

AF & CW RRR/RENEWAL CHECKLIST

Use this to guide you through Adult Financial and Colorado Works RRR/Renewals.



DUE DATE?

Determine the RRR/Renewal due date



REVIEW

Is the RRR/Renewal packet complete?



CBMS

Update the RRR/Renewal status in CBMS



INTERVIEW

Schedule/Conduct the Interview (if required)



GATHER/CLARIFY

Collect information, Run Interfaces



CBMS QUEUE

Data Entry in RRR Queue or II Queue



EDBC and WRAP UP

Run EDBC/Review Wrap Up for Accuracy



AUTHORIZE

Authorize and Add Case Comments



ACCESSIBILITY: This document is designed to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact SOC_StaffDevelopment@state.co.us for assistance.

