Entering a Dependent Care Expense

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**

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us