

# Entering & Correcting ABAWD Countable Months

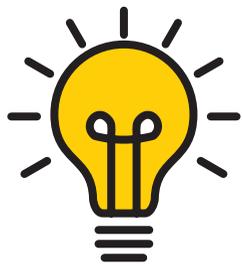
## Adding Out-of State Countable Months

### Navigating CBMS

1. Select Food Program
2. Select Time Limit Clock
3. Select SNAP
4. Click on the + icon to add a new record
5. From the Individual Time Limit Clock pop-up, select the state

The screenshot shows the CBMS interface with the following elements:

- Navigation Tabs:** Non-Financial, Income, Expenses, Resources, Non-Citizen, Cash P, Food Program (selected), MA Program, APTC.
- Sub-Tabs:** Employability Details, Employment Training Details, Ethnicity, Work Requirements, Time Limit Clock (selected), Voluntary Striker, SNAP Split Child Custody.
- Program Type:** Colorado Works, Adult Financial, Medical Assistance, SNAP (selected).
- View Historical Time Clocks:** Inactive toggle.
- Table Header:** Begin Date, End Date, Clock Type, Status, State, County. A yellow box highlights the '+' icon in the County column.
- Pop-up Form:** A dropdown menu for 'Select State ...' is open, showing a list of states from Alabama to Kansas. A yellow box highlights the 'Select State ...' dropdown at the bottom of the pop-up. Other fields include 'End Date', '\*Status' (Select Status ...), and 'County' (Select County ...).
- Buttons:** Cancel, Save & New, Save & Continue, Save.



### Did you know?

This is only allowed for out-of-state countable months that the client reports or that are discovered through the PARIS interface.

Colorado is **not** selectable for users to Add Countable Months.

- Submit an HDT if a Colorado countable month was not created in the system.
- Countable months cannot be created.

# Entering & Correcting ABAWD Countable Months

## Deleting a Countable Month Created in Error

### Navigating CBMS

1. Select Food Program
2. Select Time Limit Clock
3. Select SNAP
4. Click on the **X** to remove record

Edit records in order of 1, 2, 3, or 3, 2, 1.

**EXAMPLE:** The client has 3 countable months, but the 2nd month is invalid. The 3rd month must be edited to reflect the 2nd month and then the invalid 2nd month can be deleted.

Begin Date	End Date	Clock Type	Status	State	County	
10/08/2008	01/02/2018	ABAWD 36 Month	Non-ABAWD	Colorado	DENVER	
03/14/2005	06/14/2018	ABAWD 36 Month	ABAWD	Colorado	DENVER	Click on the red X to delete record
01/01/2024	01/31/2024	ABAWD- Countable Month	ABAWD Countable Month 3	Colorado	LA PLATA	4
12/01/2023	12/31/2023	ABAWD- Countable Month	ABAWD Countable Month 2	Colorado	LA PLATA	

### Time Limit Clock Page



ABAWD 36-month clock entries should not be touched.

Begin Date	End Date	Clock Type	Status	State
02/22/2024		ABAWD 36 Month	Exempt ABAWD	Colorado



#### ACCESSIBILITY:

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