Overview

This document provides a step-by-step process for how to enter an In-Kind Support and Maintenance (ISM) on an Adult Financial case. ISMs must be addressed for Aid to the Needy - Colorado Supplement (AND-CS) and Old Age Pension (OAP) customers.

Process

1) Navigate to the Adult Financial ISM page by one of the following ways:
   a) Using the Left Navigation Panel, click on the Case Information Link.
   b) Initiate the Interactive Interview (II) Queue for the case.
2) From the Name drop-down menu, select the customer that requires an ISM.
3) In the ISM Detail data group, enter the Begin Date of the ISM.
4) Select the appropriate radio button for ‘Full ISM Amount Applied?’
   a) Select ‘Yes’ if…,
      i) The maximum ISM amount will be applied to the case.
      ii) The current maximum ISM will auto-populate in the ISM Amount Applied field.
   b) Select ‘No’ if…,
      i) An ISM amount less than current maximum amount will be applied to the case.
      ii) The ISM Amount Applied field will become enabled where you will be required to enter the ISM amount.
5) Save the page.
   a) The ISM amount selected will display in the ISM Summary data group.
   b) The Maximum ISM Amount data group provides the current and previous Maximum ISM amounts that can be applied. This data group will be updated each year there is a new Maximum ISM Amount. This data group is for reference only.

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