

PROJECT 13762

SPONSOR REIMBURSEMENT Workbook



Presenter
DeAnna Griffith
Regional Training Representative
Staff Development Center

Instructions:

- A. Use this book to take notes.
- B. There are 3 sections in this webinar:
 - 1. Sponsored Non-Citizen Approved for Benefits
 - 2. Data Entry for Sponsored Non-Citizens
 - 3. Benefit Recovery
- C. At the end of each section, the presenter will ask several questions.
- D. Take 3 minutes to answer the questions.
- E. When time is up, the presenter will reveal the answers.
- F. We encourage you to compare your answers with the presenter's for your knowledge awareness.



WHY ARE WE HERE?


WHY ARE WE HERE?

- Presidential Memo
- Streamline process of billing sponsors
- Affects Adult Financial and Colorado Works

WHAT WILL I LEARN IN THIS TRAINING?

WHAT WILL I LEARN IN THIS TRAINING?

- What to explain to a sponsored non-citizen when they apply for Adult Financial (AF) or Colorado Works (CW) benefits.
- How to data enter a sponsored non-citizen's case.
- How to recover benefits from the sponsors.



1 Sponsored Non-Citizen Approved for Benefits

1 Sponsored Non-Citizen Approved For Benefits

Your sponsor **AGREED** to support you, the non-citizen.



I-864

Part 8. Sponsor's Contract, Statement, Contact Information, Declaration, Certification, and Signature (continued)

If a Federal, state, local, or private agency provided any covered means-tested public benefit to the person who becomes a lawful permanent resident based on a Form I-864 that you signed, the agency may ask you to reimburse them for the amount of the benefits they provided. If you do not make the reimbursement, the agency may sue you for the amount that the agency believes you owe.

If you are sued, and the court enters a judgment against you, the person or agency that sued you may use any legally permitted procedures for enforcing or collecting the judgment. You may also be required to pay the costs of collection, including attorney fees.

If you do not file a properly completed Form I-865 within 30 days of any change of address, USCIS may impose a civil fine for your failing to do so.

1 Sponsored Non-Citizen Approved For Benefits

The sponsor will be asked to **reimburse** the county for benefits issued.

Sponsor's taxes can be **intercepted**.



1 Sponsored Non-Citizen Approved For Benefits

Sponsor Reimbursement claim will **NOT** be generated if:



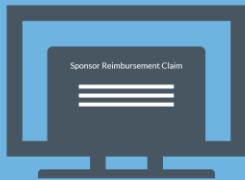
Abuse/Mistreatment



Indigence

1 Sponsored Non-Citizen Approved For Benefits

CBMS will **CREATE** the Sponsor Reimbursement claims.



1 Sponsored Non-Citizen Approved For Benefits

SR Claim

Liable individual:
Sponsor only

January - June 2021

January \$600
February \$550
March \$600
April \$600
May \$600
June \$600

Total claim amount:
\$3550



Eligibility Claim

Liable individual:
Non-Citizen + Sponsor

February 2021: \$50

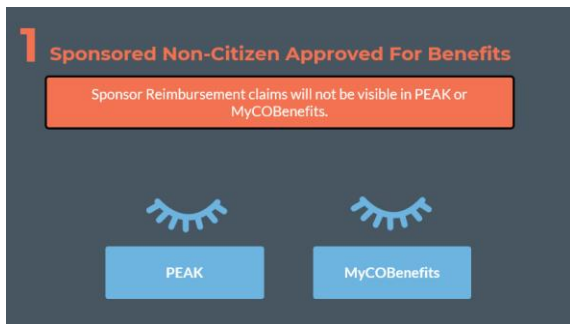
Total Claim amount:
\$50



1 Sponsored Non-Citizen Approved For Benefits

CBMS will **NOT** adjust the Sponsor Reimbursement.





1 Knowledge Check



- 1) On which form did the sponsor agree to support the non-citizen?
 - a. DS-260 Immigrant Visa Application
 - b. AR-11 Alien's Change of Address Card
 - c. I-864 Affidavit of Support
 - d. I-140 Immigrant Petition for Alien Workers

- 2) Where on the form was the sponsor informed that they could be asked to reimburse agencies who provide benefits to the non-citizen they agreed to support?
 - a. Part 3
 - b. Top left corner, page 7
 - c. Page 5
 - d. Bottom right corner, page 6

- 3) The Sponsor Reimbursement claim will NOT be generated if there is a/an _____ or _____ on the case.

- 4) Is the amount of the eligibility claim INCLUDED in the Sponsor Reimbursement claim?

2 Sponsored Non-Citizen Approved for Benefits

2 Data Entry for Sponsored Non-Citizens

Fill out the Sponsor Information window for EACH sponsor.

The slide features a dark blue background with a navigation menu on the left containing five orange square icons and one orange rounded rectangle labeled 'Intro'. To the right, three blue stick figures stand on three blue upward-pointing arrows. Further right, a blue rounded rectangle contains the text 'Fill out the Sponsor Information window for EACH sponsor.' Two horizontal blue bars are positioned above and below this text box.

2 Data Entry for Sponsored Non-Citizens

Technicians MUST enter the date the Affidavit of Support is signed.

Signature

The slide features a dark blue background with a navigation menu on the left containing five orange square icons and one orange rounded rectangle labeled 'Intro'. To the right, a blue rounded rectangle contains the text 'Technicians MUST enter the date the Affidavit of Support is signed.' Below this text is a graphic of a hand holding a blue pen, with the word 'Signature' written in a cursive, orange font.

2 Data Entry for Sponsored Non-Citizens

Perform any MERGE or data entry cleanup

BEFORE authorization.

The slide features a dark blue background with a navigation menu on the left containing five orange square icons and one orange rounded rectangle labeled 'Intro'. To the right, two blue stick figures are shown. The figure on the left is holding a blue rounded rectangle with the text 'Perform any MERGE or data entry cleanup'. The figure on the right is holding a blue rounded rectangle with the text 'BEFORE authorization.'.

2 Data Entry for Sponsored Non-Citizens

Start video here.

The slide features a dark blue background with a navigation menu on the left containing five orange square icons and one orange rounded rectangle labeled 'Address'. To the right, a blue computer monitor is shown with the text 'Start video here.' on its screen.

2 Data Entry for Sponsored Non-Citizens

Check that the sponsor's **SSN** is correct in the Demographics window of CBMS.

000-000-0000

SAVE Screenshot

2 Data Entry for Sponsored Non-Citizens

Technician must **UPDATE** the sponsor's address at RRR.

SAVE

2 Data Entry for Sponsored Non-Citizens

An initial **SPEED LETTER** will be sent to the sponsors on all ongoing cash cases with a sponsored non-citizen.

Correspondence

Speed Letter

2 Data Entry for Sponsored Non-Citizens

Thereafter, the **SPEED LETTER** will be sent at the time a new application is authorized, **ONCE** per application of the non-citizen.

Correspondence

Speed Letter

2 Data Entry for Sponsored Non-Citizens

The Employment & Benefits Division will populate addresses into the **Individual Address Details** window.

Correspondence

Individual Address Details window mock-up placeholder

2 Data Entry for Sponsored Non-Citizens

Every **January** and **July** the system will generate an SR claim and **TRIGGER** a Notice of Sponsor Reimbursement claim.

2 Data Entry for Sponsored Non-Citizens

Be sure to enter the appropriate **HARDSHIPS**, as this impacts the billing of the sponsor for the claims.

2 Knowledge Check



- 1) What can you do to prevent the SR Claim from being created for the wrong individual?
 - a. Always check SAVE at Application / RRR.
 - b. Complete merge data entry before authorizing.
 - c. Double-check data entry of sponsors.
 - d. All of the above.

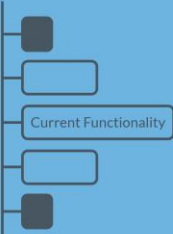
- 2) If there are two sponsors, it is enough to fill out the Sponsor Information Window for at least ONE of the sponsors.
 - a. True
 - b. False

- 3) Choose all that apply. Where can you obtain the sponsor's address?
 - a. SAVE
 - b. Via request to a fraud investigator
 - c. County Assessor's Office
 - d. Statement from the non-citizen


- 4) Why are technicians required to check SAVE at each RRR?

3 Benefit Recovery

3 Benefit Recovery

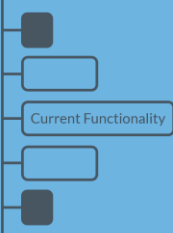


Most of the functionality built for Sponsor Reimbursement claims will mirror what technicians are already USED TO.



Eligibility Worker Recovery Team

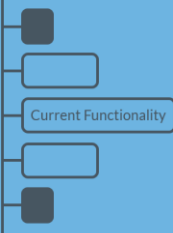
3 Benefit Recovery




A Offsets could be applied to a Sponsor Reimbursement claim.

B The sponsor's own benefits could be recouped.

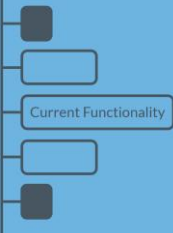
3 Benefit Recovery




Sponsor Reimbursement claims CAN be marked as judgment claims.



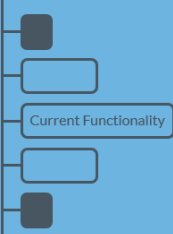
3 Benefit Recovery




Benefit Recovery Workers can ADJUST the Sponsor Reimbursement claim just as they can adjust the current eligibility claim.



3 Benefit Recovery



Sponsor Reimbursement claims can be created MANUALLY.



3 Benefit Recovery

If creating a **MANUAL SR CLAIM**, Benefit Recovery workers **MUST** ensure that any benefits for which there is current an eligibility claim are **NOT** included in the Sponsor Reimbursement claim.

Current Functionality



3 Benefit Recovery

Manual claim details:

Manual Entry

Admin Error

Sponsor Liable

Sponsor Reimbursement

3 Benefit Recovery

CBMS will make Sponsor Reimbursement claims on its own every **JANUARY** and **JULY**.

CBMS



Exception

3 Benefit Recovery

The new Sponsor Reimbursement claim will include **ALL** benefits that have been issued in the **PRIOR 6 MONTHS**.

CBMS



3 Benefit Recovery

A sponsor reimbursement column has been added to the **CLAIM SUMMARY WINDOW**.

CBMS

New Column

3 Benefit Recovery

- CBMS


Repayment instructions are present at the end of the Sponsor Reimbursement Claim Notices.

Screenshot

3 Benefit Recovery

- CBMS

Sponsor Reimbursement claims are subject to TAX intercept.



3 Benefit Recovery

- CBMS

After a Sponsor Reimbursement claim is created, CBMS will NOT perform any further automatic adjustments.


Example

3 Benefit Recovery

- SR Claims

The Sponsor Reimbursement claim must be adjusted DOWN OR CANCELLED, if a non-citizen's Adult Financial benefits are reimbursed by SSA.

SSA → COUNTY → SPONSOR



3 Benefit Recovery

- SR Claims

The Override Claim Error Type button will be disabled.

Screenshot

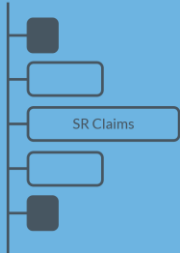
3 Benefit Recovery



Sponsor Reimbursement Claims **CANNOT** be terminated.



3 Benefit Recovery



Sponsor Reimbursement claims will **NOT** be visible in PEAK or MyCOBenefits.



3 Benefit Recovery



The non-citizen should **NEVER** be a liable individual on the Sponsor Reimbursement claim.



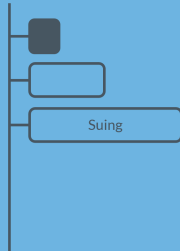
3 Benefit Recovery



Sponsor Reimbursement claim



3 Benefit Recovery



If the sponsor does not reimburse the county, as required, counties are eventually required to **obtain a court order for reimbursement.**



3 Knowledge Check



- 1) **When creating a MANUAL claim, workers must ensure that any benefits for which there is an eligibility claim are NOT included in the Sponsor Reimbursement claim.**
 - a. True
 - b. False

- 2) **If the sponsor does not pay within a year, technicians will ask the non-citizen for reimbursement.**
 - a. True
 - b. False

- 3) **Even AFTER the SR Claim is created, CBMS will create AUTOMATIC adjustments when CBMS sponsor-related data entry changes.**
 - a. True
 - b. False

- 4) **Benefit Recovery Workers are required to create the SR Claims.**
 - a. True
 - b. False

