


Project 14241

CDHS Appointment Letter

February 2021

With the addition of the CDHS Scheduling Interviews page, counties will now have the opportunity to opt in to a CBMS generated Appointment letter!

CBMS will trigger the letter whenever an interview is scheduled.

STATE OF COLORADO 

TO : [v_Head_of_Households_Name]
[v_Case_Mailing_Address_Address_Line_1]
[v_Case_Mailing_Address_Address_Line_2]
[v_Case_Mailing_Address_Address_Line_3]

FROM: [v_Primary_Worker_Correspondence_Name]
[v_Worker_Office_Mailing_Address_Line_1]
[v_Worker_Office_Mailing_Address_Line_2]
[v_Worker_Office_Mailing_Address_Line_3]

[v_Date_current_date] [CBMS Case number]

Dear [First and Last name],

We have received your application or recertification for assistance. An interview is required for [programs scheduled for interview].

You have been scheduled for a face-to face interview at [time] on [date]. Please come to [County address selected] to complete your interview.

You have been scheduled for a phone interview at [time] on [date]. Please call [Worker phone number entered] at this time. Please contact our office at [county office phone number] if you would like a face-to-face interview instead of a phone interview.

You have been scheduled for a phone interview at [time] on [date]. We will call [Client phone number entered] at this time. Please contact our office at [county office phone number] if you would like a face-to-face interview instead of a phone interview.

If you miss your appointment or need to reschedule, you must contact us at [county office phone number] to reschedule your interview. If you do not complete a required interview for your application or recertification, your benefits will be denied.

CBMS will populate the letter with the information entered in the CDHS Scheduling Interviews page, including: face to face interview information, worker contact information if the client is calling the worker, or the information specific to the county calling the client. This is shown in the three boxes outlined on the letter example above, however only the information for the selected type of interview will show on the client's letter.

Talk to your CBMS Security Administrator to opt in now!