

Child Support Referral Desk Aid

Complete data entry as provided in this desk aid or follow F1 instructions. The Recently Referred List (RLL) will be updated once you add a new record or make changes to an existing record and the Colorado Works program is approved. You must complete a new record for each parent not included on the case.

- 1) **Effective Begin Date (EBD):** Enter the date of application, or date of change. Changes may include the birth of a newborn or addition of a new dependent.
- 2) **Child Support Primary Contact:** Select the person providing the information or HoH.
- 3) **Relationship of Child Support Primary Contact and Parent not in the Home:** Select the relationship between the customer listed as the **Child Support Primary Contact** and the parent.
- 4) **In Home:** Indicate if the parent is in the home by selecting **Yes**. If the parent is not in the home, select **No**.
- 5) **Date:** Enter the date of application, or the date of change. Use this field, instead of the **Effective End Date (EED)** at the top of the page, and creating a new one.
- 6) **Parent Information:** Enter the parent's **Last Name**, **First Name**, and **Gender**. If this information is not available, enter Unknown for both the parent's **First** and **Last Name**.

- 1) **Effective Begin Date (EBD):** This field auto-populates with the EBD entered at the top of the screen.
- 2) **Name of Child:** Select the child, who is related to the parent listed in the above.
- 3) **Add:** Click the + **Add** button, when adding another child(ren), who is also related to the same parent.



