

Withdrawal of Ongoing Colorado Works (CW)

Note: These instructions are to close the entire CW program, not to remove an individual.

Withdrawals for the CW program must be completed in the Compliance window.

Navigate to the Compliance tab and click the + icon to add a record for an individual on the case.

Complete the following data entry:

- * **DO NOT** mark the client not requesting or not in the home in the Case Individual windows.
- * **DO NOT** mark the client as not a CO Resident.
- * If data entry is required in these windows for other programs, take this action after CW has closed.

- * The withdrawal record only needs to be entered under one household member. This is usually the head of household or another passing adult.
- * IF the case is a child only case, enter the record under one of the passing children.

- * **Effective Begin Date:** Date withdrawal was requested
- * **Program:** Colorado Works
- * **Type:** CW - Withdrawal Requested

Colorado Works will discontinue with timely noticing.

- * The denial reason in wrap up will be "AU requested withdrawal."
- * The client will receive a written notice.

✘ Colorado Works benefits are ending for the following individual(s)

✘ Your {program} benefits will end on {benefitEndDate}, see below.

Who this benefit is for

✘ These people **do not** qualify for this benefit:

- {notQualifiedIndvName}. Your benefits are ending on {denialOrTermDate}. You don't qualify because you told us that you no longer want Colorado Works benefits.