

Process Manual

# Entering Individual Time Clock

## Overview

This document provides a step-by-step process for how to enter Out of State TANF months used for Colorado Works participants.

Note: All TANF months used in another state must be verified for Colorado Works.

## 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) Navigate to the **Individual Time Limit Clock** page
- 7) From the **Name** drop-down, select the adult/minor parent with the time clock
- 8) Open the **Out of State** related list
- 9) To add a new record, click the plus (+) sign in the blue detail header
- 10) Click the **Add Row** button
- 11) Enter the **Begin Date**
  - a) This is the first day of the month that the individual started receiving benefits in the other State
- 12) Enter the **End Date**
  - a) This is the last day of the month that the individual stopped receiving benefits in the other State
- 13) Select the appropriate **State** from the drop down
- 14) To add additional TANF Spans, select the **Add Row** button and repeat previous steps
- 15) Click **Save**
  - a) After the page is saved, you will see each month listed individually in the Time Limit Clock Summary

*Do you have any questions or suggestions regarding this process? Please contact the SDD via email [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us)*