

Entering Non-Citizen Data

CBMS | Process Manual | Revised: December 2023

OVERVIEW

The Non-Citizen Page in CBMS must be completed for all household members who do not meet U.S. Citizenship requirements, including non-citizens who have documentation and those who do not have documentation. Verification of non-citizen status must be verified through SAVE if the household member is known to USCIS.

PROCESS

Beginning Data Entry

1. Log into **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 II queue
6. Navigate to the **Non-Citizen** page
7. From the **Name** drop-down, select the appropriate person
8. To add a new record, select the **plus (+)** sign in the blue detail header
 - a. If a record already exists, select the **pencil/edit** to update current verification/change

Detail

1. Enter the **Effective Begin Date**
 - a. Refer to **Online Help** for assistance with which date you should use
2. Select the appropriate **Status** from the drop-down options
3. Enter the **Status Date**
4. Enter **Expiration Date** (optional)
 - a. Expiration Date is a mandatory field only when you select one of the following document types: Afghan Passport, Iraqi Passport, Passport Only, Passport W/I-181, I-688B Empl Auth Card, I-766 Empl Auth Card, and I-94
5. Enter **Country of Origin** (optional)
 - a. This field is mandatory if you select one of the following document types; Afghan Passport, Iraqi Passport, Passport Only, and Passport W/I-181
6. Select the appropriate **Verification** option from the drop-down menu
7. Select the appropriate **Source** option from the drop-down menu
8. Client statement is acceptable source if **Status is Undocumented**
9. For FA only: Select the appropriate radio button for **FA Indigency**

Non-Citizen Document

1. Enter the **Non-Citizen Number (#)** (USCIS or “A” number)
 - a. This field is mandatory if you select one of the following document types: I 551 Lawful Permanent Resident Card, I 688 Empl Auth Card, I 688B Empl Auth Card, and I 766 Empl Auth Card
2. Enter the **Document Number**
 - a. This field is mandatory if you select one of the following document types: Afghan Passport, Iraqi Passport, Passport Only, Passport, Student Visa, and I-94
3. Select appropriate document **Type** from drop-down menu

4. Select the appropriate **Class Code** from the drop-down menu
 - a. Also referred to as the Class of Admission Code (COA)
 - b. This may be indicated as 'Category' on some documents
 - c. Refer to **Online Help** for assistance
5. Enter **Expiration Date**
 - a. Required for MA programs if the document provided has an expiration date
 - b. Optional for other HLPGs
6. Select the appropriate **Verification** option from the drop-down menu
7. Select the appropriate **Source** option from the drop-down menu
8. Enter **Legalization Date** if known
 - a. Program Areas do not use this data to determine eligibility
9. Enter **Asylum Granted** if known
 - a. Program Areas do not use this data to determine eligibility
10. Enter **Card Number**
 - a. Required if you select the document type I 551 Lawful Permanent Resident Card
 - b. Likely on the back of the card
 - c. 3 letters + 10 digits
11. Select the appropriate radio button for **INS Good Cause**
 - a. Refer to **Online Help** for more information on this field
12. Enter C4 DocType if known
 - a. This field is not used by any HLPG
 - b. If the individual is lawfully present in the United States and has provided a document that is not listed in the **Document Type** drop-down menu, this field can be used

- c. This field is only used to allow an application for Advance Premium Tax Credit (APTC), Cost-Sharing Reductions (CSR), a Qualified Health Plan (QHP), or Colorado Young Adult Plan (CYA) through Connect for Health Colorado (C4HCO)

13. Enter **C4 Class Code** if known

- a. This field is not used by any HLPG
- b. If the individual is lawfully present in the United States and has provided a document that is not listed in the **Document Type** drop-down menu, this field can be used
- c. This field is only used to allow an application for Advance Premium Tax Credit (APTC), Cost-Sharing Reductions (CSR), a Qualified Health Plan (QHP), or Colorado Young Adult Plan (CYA) through Connect for Health Colorado (C4HCO)

SAVE Information

1. Select the appropriate radio button for **Secondary Verification**
 - a. SAVE Verification (secondary verification) is required for all HLPGs
 - b. **Note:** Non-citizen documents must be verified by SAVE at Intake and RRR
 - c. NA would be used for **Undocumented**
2. Enter the **SAVE Batch ID**
3. Enter the date request was sent through SAVE as **Sent Date**
4. Select the appropriate **Verification** option from the drop-down menu
5. Select the appropriate **Source** option from the drop-down menu
 - a. Client statement is acceptable source if **Status is Undocumented**
6. Select the appropriate radio button for **Lawful Presence Verified** (optional)
 - a. Best practice is to select 'Yes' if verified through SAVE
7. Enter **Port of Entry** (optional)
 - a. This field is not used by any HLPG

8. Enter **Entry Date**

- a. Mandatory if Status is anything other than **Undocumented** or **Other**
- b. Enter Date that non-citizen's status began
- c. **Note:** This determines eligibility based on 5-Year Bar

Sponsored Information

1. Select the appropriate radio button for **Sponsored**
2. Enter **Sponsorship Begin Date**
 - a. Likely the same as the Entry or Status Date
3. Enter **Sponsorship End Date**, only if the sponsorship has ended
4. Select the appropriate radio button for **Living with Sponsor**
5. Select appropriate **Good Cause for Not Living with Sponsor** option from the drop-down menu
6. Select the appropriate radio button for **Receiving Room with Other Source**
 - a. Refer to **Online Help** for more information on this field
7. Select the appropriate radio button for **Sponsored by Agency/Organization**
 - a. Refer to **Online Help** for more information on this field
8. Select the appropriate radio button for **Needs Met by Sponsor**
 - a. Indicates if the individual's needs are met by the sponsor (Indigence)
 - b. Enabled if **Sponsored is Yes**. Select Yes or No
9. Select the appropriate radio button for **Abandoned by Sponsor (AF/CW/MA)**
 - a. Indicates if the individual has been abandoned by the sponsor
 - b. Enabled if **Sponsored is Yes**. Select Yes or No
10. Select the appropriate radio button for **Calculate Indigence (AF/CW)**
 - a. Refer to **Online Help** for more information on this field

Veteran/Active-Duty Member of the U. S. Military

1. Select the appropriate radio button for **Veteran/Active-Duty Member**

Non-Citizenship Verified by

1. Select the appropriate **Verification** option from the drop-down menu
2. Select the appropriate **Source** option from the drop-down menu
3. Enter **Good Cause Reason**
 - a. Refer to **Online Help** for more information on this field

ACCESSIBILITY

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