

MICHELLE LUJAN GRISHAM  
GOVERNOR



SARITA NAIR  
SECRETARY

HOWIE MORALES  
LT. GOVERNOR

STATE OF NEW MEXICO  
DEPARTMENT OF WORKFORCE SOLUTIONS  
401 Broadway, NE  
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(505) 841-8405/ FAX (505) 841-8491

February 8, 2023

The Honorable Joseph M. Maestas, P.E.  
New Mexico State Auditor  
2540 Camino Edward Ortiz, Suite A  
Santa Fe, NM 87507

RE: Change – Report Due Date – BU 63100 Department of Workforce Solutions

Dear State Auditor Maestas,

The Department of Workforce Solutions (DWS) would like to request an amendment to 2.2.2 NMAC, Requirements for Contracting and Conducting Audits of the Agencies (“Audit Rule”) related to the due date of our annual financial audit report. Per the Audit Rule Section 2.2.2.9 (A)(1)(c), DWS’s report due date is November 1. DWS would like to request an amendment to the Audit Rule to move our report due date to subsection 2.2.2.9 (A)(1)(d) to November 15. DWS is a relatively large and complex state agency very similar to agencies listed in subsection 2.2.2.9 (A)(1)(d). Below are facts about DWS operations:

- DWS hosts and maintains the Unemployment Insurance (UI) Application System – this system is the infrastructure system used to provide UI benefit payments to claimants, and the collection of unemployment taxes from employers.
- DWS issues its own warrants (H and V warrant) separate from the Department of Finance and Administration. H warrants are used to issue employer refunds and V warrants are used to issue UI claimant payments. DWS issues approximately 12,000 H and V warrants annually and is operated by a specialized UI Treasury team.
- DWS federal expenditures are more than \$542.4 million dollars of which \$452.8 relate to UI claims and administration.
- DWS annual operating budget is \$122 million and our budgeted full time equivalent (FTE) is 743.5 employees.
- DWS has been deemed to be a large state agency by the New Mexico State Personnel Office.

Your consideration of our Audit Rule amendment request is greatly appreciated, and I look forward to your response. If you have any questions, please contact Nicholas Reed, Chief Procurement Officer at [nicholas.reed@dws.nm.gov](mailto:nicholas.reed@dws.nm.gov).

Sincerely,

A handwritten signature in black ink, appearing to be "SN" with a flourish underneath.

Sarita Nair  
Cabinet Secretary

cc: Nicholas Reed, Chief Procurement Officer