Initiating a Transfer of Income

Overview

This document provides a step-by-step process for initiating a Transfer of Income. Transfer of income will occur when a required HH member has income assigned that is not being received by the CBMS household. ***Note***: This process is not for Long-Term Care Income Trusts. Refer to the *Pending and Entering Income Trusts Process Manual* for more information. An example of Transfer of Income is:

> ***SCENARIO***: *Grandmother applies for benefits for herself and her grandchild. Child support is being interfaced for the child, but the child support Obligee is the child's mother who does not live in the home and does not provide this income to the child's household.*

Process

1) Login to **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) Determine who is receiving the income, and select **Add Individual**
6) Follow the queue to add the individual to the case
    a) Complete the details for this person on the **Add Member**, **Demographics**, **SSI** and **Ethnicity** tabs as appropriate
    b) On the **Case Individual Program Requested** tab, select the 'No' radio button in the ***Requesting Assistance*** field
    c) On the **Case Individual** tab, in the ***In Home*** field, select 'No'
    d) No other data entry is needed for this person
7) Navigate back to the **Members** page by clicking on the Case Number in the blue header
8) Click on the **Member Card** who is assigned to the income
9) Navigate to the **Income** tab
10) Click on the appropriate Income type sub-tab
11) Enter the income record details for the person assigned to receive the income
    a) If you need to add an income record, refer to the ***Entering Income Process Manual*** for detailed instructions for data entry of this page
    b) If the income is already interfaced, skip to step 12 below
12) Click on the **Transfer of Income** Related List
13) Click the **plus (+)** icon to add a record
    a) In the **Name of Transfer Recipient** field, select the name of the person receiving the income from the drop-down menu
    b) In the **Amount Transferred** field, enter the amount that they are receiving
        i) This is likely the same as the income received
        ii) If the full amount of income is not transferred, EDBC will count the full amount of Child Spousal Income when determining eligibility
    c) Enter the **Date of Transfer**
        i) This is the date the income was transferred
    d) Select the appropriate **Reason** from the drop-down menu
        i) This is typically '***Intended for Non-Household Member***'
    e) Enter the appropriate **Verification**
    f) Enter the appropriate **Source**

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