally omitted during final documentation preparation.

The corrected pages will replace the previously issued pages 35 and 36. Provider agencies should review the corrected language and ensure services are provided in accordance with these requirements. The corrected SGF Service Standards with revised pages are available on the DDSD website at: <https://www.hca.nm.gov/state-general-funded-services/>

For questions regarding this memorandum or the SGF Service Standards, please contact:

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1. Providing a secure place for the individual to store personal belongings.
2. Ensuring individuals have full access to a dining area with comfortable seating and the opportunity to converse with others during break or mealtimes.
3. Affording dignity to the diners, e.g., individuals are treated age-appropriately and not required to wear bibs.
4. Assisting with arranging alternative meals and/or private dining if requested.

Community Integrated Employment (CIE)

Community Integrated Employment (CIE) is a service available to adults in SGF Adult Day Services. CIE activities support individuals to obtain and maintain employment in the community. Services are individualized to meet the needs, interests and skills of the individual that is being supported. Employment Services support individuals in jobs that are in integrated businesses, industries, or government environments. SGF reimbursement for Employment Services requires individuals to be paid competitive wages and work in an integrated employment setting.

Scope of Service

Prior to receiving Community Integrated Employment (CIE) Services, individuals shall be referred to and provided the opportunity to participate in the New Mexico Division of Vocational Rehabilitation (DVR) process. SGF-funded CIE Services are intended to supplement employment support when DVR Services have been exhausted, determined unavailable, or are otherwise insufficient to meet the individual's ongoing employment support needs. Documentation of the DVR referral and outcome shall be maintained in the individual's record.

CIE is intended to provide support that results in jobs in the community which increase economic independence, self-reliance, social connections, and the ability to grow within a career. CIE Services are geared to place individuals with disabilities in employment settings with non-disabled co-workers within the general workforce or assist the individual in business ownership. This service may include small group employment. Individuals are supported to explore and seek opportunities for career advancement through growth in wages, hours, experience, promotions and/or movement from group to individual employment. Individuals are provided with the opportunity to participate in negotiating their work schedule, break/lunch times, leave and medical benefits with their employer.

CIE includes Job Development, Job Coaching, Job Maintenance, Self-Employment, Job Sampling and on-site analysis. All the models may incorporate elements of customized employment, which includes job carving, employer negotiations, job restructuring, and negotiated responsibilities. Reasonable accommodation is essential for employment, when needed. Services must be provided in a way that does not embarrass, disrespect, or restrict an individual from making friendships and co-worker relationships. Natural/peer support should be explored and encouraged to potentially fade the paid supports. Fading paid support is most successful when natural/peer supports are in place and stable.

Service Requirements

CIE Services shall be provided based on the interests of the individual and Desired Outcomes listed in the ISP. Employment Services are to be available 365 days a year, 24 hours a day. Services are

driven by the individual's Desired Outcome and the job. Services may include remote based support if they are appropriate, and individual centered. Individuals should be supported to be as independent as possible, on the job. CIE staff are expected to support, teach/train and promote independence and are not allowed to complete the job for the individual.

Requirements include:

1. Arranging for, providing, or training on transportation supports during CIE including the use of public transportation (i.e., bus, train, ride share, etc.) options;
2. Accessing services and supports through agencies such as the Division of Vocational Rehabilitation (DVR) and Department of Workforce Solutions (DWS), including attendance at appointments. Individuals who have a change in employment such as loss of a job, wants a second job, wants to advance and/or transition to other types of employment are required to utilize funding for services available through vocational rehabilitation and special education as mandated in federal regulation;
3. Providing basic assistance needed for individual care and ADL (such as eating, toileting and personal hygiene);
4. For individuals with health care needs, providing assistance with medication delivery in accordance with DDSD AWM requirements;
5. Implementing a Communication Dictionary, and communicating any needs or concerns to the appropriate therapist in a timely manner, including battery replacement and use of recharging devices as needed to assure function;
6. Promoting and encouraging a safe environment free of abuse, neglect, or exploitation;
7. Ensuring and implementing a system to communicate and minimize any disruption to an individual's employment when an individual suffers a "life change" (e.g., hospitalization, health status change, relocation to another city, loss of employment);
8. Attending team meetings when there is a change in the individual's life to take appropriate actions to minimize a disruption in the individual's employment;
9. Providing integrated community-based employment services that are not delivered in center-based provider facilities; and
10. Providing services in integrated work settings where at least 50 percent of employees, excluding provider staff, do not have disabilities.
11. Ensuring individuals receiving Employment Services are paid competitive wages and work in an integrated employment setting.

Respite Services

Respite is a flexible family support service that provides short-term, temporary care to