COLORADO
Healthcare & Economic Security
Staff Development Division

Entering Child/Spousal Income

CBMS | Process Manual | Revised: September 2021

OVERVIEW

This document provides a step-by-step process for how to complete the data entry of Child Spousal Income.

PROCESS

Beginning Data Entry

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, be sure the **'Yes'** radio button is selected for **Does anybody have income**
7. Navigate to the **Income** chevron
8. Click on the **Child Spousal Income** tab
9. Select the appropriate household member from the **Name** drop-down.
    a. For current child support this will be the child receiving the support.
    b. For child support in arrears or spousal support this will be the adult receiving the support.
10. Click the **plus (+)** sign in the blue detail header

11. Enter the **Effective Begin Date**
    a. Refer to **Online Help** for the appropriate date to use
12. Select the appropriate **Type** from the drop-down menu
13. Select the appropriate **Frequency** from the drop-down menu
14. Select the appropriate **Verification** from the drop-down menu
15. Select the appropriate **Source** from the drop-down menu
16. Enter the **Date Reported**
17. Enter the **Date Verified**
18. Click **Save**

Once you have saved this page, the related lists will appear and be displayed to the right.

Income Received Summary Related List

1. Click on the **Income Received Summary** related list
2. Click the **plus (+)** sign in the blue detail header
3. The **Check Type** will automatically be set to Representative.
    a. If this income record is not representative of the normal income amount, this can be changed to **'Not Representative'**
4. Enter the **Begin Date** with the start date of the pay period as seen on the verification source
5. Enter the **Date Received** with the actual date the income was received
6. Enter the **Gross Amount** received
    a. This amount should match the pay frequency
7. Select the appropriate radio for **Lump Sum** payment
    a. Selecting **'Yes'** will generate a resource record
8. Select the appropriate Verification from the drop-down menu
9. Select the appropriate Source from the drop-down menu

10. Enter the **Date Reported**

11. Enter the **Date Verified**

12. 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 for assistance.