

Process Manual
Entering a Liquid Asset

Overview

This document provides a step by step process for entering a liquid asset 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 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 #** 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**

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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.

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