Completing Purchase and Prepare

CBMS | Process Manual | Revised: January 2022

OVERVIEW

CBMS utilizes data entry on the Purchase and Prepare page along with other data entry to determine SNAP household composition. This information is based on whether or not the people in the household buy and cook their food together.

PROCESS

1. Log in to CBMS.

2. Navigate to the case by entering the Case Number in the **Global Search** bar on the Home page.

3. Click on Case Number in the results table to access the **Members** page.

4. From the Members page, hover over the **Actions** button.

5. Select **Begin Interactive Interview** to initiate the II queue.

6. Navigate to the **Purchase and Prepare** page.

7. Click the **plus (+)** sign in the blue header to add a record.

8. Enter the appropriate **Effective Begin Date**.

    a. Refer to Online Help for which date to use.

9. Select an individual from the **Name** dropdown list.

10. Select a **Group** from the dropdown list.

    a. For a new SNAP case, any number may be selected and will be the same for all Household Members.

b. For an ongoing SNAP case, use the same group number as the Head of Household when adding a new member.

11. Select 'Received' from the **Verification** dropdown list.

12. Select an appropriate **Source** from the dropdown list.

13. Enter the **Date Reported**.

14. Enter the **Date Verified**.

15. Repeat steps **7** through **12** for **each SNAP household member**.

Note: If P&P groups exist, there is no need to update this information or add new P&P groups at RRR or when acting on changes. If a household member leaves the SNAP household, that member's record will be Effective End Dated for the last day of the month that they left the home. If a household member has an Effective End Date and is now back in the SNAP household, you will add a new record for that individual to match the rest of the household.

ACCESSIBILITY

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