

Completing a TWFC

CBMS | Process Manual | Revised: August 2021

OVERVIEW

This document provides a step-by-step process for how to complete the data entry of a Transfer Without Fair Consideration (TWFC) in CBMS. A TWFC means a property transaction in which the proceeds of the transfer, assignment, or sale are less than the actual value of the resource.

PROCESS

1. **Login** to CBMS
2. Navigate to the Case by entering the Case Number in the **Global Search** bar
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 Interactive Interview (II) queue
6. On the **Case Questions** page, make sure the radio button for ‘Does anybody own or has anybody disposed of resources’ is marked ‘Yes’
7. Navigate to the **Resource** tab
8. Click on the sub-tab that has the **Resource** needing to be disposed of
9. Click on the record for the **Resource** to highlight that row
 - a. Highlighting the row will populate the Related Lists to the right
10. Scroll down until you see the **Disposition Details** related list
11. Click the **plus (+)** sign in the blue detail header

12. A New pop-up window will appear

- a. Enter the **Effective Begin Date**
 - i. Refer to **Online Help** for the appropriate date to use
- b. Select the appropriate **Type of Disposition** from the drop-down menu
 - i. Refer to **Online Help** to review Program Area instructions for this field
- c. Enter the **Disposition Date** as the date the disposition occurred
- d. Select the 'No' radio button for **Adequate Consideration**
 - i. By selecting No, CBMS determines there is a TWFC
- e. Select the appropriate **Verification** from the drop-down menu
- f. Select the appropriate **Source** from the drop-down menu
- g. Enter the **Amount Received** for Resource
- h. Select 'To become eligible' from **Disposition Reason** field
- i. Although the **Comments** field is not required, best practice is always to enter information describing the reasons for the actions you take on this page.
- j. Enter the **Date Reported**
- k. Enter the **Date Verified**
- l. Click **Save**

13. Once the **Resource** is disposed of, it will show in red lettering on the main page.

Period of Ineligibility (POI) starts:

- Long Term Care: The day the member meets all eligibility requirements and EDBC is ran
 - Adult Financial: The first day of the following month that the resource was transferred
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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 for assistance.