

Entering LLC/S-Corp Income

CBMS | Process Manual | Revised: August 2022

OVERVIEW

This document provides a step-by-step process for how to enter an LLC or S-Corp Income into CBMS.

When a self-employed individual declares that their business is an LLC or an S-Corp, the following data entry will be used by CBMS to determine the accurate countable income for the individual.

Note: For MA-Only cases, you will follow the Self-Employment process.

PROCESS

Data entry for LLC, S-Corp income will be entered in the Self-Employment page.

Beginning Data Entry

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. Select the 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 I.I. Queue
6. Navigate to the **Income** tab
7. Select the **Self-Employment** sub-tab
8. Select the appropriate individual from the **Name** drop-down list

9. Select the **+** (**plus sign**) to add a record in the first section
10. Enter the **Effective Begin Date**
 - a. Refer to **Online Help** for the appropriate dates to use
11. Select 'Yes' radio button for **Self-Employed**
12. Enter the **Employment Begin Date**
13. Enter the **Employer Name** (the name of the business)
14. Select the appropriate **Employment Type** from the drop-down list
15. Enter the **Date Reported**
16. Enter the **Date Verified**
17. Select **Save**

Self-Employment Details

1. Select the **+** (**plus sign**) to add a new record
2. Select **Employer** from the drop-down list (the name of the business)
3. Enter the **Effective Begin Date**
 - a. Refer to **Online Help** for the appropriate dates to use
4. Select the appropriate **Type** from the drop-down list
5. Select the appropriate **Frequency** from the drop-down list
6. Select the appropriate radio button for **Sole Proprietor**
 - a. Selecting 'No' will enable the following fields:
 - i. Enter the **Number of Owners**
 - ii. Enter the **% Owned**, if known
7. Select 'Actual' for the **Business Expense Deduction Type**
 - a. Note: No HPLGs use 'Standard Expense Deductions'
8. Select 'No' for the **Home-Based Business**
9. Select the appropriate radio button for **S-Corp LLC**
 - a. Note: This field is informational only for MA programs, but if marked 'Yes' for CDHS programs (SNAP, CW, AF), additional data entry is required below
10. Select the appropriate radio button for **Client uses income minus expenses as Draw?**

- a. If 'NO' is selected, or the radio button is left blank, the next field becomes mandatory (unless the case is MA only). Additionally, you will follow **STEP A** below (S-Corp/LLC Draw) for CDHS Programs.
 - b. If 'YES' is selected, follow **STEP B** below (Paycheck Summary and Income Expenses).
11. Enter the appropriate **Draw Frequency** (if the client is receiving a salary/draw)
 12. Select the appropriate **Verification** from the drop-down list
 13. Select the appropriate **Source** from the drop-down list
 14. Enter the **Date Reported**
 15. Enter the **Date Verified**
 16. Select **Save**

STEP A: S-Corp/LLC Draw Related List

This Related list is used for CDHS programs (SNAP, CW, AF) when the owner of the LLC/S-Corp receives a 'Draw' or 'Salary' from the business (see step 10 in the Self-Employment Details section).

1. Select the + (**plus sign**) to add a record
2. Enter the **Date Received**
 - a. This is the date the income was received
3. Enter the **Draw Amount**
 - a. This is the amount the individual is receiving from the LLC/S-Corp
4. Select the appropriate **Paycheck Type** from the drop-down list
5. Select the appropriate **Verification** from the drop-down list
6. Select the appropriate **Source** from the drop-down list
7. Enter the **Date Reported**
8. Enter the **Date Verified**
9. Select **Save**
10. If Medical Assistance is on the case, continue to **STEP B**.

NOTE: For SNAP/Cash programs, CBMS will determine the countable income for an LLC/S-Corp using the amount entered as the **Draw Amount** and will not use information entered in Paycheck Summary.

STEP B: Paycheck Summary and Income Expenses Related Lists

For MA programs, this process is the same as the Self-Employment data entry. For CDHS programs, including combo cases with MA, this process is used when the owner of the LLC/S-Corp declares that they do not pay themselves a salary/draw, rather they use whatever money is left over after business income minus business expenses (see step 10 in the Self-Employment Details section).

1. Open the **Paycheck Summary Related List**
2. Select the **+** (**plus sign**) to add a record
3. Enter the **Date Received**
 - a. This is the date the business income was received
4. Enter the appropriate amount in the **Number of Hours Worked** field
 - a. NOTE: This field may be mandatory for SNAP
5. Enter the **Gross Amount**
 - a. Always use the total business income even if there are multiple owners; CBMS will calculate the percentage accordingly
6. Select **Paycheck Type** from the drop-down list
7. Select the appropriate **Verification** from the drop-down list
8. Select the appropriate **Source** from the drop-down list
9. Enter the **Date Reported**
10. Enter the **Date Verified**
11. Select **Save**
12. Open the **Income Expenses Related List**
13. Select the **+** (**plus sign**) to add a record
14. Enter the appropriate **Effective Begin Date**
15. Select the appropriate **Type** from the drop-down list (based on the business expense)
16. Enter the **Amount** (of the business expense)
 - a. Always use the full business expense amount even if there are multiple owners; CBMS will calculate the percentage accordingly
 - b. Some expenses may be calculated based on the percentage used for business vs personal use; enter the amount calculated for the business for these expenses
17. Enter the appropriate **Frequency** from the drop-down list

18. Select the appropriate **Verification** from the drop-down list
19. Select the appropriate **Source** from the drop-down list
20. Enter the **Date Reported**
21. Enter the **Date Verified**
22. Click **Save**

Repeat for each separate business expense

NOTES:

- For MA programs, CBMS will determine the countable income using Self-Employment logic: total business income minus ALLOWABLE business expenses entered
- For SNAP/Cash programs, CBMS will determine the countable income for an LLC/S-Corp using the total business income minus ALL business expenses when the client “uses income minus expenses as draw” (see step 10 in the Self-Employment Details section)

ACCESSIBILITY

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