Transferring a Resource to Another Household Member

CBMS | Process Manual | Revised: February 2023

OVERVIEW

This document provides a step-by-step process for transferring a resource from one person to another person in a CBMS case.

Note: This most commonly occurs in Long-Term Care when there is a Community Spouse, and the resource limit is increased to the CSRA + $2000 during the first 12-months of LTC eligibility. Upon Renewal, all resources will be verified, and all required resources should be transferred to the Community Spouse.

PROCESS

Transferring resources consists of 2 parts: Disposing of the resource and then adding the resource to the other household member.

Part One: Dispose of the Resource

1. Log into **CBMS**

2. Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page

3. Select 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 I.I. queue

6. Navigate to the **Resource** page

7. From the **Name** drop-down, select the person who owns the account

8. Select the appropriate **Resource** tab

9. Highlight the **Resource** to be disposed of in the Summary List

10. Open the Disposition Details Related List

    a. Highlighting the row will populate the Related Lists to the right

11. Scroll down until you see the **Disposition Details** related list

12. Select the **plus (+)** sign in the blue detail header

13. Enter the Effective Begin Date

    a. Refer to **Online Help** for assistance with which date you should use

14. Select the appropriate Type of Disposition from the drop-down menu

    a. For a Transfer to another household member, you will select 'Transfer'

15. Enter the **Disposition Date**

16. Select the appropriate radio button for **Adequate Consideration**

    a. For a transfer of a resource, you will select 'Yes'

17. Select the appropriate **Verification** from the drop-down menu.

18. Select the appropriate **Source** from the drop-down menu

19. Enter the **Amount Received for Resource**

    a. For a Transfer for LTC Community Spouse, you will use the current FMV of the resource

20. Although the **Comments** field is not required, you can enter any comments related to the disposition of the resource. Follow your Eligibility Site's process when using this field.

21. Enter the **Date Reported**

22. Enter the **Date Verified**

23. Select **Save**

24. Once the Resource is disposed of, it will show in red lettering on the main page, and then a new record for the same resource will be entered under the other household member in Part Two

Part Two: Add the Resource under the other Household Member

Depending on the resource type, you will follow the instructions for entering the resource using appropriate desk aids and process manual. For this process manual we will be providing basic guidance that applies to most Resources in CBMS.

1. From the **Name** drop-down, select the person who now owns the account

2. Select the appropriate **Resource** tab

3. Add a new record, by selecting the **plus (+)** sign in the blue detail header

4. Enter the **Effective Begin Date**

    a. Refer to **Online Help** for assistance with which date you should use

5. Enter the **Resource Name**

    a. This should be something to help you easily identify what account this is.

6. Select the appropriate **Type** from the drop-down options

7. If applicable, enter the last 4 digits of the account number in the **Account # (Number)** field

8. Select the appropriate **Verification** option from the drop-down menu

9. Select the appropriate **Source** option from the drop-down menu

10. In the **Fair Market Value** field, enter the value that you have received.

    a. If verification has not been provided, enter the client declared amount

11. Select the appropriate **Verification** option from the drop-down menu

12. Select the appropriate **Source** option from the drop-down menu

13. Enter the **Date Reported**

14. Enter the **Date Verified**

15. Select **Save**

16. Open the Liquid Asset Ownership Related List

    a. Once you have saved this page, the related lists will appear and be displayed to the right

    b. The information from the record entered under the asset owner will automatically populate in the **Ownership** related list

17. Select the **pencil** icon to edit/add details to the ownership of the resource

18. In the **Usage** field, select the appropriate drop-down option

19. Enter the **Date Acquired**

    a. This is the date the client acquired the resource, for example the date the individual opened a bank account, etc.

20. Enter the **Amount of Balance Considered Current Income** in this related list for Liquid Assets

    a. Although there is no asterisk, this field should always be addressed

21. For the **Available** field, select the appropriate radio button

    a. If you select 'No', the asset is not counted as a Resource or a Transfer Without Fair Consideration (TWFC).

    b. If 'No' is selected, the available date will not populate

22. Enter the **Available Date**, if applicable

    a. Use the date of application if the date is unknown

23. Select the appropriate **Verification** from the drop-down menu

24. Select the appropriate **Source** from the drop-down menu

25. Enter the **Percent Owned**

    a. **Example:** If they are the sole owner, enter 100, if jointly owned 50 or 33 etc.

26. Select the appropriate **Verification** from the drop-down menu

27. Select the appropriate **Source** from the drop-down menu

28. Enter the **Date Reported**

29. Enter the **Date Verified**

30. Select **Save** if there is only one owner of the resource

31. If you are adding another owner, select **Save & New** and repeat the above steps for the second owner

Note: For Long-Term Care, when transferring resources from one spouse to another, it is important to document this in Case Comments.

ACCESSIBILITY

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