

# COLORADO WORKS CHANGES: What is a Negative Change?

## TIMELY NOTICING

- Sanction
- Non-Compliance with Child Support
- Pregnancy Ends (assumed 30 days past due date with no end date entered)
- Demonstrable evidence
- Death
- A government agency provides information that a dependent child has left the home and **CANNOT RECEIVE** necessary services with their new household while the child **REMAINS** on their existing case
- Withdrawal

## ADEQUATE NOTICE

- Intentional Program Violations (IPV)
- New SSI or Title IV income
- Adult reaches 60-month time limit
- An adult who is not the head of household leaves the home due to **DOMESTIC VIOLENCE** and **REQUESTS** that they and their children be removed from their existing case

## REDETERMINATION, RECERTIFICATION, REASSESSMENT (RRR)

- 18-year-old graduates high school before 19th birthday and is **NOT** the only dependent child
- Parent no longer exercising responsibility for one of two dependent children in the home, and that dependent child **DOES NOT REQUEST ASSISTANCE** in a new home
- Income increase is **BELOW** needs standard
- One of two dependent children leaves home and **DOES NOT REQUEST** assistance in new home
- Adult leaves and **DOES NOT REQUEST** assistance in new home

## ADVERSE ACTION

- Income increase is **OVER** needs standard
- One of two dependent children leave home and **REQUESTS** assistance in new home
- Only dependent child leaves home
- Parent no longer exercising responsibility for the **ONLY** dependent child in the home
- Adult leaves home and **REQUESTS** assistance in new home
- Parent no longer exercising responsibility for one of two dependent children in the home, and that dependent child **REQUESTS ASSISTANCE** in a new home
- All members leave Colorado
- 18-year-old graduates high school before 19th birthday and is the **ONLY** dependent child

## ALTERNATIVE TIMELY NOTICING

- Pregnancy ends (pregnancy end date is entered)

# COLORADO WORKS CHANGES: Change Timelines

## TIMELY NOTICING

- Customer receives 11 calendar days for noticing prior to negative action.
- The difference between TIMELY NOTICING and ADVERSE ACTION is that with timely noticing the first two steps are eliminated.
- The customer is not reporting any changes because the agency is aware the change has occurred and therefore it does not need to be verified.
- As an example, a non-compliance with child support.

## ADEQUATE NOTICE

- No prior notice required.

## ALTERNATIVE TIMELY NOTICING

- Timely noticing from the date the client was required to report.

## REDETERMINATION, RECERTIFICATION, REASSESSMENT (RRR)

- Change will take effect in the next certification period.
- New verification may be required.

## ADVERSE ACTION

### 31-Day Rule

- Customer has until the 10th of the month, following the month of change to report/verify.
- Worker has 10 calendar days to act upon the change.
- Customer receives 11 calendar days for noticing prior to negative action.

Month of Change	Date Must Be Reported By	Month Case Fails
January	February 10th	April
February	March 10th	April
March	April 10th	June
April	May 10th	June
May	June 10th	August
June	July 10th	August
July	August 10th	September
August	September 10th	November
September	October 10th	November
October	November 10th	January
November	December 10th	January
December	January 10th	February

# COLORADO WORKS CHANGES: Order of Operations

## ● DID YOU KNOW?

- When processing multiple changes in a client case simultaneously, CBMS will automatically process changes in the order of operations.
- This means you do not need to process changes in any specific order as it relates to Colorado Works.

## ● ORDER OF OPERATIONS

- CBMS will act on changes to a Colorado Works case in the following order:
  - Positive changes (whether the Colorado Works program will pass or fail is determined before the grant amount is calculated, therefore if the Colorado Works program falls in the same month that a positive change would cause a benefit increase, the benefit increase will not occur)
  - Changes that require Adequate Noticing/ Timely Noticing
  - Changes that require Adverse Action (31-Day) Noticing

## ● THOMAS'S CASE

- Let's take a look at how multiple changes in Thomas's Colorado Works case is processed by CBMS:
  - Thomas gets a raise at his existing job in April 2023. His new income puts him and his family over the need standard.
  - On May 1st, 2023, Thomas and his wife give birth to a new baby girl.
  - On May 15th, 2023, Thomas reports his income increase and newborn baby to his eligibility worker, who processes both changes in CBMS that day.
  - Thomas's income increase correctly results in adverse action for April and May.
  - The newborn child is added to the Colorado Works grant in May, a new grant amount is calculated, and Thomas and his family receive the newly calculated grant amount even though May is passing due to Adverse Action.
  - If Thomas's income is still over the income limit with an additional child in their family, Colorado Works will still close for over income in June.