

Entering a Dependent Care Expense

CBMS | Process Manual | Revised: December 2025

OVERVIEW

This document provides a step-by-step guide for how to enter a Dependent Care Expense in CBMS.

PROCESS

1. Log into **CBMS**
2. Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
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 II queue
6. On the **Case Questions** page, be sure the 'Yes' radio button is selected for Does anybody have expenses:
 - a. Selecting 'No' will not populate the Expense page in the Interactive Interview (II) queue
7. Navigate to the **Expense** page
8. From the **Name** drop-down, select the person who is paying for dependent care
9. Select the **Dependent Care Expense** tab

10. To add a new record, click the **plus (+)** sign in the blue detail header

11. Enter the **Effective Begin Date**

- a. Refer to **Online Help** for assistance with which date you should use

12. Select the appropriate individual from **Dependent Name** drop-down options

- a. This is the individual receiving the care

13. Select 'Dependent Care' from the **Care Type** drop-down options

14. Enter the amount of **Work/School Hours** the parent or guardian is at work, school or looking for work

- a. This amount should match the frequency that the bill is paid

15. Select the appropriate **Frequency** from the drop-down menu

16. Select the appropriate **Verification** from the drop-down menu

17. Select the appropriate **Source** from the drop-down menu

18. Enter the **Date Reported**

19. Enter the **Date Verified**

20. Click **Save**

21. Navigate to the **Billing Related List**

22. To add a new record, click the **plus (+)** sign in the blue detail header

23. Enter the **Effective Begin Date**

- a. Refer to **Online Help** for assistance with which date you should use

24. Enter the **Amount of support** that is billed to the client/member

25. Enter the **Bill Date**

26. Select the appropriate **Verification** from the drop-down menu

27. Select the appropriate **Source** from the drop-down menu

28. Enter the **Date Reported**

29. Enter the **Date Verified**

30. Click **Save**

Note: At each new application, RRR, or periodic report, remember to review information on the Dependent Care Expense Screen and update the record or remove the SNAP End Date if the expense record is current.

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.