Entering a Dependent Care Expense

CBMS | Process Manual | Revised: January 2022

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**

ACCESSIBILITY

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