Completing Rescind or Reinstate Function in CBMS

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*

Rescind Process

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6) Highlight the program to be rescinded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**

Reinstate Process (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**

Attention: Additional training is available in CO.Learn and Traincolorado.com Document Library

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us