

Entering a Liquid Asset

CBMS | Process Manual | Revised: January 2022

OVERVIEW

This document provides a step-by-step process for entering a liquid asset in CBMS.

PROCESS

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. 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 own or has anybody disposed of resources**
 - a. Selecting 'No' will not populate the Resource page in the Interactive Interview (II) queue
7. Navigate to the **Resource** page
8. From the **Name** drop-down, select the person who owns the account
9. Select the **Liquid Asset Summary** page
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. Enter the **Resource Name**

- a. This should be something to help you easily identify what account this is

13. Select the appropriate **Type** from the drop-down options

14. In the **Account Number** field, enter the last 4 digits of the account number

15. Select the appropriate **Verification** option from the drop-down menu

16. Select the appropriate **Source** option from the drop-down menu

17. In the **Fair Market Value** field, enter the ending balance that appears on the bank statement

- a. If a statement has not been provided, enter the client declared amount
- b. If it is unknown, enter at least \$0.01, so it will show on the Verification Checklist to be verified.

18. Select the appropriate **Verification** option from the drop-down menu

19. Select the appropriate **Source** option from the drop-down menu

20. Enter the **Date Reported**

21. Enter the **Date Verified**

22. Click **Save**

Liquid Asset Ownership Related List

1. Once you have saved this page, the related lists will appear and be displayed to the right.
 - a. The information from the record entered under the asset owner will automatically populate in the **Liquid Asset Ownership** related list
2. Click the **pencil** icon to edit/add details to the ownership of the resource
3. In the **Usage** field, select the appropriate drop-down option

4. Enter the **Date Acquired**

- a. This is the date the client acquired the resource, for example the date the individual opened a bank account, etc.

5. Enter the **Amount of Balance Considered Current Income**

- a. Although there is no asterisk, this field should always be addressed

6. For the **Available** field, select the appropriate radio button

- a. If you select 'No', the asset is not counted as a Resource or a Transfer Without Fair Consideration (TWFC).
- b. If 'No' is selected, the available date will not populate

7. Enter the **Available Date**

- a. Use the date of application if the date is unknown

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

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

10. Enter the **Percent Owned**

- a. **Example:** If they are the sole owner, enter 100, if jointly owned 50 or 33 etc.

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

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

13. Enter the **Date Reported**

14. Enter the **Date Verified**

15. Click **Save** if there is only one owner of the resource;

- a. If you are adding another owner, click **Save & New** and repeat the above steps for the second owner.

ACCESSIBILITY

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