

Lawful Presence Desk Aid

Project #13152

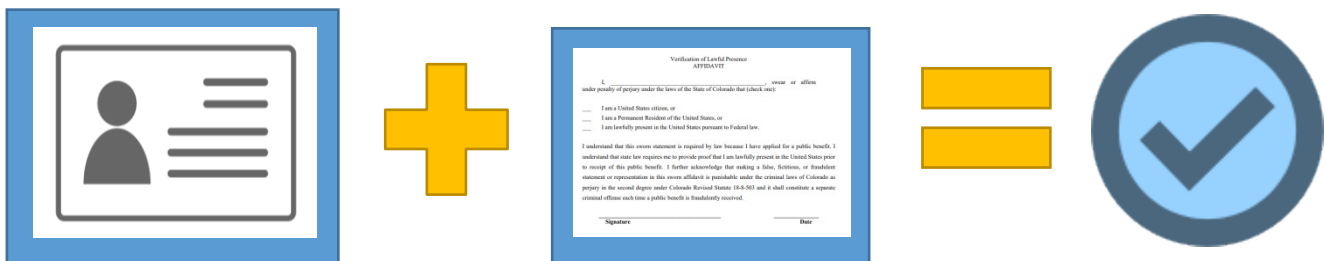
Lawful Presence

Lawful Presence must be **established** at each application for Adult Financial and Colorado Works programs for customers who are 18 years of age or older.

Exceptions:

- ✓ Customers who are pregnant.
- ✓ Customers who are 18 years old and who continue to be eligible for a Medical Assistance program after their 18th birthday.

Establishing lawful presence requires two components: identification and a Lawful Presence Affidavit.

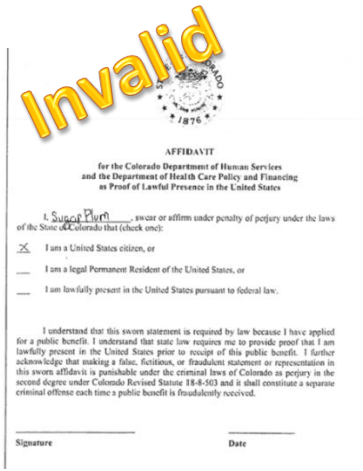
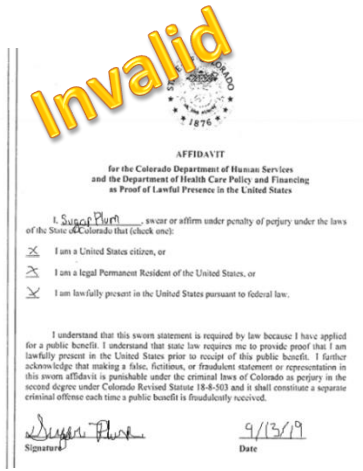
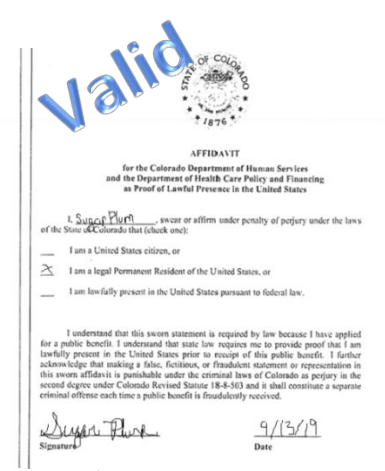


How Each Component Can Be Established:	
Lawful Presence Affidavit:	Identity Document:
✓ DMV Interface	✓ DMV Interface
✓ External DMV Database shows Lawful Presence: Yes	✓ External DMV Database shows unexpired ID
✓ A valid (signed, one box checked) Lawful Presence Affidavit is present in the case file.	✓ An identity document was provided by the customer previously which is still valid (not expired) and present in the case file.
✓ A customer checks one box on a new Lawful Presence Affidavit and signs it.	✓ A new identity document that is not expired is provided by the customer.

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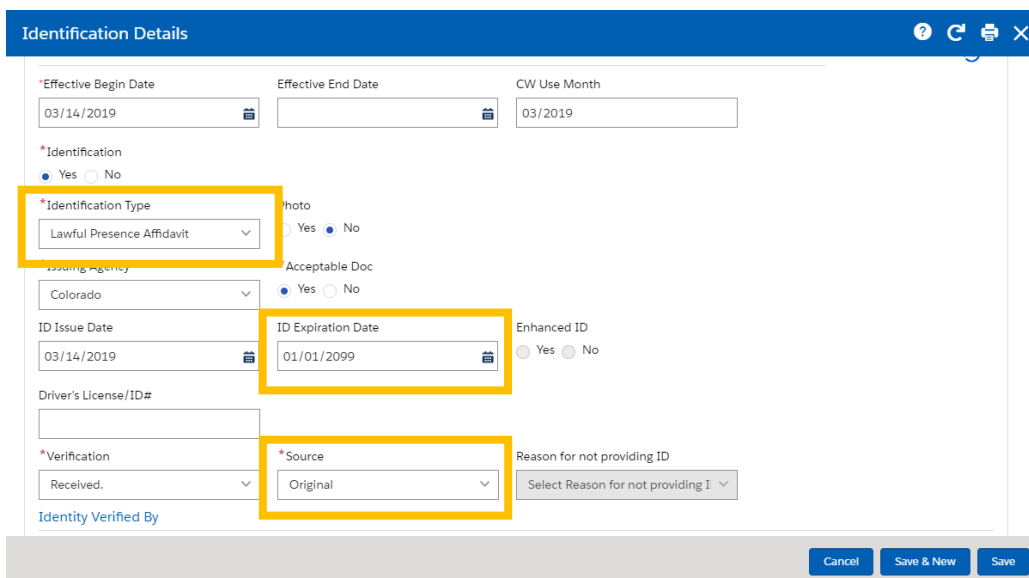
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Make Sure to Carefully Review Lawful Presence Affidavits for Validity

 <p>Invalid</p> <p>X Missing Signature and Date</p>	 <p>Invalid</p> <p>X Multiple Boxes Checked</p>	 <p>Valid</p> <p>✓ Signed and Dated with One Box Checked</p>
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When data entering the Lawful Presence components, remember:

- ✓ The individual will not pass for the cash program unless a valid identity document AND a Lawful Presence Affidavit have been entered.
- ✓ You must enter an expiration date for both the ID and the Lawful Presence Affidavit.
- ✓ The DMV interface and the external DMV database will provide expiration dates for lawful presence, but the paper affidavit does not expire so you will need to enter an expiration date of 1/01/2099 into CBMS.
- ✓ The verification source in CBMS must match the verification that is present in the case file.



Identification Details

Effective Begin Date: 03/14/2019 | Effective End Date: | CW Use Month: 03/2019

Identification: Yes No

Identification Type: Lawful Presence Affidavit | photo: Yes No

Issuing Agency: Colorado | Acceptable Doc: Yes No

ID Issue Date: 03/14/2019 | ID Expiration Date: 01/01/2099 | Enhanced ID: Yes No

Driver's License/ID#: | Reason for not providing ID: Select Reason for not providing I

Verification: Received. | Source: Original

Identity Verified By: | Buttons: Cancel, Save & New, Save