

ACCEPTABLE FORMS FOR RRR/RENEWAL

Documents/forms that can be used as RRR/Renewal	MA	SNAP	AF	CW
HealthFirst Colorado Application (SSAP)	Y	N	N	N
Single Purpose Application (SPA) (Paper or PEAK/MyCOBenefits)	Y*	Y*	Y*	Y*
MA Renewal (Paper or PEAK/MyCOBenefits)	Y*	N	N	N
CW/AF/SNAP RRR (Paper or PEAK/MyCOBenefits)	Y**	Y*	Y*	Y*
SNAP Interim Periodic Report Form	N	N	Y	Y
CW/AF Change Report Form (CRF) (Paper or PEAK/MyCOBenefits)	N	N	Y*	Y*
SNAP Change Report Form (CRF) (PEAK/MyCOBenefits only)	N	N	Y*	Y*
MA Change Report Form (CRF) (Paper or PEAK/ MyCOBenefits)	N	N	N	N

***PEAK: If H LPG or Add-On H LPG is visible on PEAK PDF and meets program requirements below.**

****When a CDHS RRR and MA Renewal are aligned and are processed and authorized together, the CDHS RRR is acceptable for MA Renewal.**

For MA: ExParte Renewal Process will review CBMS actions and verifications received when determining if a Renewal packet is required (See Medical Assistance Renewal WBT for more information on ExParte).

For SNAP: At a minimum, the form must contain the Name, Address and Signature of the applicant or authorized representative. "Report My Changes" in PEAK does not meet the requirements for RRR.

For AF: At a minimum, the form must contain the Name, Address and Signature of the applicant, parent, legal guardian, facility administration, or an authorized representative. If an address is not provided, other means of contact such as a phone number or email address shall be utilized to obtain an address.

For CW: At a minimum, the form must contain the signature of the applicant or specified caretaker and a date.

VIEW RRR DETAIL LISTING PAGE

When a Renewal/RRR document is received, you will navigate to the **View RRR Detail Listing**, select the pencil (edit) icon of the program and complete the **Edit RRR Details** for that program.

It is important to enter all information and select the **Renewal Document received from the RRR Source Drop-Down list.**

The screenshot shows the 'Edit RRR Details' form with the following fields and values:

- Original RRR Month: 11/2023
- New RRR Month: 11/2023
- Reassessment Month: [Calendar icon]
- Current RRR Type: Regular
- *Appointment Required: Yes No
- Mail-In Due Date: [Calendar icon]
- Packet/Re-Assessment Letter Received Date: [Calendar icon]
- Resend Packet: Yes No
- Late RRR - Good Cause Reason: Select Late RRR - Good Cau: [Dropdown]
- RRR Signature Provided: Yes No
- MA Signature Received Date: [Calendar icon]
- MA Signature Form Due Date: [Calendar icon]
- RRR Source: Select RRR Source ... [Dropdown menu showing: Select RRR Source ..., CDHS RRR Packet, MA Renewal Packet, Single Purpose Application (SP/)]

Buttons at the bottom: Upload Document, View Document, Telephone Meeting/Signature, Cancel, Save & New, Save.



NOTE

CBMS will not automatically start another program's Renewal/RRR if the document received is not acceptable for the program.

EXAMPLE:

Rachel is active on Colorado Works and SNAP. Both certification periods are aligned, and the Renewals are due in July for new certifications beginning in August. A signed and dated PEAK Change Report Form with SNAP & CW identified was received on July 1. Because the CRF was signed and dated by the head of household and is identified for CW & SNAP, this form is acceptable for the CW Renewal. However, this form is NOT acceptable to start the SNAP Renewal, so it will not be processed with the CW Renewal.

