

# AF & CW RRR/RENEWAL CHECKLIST

Use this checklist to guide you through Adult Financial and Colorado Works RRR/Renewal:

- 1 DUE DATE?**  
Determine the RRR/Renewal due date 
- 2 REVIEW**  
Is the RRR/Renewal packet complete? 
- 3 CBMS**  
Update the RRR/Renewal status in CBMS 
- 4 INTERVIEW**  
Schedule/Conduct the Interview (if required) 
- 5 GATHER/CLARIFY**  
Collect information, Run Interfaces 
- 6 CBMS QUEUE**  
Data Entry in RRR Queue or II Queue 
- 7 EDBC & WRAP UP**  
Run EDBC/Review Wrap Up for Accuracy 
- 8 AUTHORIZE**  
Authorize and Add Case Comments 

