

Process Manual

Terminating Unearned Income

Overview

This document provides a step-by-step process for how to terminate Unearned Income.

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 the 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** chevron and select the appropriate household member from the drop-down list at the top of the page
- 7) Select the **Unearned Income** tab
- 8) Select the Unearned Income that has ended from the Summary and click the Edit (pencil) icon
- 9) Enter the Effective End Date
 - a) Refer to Online Help (OLH) for the appropriate date to use
- 10) If the Unearned Income Type is Unemployment, enter the UIB End Date
 - a) Refer to Online Help (OLH) for the appropriate date to use
- 11) Select the appropriate **EED Verification** from the drop-down list
- 12) Select the appropriate **EED Source** from the drop-down list
- 13) Enter the EED Verification Date
 - a) Refer to Online Help (OLH) for the appropriate date to use
 - b) Note: this field is required for SNAP and optional for other HLPGs
- 14) Click **Save**

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

