Terminating Unearned Income

CBMS | Process Manual | Revised: December 2022

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**

ACCESSIBILITY

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