

Adjusting or Reversing a Period of Ineligibility (POI)

Overview

This document provides a step-by-step process for how complete the data entry to adjust or reverse a Period of Ineligibility (POI) in CBMS.

Process

- 1) Log into CBMS
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar
- 3) Click on Case Number in the results table to access the **Members** page
- 4) From the Members page, hover over the **Actions** button
- 5) Select **Begin Interactive Interview** to initiate the Interactive Interview (II) queue
- 6) On the Case Questions page, make sure the radio button for '*Does anybody own or has anybody disposed of resources*' is marked 'Yes'.
- 7) Navigate to the **Resource** tab
- 8) Click on the appropriate Resource type **sub-tab**
- 9) Highlight the record that was disposed to create the initial POI
 - a) *Highlighting the record will populate the Related Lists to the right*
- 10) Scroll down until you see the **Disposition Details** related list
- 11) Click the pencil/edit icon to the right of the disposition record
 - a) To **REVERSE** the POI, select the 'Yes' radio button for Transfer Resource Returned to Individual in Full
 - i) Enter the **Date Returned**
 - b) To **ADJUST** the POI, update the Amount Received for Resource field
- 12) Click **SAVE**

Note: Any POI that has been reversed will remain in red text/font on the Sanctions/POI screen.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us