

Disaster Diversion Payment

Pay Disaster through Diversion to those who do not already have an ongoing Colorado Works case.

1. Add the special indicator to the case **CW-State Declared Disaster**.

- a. In Application Initiation (AI) on the first page, scroll to the bottom to locate the Special Indicators.
- b. In the Functional Based section, select CW Check CW-State Declared Disaster and press the right arrow to move it to the Selected list. Then move forward to complete the AI process.
- c. If the case has already been AI'd, navigate to the Case Special Indicators page and add the special indicator CW Check CW-State Declared Disaster to the case with the app date as the Effective Begin Date.

Figure 1

2. **If it is a state or presidential declared disaster**, Complete the following windows normally, the system will accept client statement:

- a. CDHS Interview
- b. Income
- c. Child Support Referral (of a parent is not in the home)s
- d. Demographics
 - i. Identification
 - ii. Details related list
- e. Case Individual
- f. Household Relationship
- g. Attributes
- h. Residency

Heads Up!

IPV, Sanction, and POI Override

IF APPROVED by the County Director, override sanctions or disqualifications.

A **NEW** radio button, titled **Ignore Sanctions/Disqualifications** will be available in the Case Special Indicators window when the Special Indicator of "CW-State Declared Disaster" has been chosen. Marking the Ignore Sanctions/Disqualifications radio button to **YES** will allow a disaster payment to be issued to a household that would otherwise be ineligible for Colorado Works due to an IPV, POI or Sanction.

3. Determine whether the household income is **BCA** eligible:

- a. **If YES (State Diversion):**
 - i. Enter the Diversion Details window
 - ii. Choose Pay as Diversion
 - iii. Choose **"Disaster"** on the Diversion Reason drop down menu. **(Figure 2)**
 - iv. Enter an IP Diversion Signed Date
 - v. New Incident: Yes
 - vi. County:
 - vii. Enter comments to indicate the need is related to the disaster.
 - viii. Enter Diversion/Need Amount and the Total Diversion Amount field.
 - ix. Change the POI begin date to the first day of the next month.

Figure 2



- x. Adjust the Number of Months field so that the POI end-date matches the last month CBMS is running EDBC for.
- xi. Save
- xii. Run EDBC.
- xiii. You should see a PASS for Colorado Works for the payment month.
- xiv. Check CW Individual Eligibility for State Diversion.
- xv. CW Financial Eligibility confirms the amount of Diversion that is passing.
- xvi. Authorize Eligibility Summary for State Diversion.

b. If NO (County Diversion):

- i. If income is over BCA limits for all months: When you run EDBC, and CW is failing for over income, you will see a pop-up that displays "A County Diversion program group can be added to case '1B*****'."
- ii. Authorize the Colorado Works denial for over income.
- iii. Navigate to the Diversion Details window and enter the payment dates:
 - 1. Choose Pay as Diversion
 - 2. Choose "**Disaster**" on the Diversion Reason drop down menu. **(Figure 2)**
 - 3. Enter an IP Diversion Signed Date
 - 4. New Incident: Yes
 - 5. County:
 - 6. Enter comments to indicate the need is related to the disaster.
 - 7. Enter Information in the Diversion/Need Amount and enter the CBMS calculated total into the Total Diversion Amount field.
 - 8. Change the POI begin date to the first day of the next month after the payment month
 - 9. Enter "1" in the Number of Months field.
 - 10. Save
 - 11. Run EDBC
 - 12. You should see that County Diversion has opened and shows a PASS.
- iv. CW Financial Eligibility confirms the amount of Diversion that is passing.
- v. On the Authorization window, you will see County Diversion and the Payment Type as Diversion. Authorize.

NOTE:

If the disaster level is state or presidential, the Colorado Works HLPG WILL NOT pend for verification.



Disaster Supportive Service Payment

Pay Disaster through Supportive Service to those who have an ongoing Colorado Works case with an adult to participate with Workforce Development.

Figure 3

1. Add the special indicator to the case **CW-State Declared Disaster. (Figure 1)**

The screenshot shows a web form titled "View/Edit Supportive Services". It contains two dropdown menus. The first is labeled "*Service Type" and has a list with options: "Select Service Type", "Disaster", "Education/Training", "Employment", and "Family Needs". The "Disaster" option is selected and highlighted in blue. The second dropdown is labeled "*Supportive Services Description" and has a list with options: "Select Service Description", "Select Supportive Services Description", and "Disaster". The "Disaster" option is also selected and highlighted in blue.

2. Choose **"Disaster"** as Service Type **AND** Supportive Service Description on "View/Edit Supportive Services. (Figure 3) (Status should be "Approved" on the View/Edit Supportive Services Window.)

3. After saving, a record will populate as Pending into the Authorize Supportive Services related list - this is where the status should be changed from Pending to Authorized to issue the payment.

Disaster Case Special Needs Payment

Pay Disaster through Case Special Needs to those who already have an ongoing Colorado Works case, where no adults participate with Workforce Development (such as a child only case).

Figure 4

1. Add the special indicator to the case **CW-State Declared Disaster. (Figure 1)**
2. Select **"Disaster"** as Type on the "Case Special Needs / Other Assistance" page. (Figure 4)
3. Run EDBC. The disaster payment will display on the Authorize Special Payment window in wrap up and will be issued after the Colorado Works program is authorized from the Authorize Eligibility Program Benefit page.

The screenshot shows a web form titled "Case Special Needs / Other Assistance". It has a "Detail" section with several fields:

- *Effective Begin Date: 05/12/2020
- Effective End Date: (empty)
- *Type: A dropdown menu with options "Select Type...", "Clothing", "Burial", and "Disaster". "Disaster" is selected and highlighted in blue.
- *Request Date: (empty)
- *End Date: (empty)

Heads Up!

1. The Effective Begin Date, Request Date and Date Reported should all be the same date, the date the client requested the disaster payment.
2. The Effective End-Date and End Date should both be the last day of that same month.
3. Choose an eligible member as the Individual.

NOTE:

If the disaster level is state or presidential, the Colorado Works HLPG WILL NOT pend for verification.

