Overview

This document provides a step by step process for entering the identification documentation for some or all of the household members into CBMS.

Process

1) Log into **CBMS**
2) Navigate to the Case by entering the Case Number in the **Global Search** bar
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 Interactive Interview (II) queue
6) Navigate to the **Demographics** page
7) From the **Name** drop-down, select the appropriate person
8) Complete data entry on the Demographics page
    a) Refer to the Entering Demographics in CBMS Process Manual for detailed information
9) Click **Save**
10) Click on the header of the **Identification Details** related list to open
11) Add a new record by clicking the **plus** sign (+)
12) Enter the **Effective Begin Date**
    a) Refer to **Online Help** for assistance with which date you should use
13) Select the 'Yes' radio button for **Identification**
14) Select the appropriate **Identification Type** from the drop-down list.
    a) *Note- Birth Certificates can only be used as a form of identification for Food Assistance, and is not recognized as a valid type of identification for any other program*
15) Select the appropriate radio button for **Photo**
16) Select the appropriate **Issuing Agency** from the drop-down menu
17) Select the appropriate radio button for **Acceptable Doc**
18) Enter **ID Issue Date**
19) Enter **ID Expiration Date**
    a) Required for Cash Programs
20) Enter the **Driver's License/ID #**
    a) Only required if the Identification Type is a Driver's License
21) Enter the **Date Reported**
22) Enter the **Date Verified**
23) Click **Save**

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