Overview

This document provides a step-by-step guide for how to pend for and enter an Income Trust, as it relates to Long-Term Care. The steps to take when addressing Income Trusts are dependent on which step the applicant is on:

Phase 1	No Trust has been established-Income Trust Packet is auto-generated to the Member and is pending return
Phase 2	Member has returned the completed Income Trust Packet and it is sent to HCPF for approval
Phase 3	The Income Trust has been approved by HCPF

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 **Income** page
7) Enter all Income reported and verified by the Member
8) Click **SAVE**

Phase 1: CBMS has the logic to read pending Long-Term Care cases and automatically generates the Income Trust Packet for members that have income above 300% of the current SSI limit

To verify the packet is being generated to the Member:

1) Navigate to the **Case Wrap-up** page
2) Click on the **Additional Information** related list
   a) Confirm all of the information for the Income Trust Packet is populated including the **Date Given**

- **Date Signed** and **Date Returned** will not be populated and should not be updated by you until the packet is received back from the Member

b) This Income Trust packet will be generated through CBMS and contains a due date along with directions for the Member (there will not be an additional VCL)

3) Run **EDBC**

a) Wrap-up will show the program in **MA Individual Eligibility** as pending for the following reasons:

- Income Trust Setup required to pass the client

Phase 2: Complete when the Income Trust Packet has been received back from the Member

1) Navigate to the **Income** tab
2) From the **Name** drop-down, select the person with the Income
3) Select the appropriate **Income Type**
4) Highlight the income requiring the Income Trust to populate the related pages
5) Click on the **Transfer of Income** related list
6) Click the **plus (+)** sign in the blue detail header
7) Select the appropriate name from the Name of Transfer Recipient drop-down (the Member whose income is going into the Income Trust)
8) Enter the **Amount Transferred**

    a) For HCBS: Use the difference between the total income the member receives and 300% current year's SSI

    b) For NF: Use the Total Income

9) Select Income '*Trust Pending' with HCPF* from the **Reason** drop-down
10) Select *Received* from the **Verification** drop-down menu
11) **Source** should remain '*client statement*'
12) Navigate to the **Case Wrap-up** page
13) Click on the **Additional Information** related list
14) Click on the **pencil icon** to edit/add details

15) Enter the **Date Signed**
    a) This is the date the Member signed the packet
16) Enter the **Date Returned**
    a) This is the date the packet was returned to the agency
17) Run **EDBC**
    a) Wrap-up will show the program in **MA Individual Eligibility** as pending for the following reasons:
        - Pending Approval in the Income Trust

Forward documents with Trust Transmittal Form to the Trust Unit. Do not delay!

Phase 3: Enter the Income Trust approval from HCPF

1) Navigate to the **Transfer of Income** related list
2) Click on the **pencil** icon to edit/add details
3) Update **Reason** to '*Income Trust approved by HCPF*'
4) The **Verification** remains *Received*
5) Select '*HCPF Trust Officer*' from the **Source** drop-down menu
6) Once the income Trust is established, the Trust account should be entered as a liquid Asset (not available and exempt) for tracking purposes at RRR
7) Run **EDBC** to ensure the case is no longer pending Income Trust approval

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