

Pending and Entering an Income Trust

Overview

This document provides a step-by-step guide for how to pend for and enter an Income Trust, as it relates to Long-Term Care. The steps to take when addressing Income Trusts are dependent on which step the applicant is on:

Step #1	No Trust has been established-Income Trust Packet is auto generated to the Member and is pending return
Step #2	Member has returned the completed Income Trust Packet and it sent to HCPF for approval
Step #3	The Income Trust has been approved by HCPF

Process

- 1) Log into CBMS
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
- 3) Click on 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 II queue

Step#1: CBMS has the logic to read pending Long Term Care cases and automatically generates the Income Trust Packet

To verify the packet is being generated to the Member:

- 1) Navigate to the **Case Wrap-up** page
- 2) Click on the **Additional Information** related list
 - Confirm all of the information for the Income Trust Packet is populated
 - This Income Trust packet will be generated through CBMS and contains a due date along with directions for the Member (there will not be an additional VCL)
- 3) Run **EDBC**
 - Wrap-up will show the program in **MA Individual Eligibility** as pending for the following reasons:
 - Income Trust Setup required to pass the client

Step #2: Complete when the Income Trust Packet has been received back from the Member

- 1) Navigate to the **Income** tab
- 2) From the **Name** drop-down, select the person with the Income
- 3) Select the appropriate **Income Type**



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- 4) Highlight the income requiring the Income Trust to populate the related pages
- 5) Click on the **Transfer of Income** related list
- 6) Click the **plus (+)** sign in the blue detail header
- 7) Select the appropriate name from the **Name of Transfer Recipient** field
- 8) Enter the **Amount Transferred**
 - Difference between the total income the member receives and 300% current year's SSI +\$1
- 9) Select *Income Trust Pending with HCPF* from the **Reason** drop down
- 10) Select *Received* from the **Verification** drop-down menu
- 11) **Source** should remain *client statement*
 - **Do not delay** in sending the Trust packet and any related documents to the Trust Officer.
- 12) Navigate to the **Case Wrap-up** page
- 13) Click on the **Additional Information** related list
- 14) Click on the **pencil icon** to edit/add details
- 15) Enter the **Date Signed**
 - This is the date the Member signed the packet
- 16) Enter the **Date Returned**
 - This is the date the packet was returned to the agency

Step #3: Enter the Income Trust approval from HCPF

- 1) Navigate to the **Transfer of Income** related list
- 2) Click on the **pencil icon** to edit/add details
- 3) Update **Reason** to *Income Trust approved by HCPF*
- 4) The **Verification** remains *Received*
- 5) Select *HCPF Trust Officer* from the **Source** drop-down menu

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

