



# Completing Rescind or Reinstate Function in CBMS

CBMS | Process Manual | Revised: January 2022

---

## OVERVIEW

This document provides a step-by-step guide for how to rescind or reinstate a HLPG.

**Note:** The Reinstate functionality is limited to SNAP\*.

## PROCESS

### Rescind

1. Log into 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. Hover over **EDBC (\$)** in the Case Ribbon and select **Authorization**
5. Click on **Rescind/Reinstate** tab
6. Highlight the program to be rescinded
7. Click on the **Pencil** icon to edit the record
8. Select the appropriate **Rescission Reason** from the drop-down menu
9. Click the **Rescind Button**
10. Click **Save**

## Rescind (Only Used for SNAP)

1. Log into 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. Hover over **EDBC (\$)** in the Case Ribbon and select **Authorization**
5. Click on the **Rescind/Reinstate** tab
6. Highlight the SNAP Program
7. Click on the **Pencil** icon to edit the record
8. Enter the **Reinstatement Date**
9. Click **Reinstate** button
10. Click **Save**

---

## ACCESSIBILITY

*This document is designed to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us) for assistance.*