



## CBMS Enhancement Project: CPPM-7552 CBMS Add CW STEP Funding Stream for Supportive Payments

**Notice:** Counties administering the Colorado Works (CW) STEP program will now be able to add CW STEP Funding Stream for supportive payments to assist CW STEP clients.

### Maintain Work Programs:

A new radio button “CW STEP” has been added to the Maintain Work Programs section within the County House to enable the State CW STEP Administrator to identify counties operating the CW STEP program. Counties with the CW STEP radio button selected as “Yes” will have the option to provide CW STEP supportive payments directly to CW STEP clients Electronic Benefits Transfer (EBT) card.

**Detail**

<b>WP Program Name</b> Workforce Development	<b>County</b> HUERFANO	<b>Attendance Report Frequency</b> Select Attendance Report Frequency
<b>*Begin Date</b> 01/01/1976	<b>End Date</b> [Empty]	<b>NR Activity</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Exemption Group</b> Select Exemption Group ...	<b>Federal/State Waiver</b> <input type="radio"/> Yes <input type="radio"/> No	<b>FLSA Option</b> <input type="radio"/> Yes <input type="radio"/> No
<b>EF Mandatory or Voluntary County</b> Select EF Mandatory or Voluntary Co	<b>CW STEP</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	

**Eligibility Program**

<b>*Primary</b> Colorado Works	<b>Secondary</b> Select Secondary ...	<b>Monthly Funding Cap</b> [Empty]
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**WP Time Limits**

<b>While On Aid</b> [Empty]	<b>Post Aid</b> [Empty]
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**Job Retention**

<b># Follow Ups</b> 5	<b>*Follow Up</b> Monthly	<b>*Begin Follow Ups At</b> Following Aid Termination
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### Inside Supportive Payments:

Complete the View/Edit Supportive Payments window as you would for any other supportive payment. Make sure that the Frequency selected is “One Time” if you are planning to make a CW Step payment. An error message will display to CW STEP counties if you try to save the window with a Frequency other than “One Time.”

View/Edit Supportive Payments

**Warning**  
99987: You are in a CW STEP County. If you plan to enter the Override Funding Stream of CW STEP update the Frequency to One Time.

**Supportive Payment Details**

<b>*Work Program</b> <input type="radio"/> Employment First <input checked="" type="radio"/> Workforce Development	<b>*Service Type</b> Housing	<b>Tracking #</b> 	
<b>*Pay To</b> Participant	<b>Provider Name</b> <input type="text"/>		
<b>Associated Disaster</b> Select Associated Disaster ...	<b>Disaster Limit Amount Remaining</b> \$10,000.00		
<b>*Issuance Type</b> EBT	<b>*Frequency</b> Monthly	<b>*Status</b> Pending	
<b>*Begin Date</b> 10/25/2023	<b>*End Date</b> 10/25/2023	<b>*Client Request Date</b> 10/16/2023	
<b>Quantity</b> <input type="text"/>	<b>Unit</b> Select Unit ...	<b>Rate</b> <input type="text"/>	<b>*Amount</b> \$1.00

Notes

Cancel Save & New Save



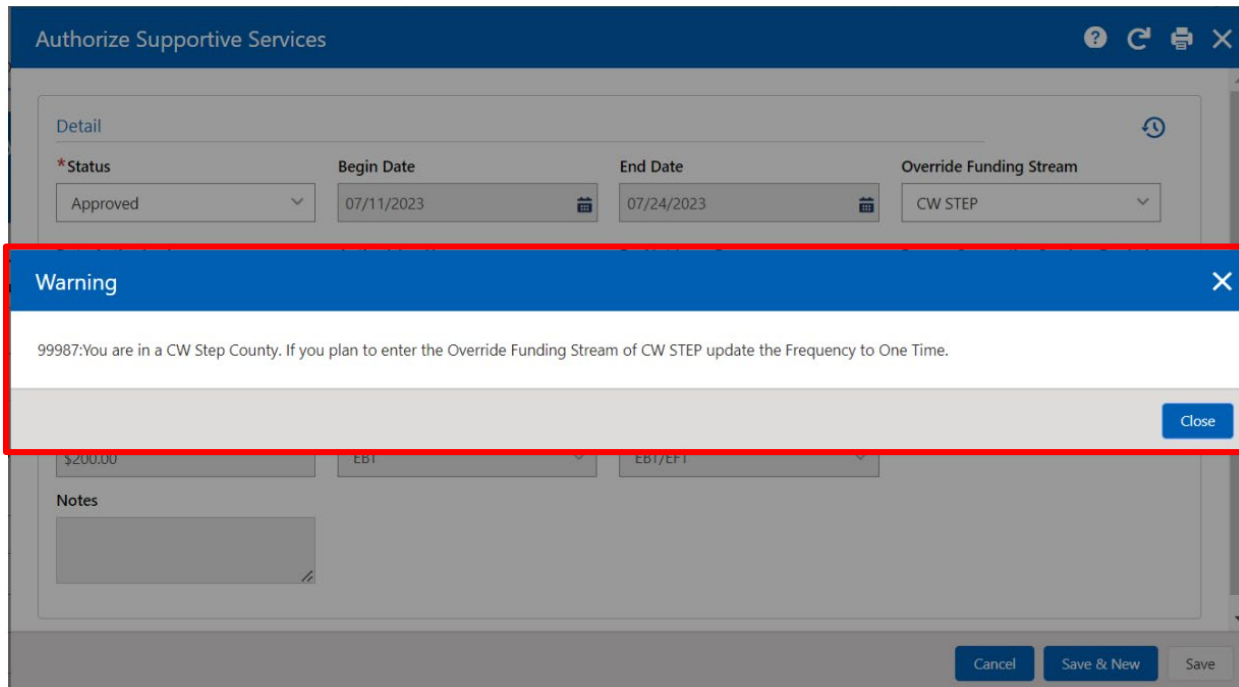


**Authorize Supportive Services:**

A new option for 'CW STEP' is available in the 'Override Funding Stream' drop-down in the 'Authorize Supportive Services' window. This new funding type is only visible to counties administering the CW STEP program.

If you intend to make a CW Step Payment but fail to select the frequency as "One Time," you will have to deny or do-not-issue the request and start again.

This funding type must only be authorized for clients participating in CW STEP services.





### Outside Supportive Payments:

A new field 'Funding Stream' was added to Outside CBMS Supportive Payments that allows the user to select the funding types based on the program type (WF or EF).

This field will auto-populate with the value Colorado Works and the other value CW STEP will be available for selection to only the users who belong to the counties participating in the CW STEP program.

A new value Subsidized Wages is added to the Service Type drop-down, and this value is visible only in Outside CBMS Supportive Payments.

The screenshot shows a web application window titled "View/Edit Supportive Payment". The form is divided into several sections:

- \*Work Program:** Radio buttons for "Employment First" and "Workforce Development".
- \*Service Type:** A dropdown menu with "Select Service Type ..." (highlighted with a red box).
- \*Issuance Type:** A dropdown menu with "Select Issuance Type ...".
- \*Provider Name:** A text input field.
- Funding Stream:** A dropdown menu with "Select Funding Stream ..." (highlighted with a red box).
- \*Frequency:** A dropdown menu with "Select Frequency ...".
- Tracking #:** A text input field.
- \*Begin Date:** A date picker field.
- \*End Date:** A date picker field.
- \*Amount:** A text input field.
- \*Notes:** A text area with a character count "0/ 256".

At the bottom right, there are buttons for "Copy", "Cancel", "Save & New", and "Save".

