



# New Mexico Human Services Department

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

Office of the Secretary  
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December 28, 2005

Elaine Richman, Program Analyst  
Administration for Children and Families  
Office of Family Assistance  
Aerospace Building, 5<sup>th</sup> Floor  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

Dear Ms. Richman:

The State of New Mexico is pleased to submit its fiscal year 2005 ACF-204, the annual report on TANF activities and maintenance of effort (MOE) expenditures. Included are the Annual Report on TANF and eight separate reports on New Mexico's MOE programs. There is also one attachment, which is our TANF State Plan, which is included for your reference.

If you have any questions, or need further information, please contact Cathy Sisneros at (505) 827-7287.

Sincerely,

Pamela S. Hyde, J.D.  
HSD Secretary

cc:

Bob Sluss, State Program Specialist, ACF Dallas Regional Office  
Liz Stefanics, Ph.D., Deputy Secretary of Programs, HSD  
Daryl Schwebach, Deputy Secretary of Finance, HSD  
Donna Sandoval, ASD Grants Management Bureau Chief  
Bob Peters, Department of Finance and Administration  
Mark Weber, Legislative Finance Committee  
Pam Ray, Welfare Reform Oversight Committee

**ACF 204  
Annual Reporting on TANF Programs**

State: New Mexico

FFY: 2005

Date Submitted: 12/22/2005

**(1) New Mexico's definition of each work activity**

The State separates work activities into primary work activities, i.e., those that count toward the federal 20 hour a week minimum average in specific activities, and secondary activities, i.e., all other qualified work activities that count toward the total work requirement for the individual as defined in 45 CFR § 261.31. Work activities are defined in New Mexico's Temporary Assistance for Needy Families (TANF) State Plan at Part III - D.2 (see Attachment).

**(2) Description of New Mexico's transitional services provided to families no longer receiving assistance due to employment**

The state allows transitional childcare for twelve months after the closure of the TANF case due to earnings from employment.

The New Mexico Works Act (NMW) at § 27-2B-12 mandates that a benefit group that does not receive cash assistance is eligible for support services, such as transportation and child care, if the benefit group's total income is less than 100% of the Federal Poverty Guidelines.

**(3) Description of how New Mexico will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause**

The family's TANF cash assistance benefit amount is reduced by 25% for the first failure of a mandatory work participant to engage in work; the benefit amount is reduced by 50% for the second failure of a mandatory work participant to engage in work; the TANF case is closed for a six month period for the third failure of a mandatory work participant to engage in work. The sanctions are cumulative to the individual and are never "erased." The sanction progresses to the next level if the mandatory work participant does not take action to comply with work requirements. A description of work program sanctions is found in the TANF State Plan at Part III - C.3 (see Attachment).

**(4) The average monthly number of payments for child care services made by New Mexico *through the use of disregards* by the following types of child care providers:**

New Mexico does not use earned income disregards in its childcare programs. However, the following depicts the total of TANF children and TANF eligible children served by child care programs in New Mexico for FFY 2005.

(i)	Licensed/regulated in-home child care	N/A
(ii)	Licensed/regulated family child care	477
(iii)	Licensed/regulated group home child care	1,261

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(iv)	Licensed/regulated center-based child care	13,151
(v)	Legally operating in-home child care/non-relative	7
(vi)	Legally operating in-home child care/relative	7
(vii)	Legally operating family child care/non-relative	2,736
(viii)	Legally operating family child care/relative	7,721
(ix)	Legally operating group child care/non-relative	0
(x)	Legally operating group child care/relative	0
(xi)	Legally operated center-based child care	0
(xii)	Legally operated family home child care	0
<b>Total</b>		<b>25,360</b>

**(5) A description of New Mexico's strategies and procedures to ensure that victims of domestic violence receive appropriate alternative services and an aggregate figure for the total number of good cause domestic waivers granted.**

The state has adopted the Family Violence Option (FVO) as part of its TANF State plan. The program description is found in the State Plan, Part III-S (see Attachment).

A Request for Proposal (RFP) for \$1.7 million was developed for use by domestic violence shelters throughout New Mexico to fund additional services for victims, such as counseling and legal assistance. It was awarded to the NM Coalition Against Domestic Violence (NMCADV) and services to clients began June 8, 2001. The contract continued throughout federal FY (FFY) 2005. However, the 2005 New Mexico Legislature designated the Children Youth and Families Department (CYFD) as the sub-recipient of the TANF funding from HSD. CYFD continues to fund services under the original RFP to the NMCADV.

Although the FVO policies were in place, not many outcomes were realized. To address this, HSD implemented a screening process in July 2003. However, only a slight increase of 9 good cause domestic violence waivers were granted in fiscal year 2005 as compared to 1 in fiscal year 2004. In an effort to further ensure appropriate alternative services for victims of domestic violence, HSD and CYFD amended the scope of work for NMCADV to add the following services:

- a. Evaluation of NMW program participant Individual Responsibility Plans (IRP) and Work Participation Agreements (WPA) to ensure that the program expectations are appropriate for those TANF participants who have a positive screen for domestic violence.
- b. Assist the participant in the collection of documentation, validation, and reporting of family circumstances that may substantiate a Family Violence Option (FVO) waiver of the NMW work requirement, eligibility of TANF cash assistance beyond the sixty (60) month lifetime limit (hardship

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extension), and/or domestic violence good cause exemption from the work requirement.

**(6) A description of New Mexico's non-recurrent, short-term benefits provided, including:**

**(i) Eligibility criteria associated with such benefits**

Effective February 1, 2000 the state implemented a Diversion Assistance Program for applicants of TANF/NMW Cash assistance. Effective July 1, 2004 the diversion lump sum payment went down from \$1,500 to \$1,000 cash payment. There is a lock out period of twelve months in which the recipients cannot apply for cash assistance. Eligibility for Diversion requires a finding that the applicant has a specific need that will allow the applicant to keep a job or accept a bona fide offer of employment. Recipients of Diversion remain eligible for support services such as child care, transportation, and referral to the work program contractor for case management services. Diversion assistance is described in the TANF State Plan at Part III - R (see Attachment).

**(ii) Policies that limit such payments to TANF eligible families**

None

**(iii) Procedures/activities to ensure individuals diverted from assistance receive transition information**

During the lock out period the recipients of Diversion are categorically eligible for Food Stamps. The lump sum payment is not considered as a resource or income in determining eligibility for Medicaid. The recipients will be eligible for TANF funded child care.

**(7) A description of New Mexico's procedures to resolve displacement complaints**

The State of New Mexico has not received a displacement complaint since it began its TANF program. However, with the creation of the Governor's Office of Workforce Training and Development (OWTD) in 2005, HSD is transitioning certain administrative oversight of the TANF/NMW program to OWTD in an effort to integrate the Workforce Investment Act (WIA) program with TANF/NMW. In this transition, HSD has contracted with OWTD to provide employment, education, and training administrative oversight for two service areas of the state, Central and Southeast. It is anticipated that the remaining service areas may be transitioned to OWTD in July 2006 pending an assessment

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of their readiness. HSD will contractually require TANF/NMW service providers to accept and resolve displacement complaints using the established Title 11 labor and worker's compensation chapter 2 Job Training Part 15 WIA grievance procedures.

In addition to these grievance procedures, HSD will continue the following preventative procedures:

1. Ensure that prior to placement of a work program participant receiving TANF funds in a vacant position, the work program contractor will certify with the employer that the position is not vacant as a result of a layoff of an employee, or termination by the employer, or reduction in force in order to fill the position with the TANF work program participant.
2. The work program contractor will certify that displacement has not occurred with the Bureau Chief of the Work and Family Support Bureau for the Income Support Division and that certification will be filed in the Bureau file for the individual.
3. Any assertion of displacement by an employee of the business where a TANF funded work participant has been placed will be investigated within 10 days of the date the employee contacts the ISD.
4. Based on all information presented, the ISD Director will make the determination whether displacement has occurred. The HSD, Office of General Counsel, will review the determination.
5. The ISD Director will issue a written finding to the employee, employer and work program contractor. A finding that displacement has occurred will result in immediate removal of the TANF funded work participant from the position of the displaced employee. A finding that displacement has not occurred will result in continued employment of the TANF funded work participant in the position

The TANF State Plan includes procedures to ensure that the State will not displace any employees through the placement of TANF participants in work activities. See Part III – A.5 of the TANF State Plan.

**(8) Summary of New Mexico's programs and activities directed at TANF's third and fourth statutory purposes**

**Strengthening Families/Fatherhood Initiative** – HSD has entered into an agreement with the New Mexico State University Family and Consumer Sciences Department of Extension Home Economics to provide services for and address family dysfunction by providing parenting skills, relationship skills and many of the other barriers that parents and families face. Services are available in most counties in New Mexico.

**Graduation Reality and Dual Roles Skills (GRADS) program** - HSD has

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entered into an agreement with the State Department of Education to provide funding for the GRADS program. GRADS is a program for pregnant and parenting teens within the public school system that focuses on the prevention of teen pregnancies and provides training in parenting skills, healthy relationships, child development, job skills and economic independence. Participating teens must stay in school as their primary work requirement to meet TANF guidelines.

**(9) Estimate of total number of individuals who have participated in subsidized employment**

A total of 53 individuals worked in subsidized employment. During the FFY 2005, these individuals were employed within ISD and Child Support Enforcement Division (CSED) of HSD, and the NM Department of Health (DOH).

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**Annual Report on State Maintenance-of-Effort Programs**

State: New Mexico

FFY: 2005

Date Submitted: 12/22/2005

**Maintenance of Effort Summary Table**

	<b>Program Name</b>	<b>Agency</b>	<b>MOE Dollars FFY03</b>
1.	Cash Assistance	HSD	\$15,731,197
2.	Education Works	HSD	\$1,849,154
3.	Headstart	CYFD	\$2,026,317
4.	Community Based Services	CYFD	\$5,845,411
5.	Child Care	CYFD	\$2,895,258
6.	Title IV-A/EA programs	CYFD	\$6,533,492
7.	Child Support Disregard	HSD	\$914,931
8.	State-Funded Aliens	HSD	\$82,642
<b>TOTAL MOE REPORTED</b>			<b>\$35,878,402.00</b>

HSD            Human Services Department  
CYFD          Children Youth, and Families Department

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State: New Mexico

FFY: 2005

Date Submitted: 12/22/2005

**1. Name of Benefit or Service Program:**

Cash Assistance

**2. Description of the Major Program Benefits, Services, and Activities:**

In Federal Fiscal Year (FFY) 2005, New Mexico used both state funds and federal block grant, to issue monthly cash benefits to TANF-eligible families. Eligibility criteria are outlined in the state's TANF plan, at Part III-B and C (see Attachment). Each year for benefit month August, an additional cash assistance amount is issued as a clothing allowance to assist in getting school children ready for school. The average cash benefit during FFY05 was roughly \$307 per case per month. Benefits are issued via the NM Electronic Benefit Transfer (EBT) system.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of the benefit is to give low-income families the temporary assistance necessary to meet their financial needs while providing the support and training necessary to move these families toward self-sufficiency.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program.

**5. Description of Work Activities in the SSP-MOE program (i.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$15,731,197

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$15,731,197

**8. Total Number of Families Served under the Program with MOE Funds:**

On average, nearly 17,445 families received monthly cash assistance in FFY 2005 under the TANF program. Because State and Federal funds are commingled in this program, it is not



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State: New Mexico

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**1. Name of Benefit or Service Program:**

Education Works Cash Assistance

**2. Description of the Major Program Benefits, Services, and Activities:**

New Mexico administers a state funded cash assistance program for a benefit group where there is at least one full-time student enrolled in a two-year or four-year post-secondary degree program. The benefit group may choose to participate in the Education Works Program (EWP) rather than the regular cash assistance program that is funded predominantly by the TANF block grant. The Education Works Program is limited to 24 months or 1 or 2 additional semesters when it will lead to an agree as approved by the ISD Director. There are a maximum of 500 EWP slots. The months of participation in the Education Works Program do not count toward the individual's 60-month term limit under TANF. Eligibility criteria are outlined in the state's TANF plan at Part III-B, and the program is described at Part III-P (see Attachment). In addition to the calculated cash benefit amount, an annual school clothing allowance is issued in August of each year to a benefit group for each child age 6 or over. Benefits are issued via the NM EBT system.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of the program is to give low-income families the temporary assistance necessary to meet their financial needs while providing the opportunity for the education, support, and training necessary to move these families toward self-sufficiency.

The work activity, in effect, for the student enrolled full-time (minimum 12 credit hours) in the post secondary institution is school attendance, study time, and maintenance of a 2.0 grade point average in each school term.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program.

**5. Description of Work Activities in the SSP-MOE program (I.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$1,849,154



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**1. Name of Benefit or Service Program:**

Head Start (for children of TANF recipients)

**2. Description of the Major Program Benefits, Services, and Activities:**

Head Start and Early Head Start are comprehensive child development programs that serve children from birth to age five, pregnant women and their families. They are child-focused programs with the overall goal of increasing the social competence of young children in low-income families. The term "social competence" is meant to describe a child's everyday effectiveness in dealing with his/her present environment as well as later responsibilities in school and life. Social competence takes into account the inter-relatedness of social, emotional, cognitive and physical development.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of the program is to give young, low-income children exposure to social skills and learning environments that better prepare them for academic and social success.

Head Start is a program for children only. However, participating children only come from families receiving TANF cash assistance and who are engaged in qualified work activities as defined in the TANF State Plan, Part III-D (see Attachment).

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program.

**5. Description of Work Activities in the SSP-MOE program (i.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$2,026,317

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$2,062,317



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**1. Name of Benefit or Service Program:**

Community-Based Services

**2. Description of the Major Program Benefits, Services, and Activities:**

The Community-Based Services program is administered by the NM Children, Youth, and Families Department (CYFD). Funded service providers are located within local communities where they can best ameliorate the problems and issues faced by low-income families.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of these programs is to improve and enhance the emotional, mental and behavioral health of the children, youth and families served. The outcomes of this program include improved child behavioral and emotional functioning, reduced substance use, improved school performance, improvement in family functioning, increased home stability/safety, and decrease in involvement in the legal system. The relevant TANF purpose (Section 404a) is to provide assistance to families in need so children may remain in their own homes or the homes of relatives.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program. (Section 409(a)(7)(64FR,17727)

**5. Description of Work Activities in the SSP-MOE program (i.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$5,845,411

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$5,845,411

**8. Total Number of Families Served under the Program with MOE Funds:**

18,324 Approximate number of clients

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**This last figure represents (check one):**

The average monthly total for the FFY.

The total served over the FFY.

**9. Eligibility Criteria for Receiving MOE-funded Benefits or Services under the Program:**

Children eligible for Medicaid up to 235% of poverty.

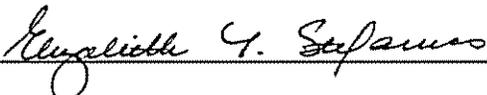
**10. Prior Program Authorization: Was this program authorized and allowable under prior law (i.e., as defined at §260.30)? (check one)**

Yes  No

**11. Total Program Expenditures in FFY 1995. \$0**

(NOTE: provide only if the response on to question 10 is No.)

**This certifies that all families for which the State claims MOE expenditures for the FFY meet the State's criteria for "eligible families."**

SIGNATURE: 

NAME: Pamela S. Hyde, J.D.

TITLE: HSD Secretary

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FFY: 2005

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**1. Name of Benefit or Service Program:**

Child Care

**2. Description of the Major Program Benefits, Services, and Activities:**

During FFY 2005, subsidized childcare was available to all families receiving TANF and TANF eligible families. Childcare is provided through the Child Care Development Fund (CCDF) and was administered by the NM CYFD. The State counts toward its maintenance-of-effort requirement the allowable match for the CCDF program.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of this program is to assist and support low-income families in caring for their children while the adult family members work or are engaged in training or other work-related activities. The relevant TANF purpose (Section 404a) is to provide assistance to families in need so children may remain in their own homes or the homes of relatives.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program. (Section 409(a)(7)(64FR,17727)

**5. Description of Work Activities in the SSP-MOE program (i.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$2,895,258

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$2,895,258

**8. Total Number of Families Served under the Program with MOE Funds:**

883 - approximate number of children in families receiving TANF and TANF eligibles each month.

**This last figure represents (check one):**

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The average monthly total for the FFY.

The total served over the FFY.

**9. Eligibility Criteria for Receiving MOE-funded Benefits or Services under the Program:**

Families currently participating in the TANF program are automatically eligible for Childcare. All others must meet the Federal Poverty Guidelines (FPG) of 150% for this program.

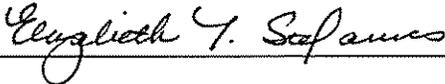
**10. Prior Program Authorization: Was this program authorized and allowable under prior law (i.e., as defined at §260.30)? (check one)**

Yes  No

**11. Total Program Expenditures in FFY 1995. N/A**

(NOTE: provide only if the response on to question 10 is No.)

This certifies that all families for which the State claims MOE expenditures for the FFY meet the State's criteria for "eligible families."

SIGNATURE: 

NAME: Pamela S. Hyde, J.D.

TITLE: HSD Secretary

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State: New Mexico

FFY: 2005

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**1. Name of Benefit or Service Program:**

Family Preservation and Child Protective Services (Title IV-A/EA)

**2. Description of the Major Program Benefits, Services, and Activities:**

Family Preservation is focused on intensive short-term services aimed at keeping families together. Services provided include intensive home-based interventions, family counseling, and referrals to other agencies/services as needed to support the preservation of intact families. Child Protective Services (CPS) provides the investigation of abuse and neglect within the child welfare system. Services include referrals, investigations, assessments and interventions. These services continue until a determination is made that a family cannot remain intact, when a judge determines at the adjudication hearing that children must be placed in the custody of the CYFD.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of these programs is to encourage and facilitate the maintenance of intact families. Relevant TANF purpose (Section 404a) is to provide assistance to families in need so children may remain in their own homes or the homes of relatives.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program. (Section 409(a)(7)(64FR,17727)

**5. Description of Work Activities in the SSP-MOE program (i.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$6,533,492

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$6,533,492

**8. Total Number of Families Served under the Program with MOE Funds:**

Approximately 9,828 annually (actual number not available as of 12/22/05.)

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**This last figure represents (check one):**

The average monthly total for the FFY.

The total served over the FFY.

**9. Eligibility Criteria for Receiving MOE-funded Benefits or Services under the Program:**

Children eligible for Medicaid up to 235% FPG.

**10. Prior Program Authorization: Was this program authorized and allowable under prior law (i.e., as defined at §260.30)? (check one)**

Yes  No

**11. Total Program Expenditures in FFY 1995. N/A**

(NOTE: provide only if the response on to question 10 is No.)

This certifies that all families for which the State claims MOE expenditures for the FFY meet the State's criteria for "eligible families."

SIGNATURE: \_\_\_\_\_

*Pamela S. Hyde*

NAME:

Pamela S. Hyde, J.D.

TITLE: HSD Secretary

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**Annual Report on State Maintenance-of-Effort Programs**

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**1. Name of Benefit or Service Program:**

Child Support Disregard

**2. Description of the Major Program Benefits, Services, and Activities:**

The first \$50 in child support collected by the NM HSD Child Support Enforcement Division (CSED) is passed on to the TANF benefit group. This money is disregarded, or not counted as income in determining eligibility. This has the effect of increasing their monthly benefit amount. The total expenditure for the child support disregard is paid with State MOE dollars.

**3. Purpose(s) of Benefit or Service Program:**

The purpose of the benefit is to give low-income families additional temporary assistance that is necessary to meet their financial needs.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program.

**5. Description of Work Activities in the SSP-MOE program (i.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$914,931

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$914,931

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**8. Total Number of Families Served under the Program with MOE Funds:**

2,341

This last figure represents (check one):

\_\_\_\_\_ The average monthly total for the FFY.

X  The total served over the FFY.

**9. Eligibility Criteria for Receiving MOE-funded Benefits or Services under the Program:**

Eligibility is defined in the TANF State Plan, Part III-B and C (see Attachment).

**10. Prior Program Authorization: Was this program authorized and allowable under prior law (i.e., as defined at §260.30)? (check one)**

Yes  X  No

**11. Total Program Expenditures in FFY 1995. NA**

(NOTE: provide only if the response to question 10 is No.)

This certifies that all families for which the State claims MOE expenditures for the FFY meet the State's criteria for "eligible families."

SIGNATURE: Elizabeth Y. Stefans

NAME: Pamela S. Hyde, J.D.

TITLE: HSD Secretary

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**Annual Report on State Maintenance-of-Effort Programs**

State: New Mexico

FFY: 2005

Date Submitted: 12/22/2005

**1. Name of Benefit or Service Program:**

Assistance Program for State Funded Aliens

**2. Description of the Major Program Benefits, Services, and Activities:**

Authorized under the Public Assistance Act, NMSA 1978, amended Chapter 27, Article 2, Section 7. A 1998 amendment to the Public Assistance Act provided for state funded assistance to "lawful resident immigrants who would otherwise be eligible for cash assistance or services pursuant to the New Mexico Works Act except that they began residing in the United States after August 22, 1996."

The program provides state funded cash assistance to an immigrant who would be otherwise eligible for TANF cash assistance except that the immigrant is barred from receiving cash assistance for five years.

**3. Purpose(s) of Benefit or Service Program:**

Has the effect of maintaining and supporting the family because immigrants are usually parents of U.S. citizen children.

State-funded immigrants are subject to the work requirements set forth in the NMW cash assistance program. Work requirements are described in the TANF State Plan, Part III-B.7.

**4. Program Type. (Check one)**

This Program is operated under the TANF program.

This Program is a separate State program.

**5. Description of Work Activities in the SSP-MOE program (I.e., Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the FFY:**

\$82,642

**7. Total State Expenditures Claimed as MOE under the Program for the FFY:**

\$82,642

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**8. Total Number of Families Served under the Program with MOE Funds:**

63 families per month

This last figure represents (check one):

X  The average monthly total for the FFY.

\_\_\_\_\_ The total served over the FFY.

**9. Eligibility Criteria for Receiving MOE-funded Benefits or Services under the Program:**

Eligibility is defined in the TANF State Plan, Part III-B and C (see Attachment).

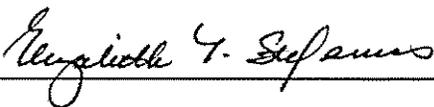
**10. Prior Program Authorization: Was this program authorized and allowable under prior law (i.e., as defined at §260.30)? (check one)**

Yes  X  No

**11. Total Program Expenditures in FFY 1995. N/A**

(NOTE: provide only if the response to question 10 is No.)

This certifies that all families for which the State claims MOE expenditures for the FFY meet the State's criteria for "eligible families."

SIGNATURE:  

NAME:  Pamela S. Hyde, J.D.

TITLE:  HSD Secretary