

Initiating a Transfer of Income

Overview

This document provides a step-by-step process for initiating a Transfer of Income. Transfer of income will occur when a required HH member has income assigned that is not being received by the CBMS household. An example of Transfer of Income is:

- *Grandmother applies for benefits for herself and her grandchild. Child support is being interfaced for the child, but the child support Obligee is the child's mother who does not live in the home and does not provide this income to the child's household.*

Process

- 1) Login to CBMS
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar
- 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) Determine who is receiving the income, and select **Add Individual**
- 6) Follow the queue to add the individual to the case
 - a) Complete the details for this person on the **Add Member**, **Demographics**, **SSI**, and **Ethnicity** tabs as appropriate.
 - b) On the **Case Individual Program Requested** tab, in the *Requesting Assistance* field, select the 'No' radio button.
 - c) On the **Case Individual** tab, in the *In Home* field, select 'No'
 - d) No other data entry is needed for this person
- 7) Navigate back to the **Members** page by clicking on the Case Number in the blue header
- 8) Click on the **Member Card** who is assigned to the income
- 9) Navigate to the **Income** tab
- 10) Click on the appropriate Income type sub-tab
- 11) Enter the income record details for the person assigned to receive the income
 - If you need to add an income record, refer to the *Entering Income Process Manual* for detailed instructions for data entry of this page
 - If the income is already interfaced, skip to step 12 below
- 12) Click on the **Transfer of Income Related List**
- 13) Click the **plus (+)** icon to add a record
 - a) In the **Name of Transfer Recipient** field, select the name of the person receiving the income from the drop-down menu
 - b) In the **Amount Transferred** field, enter the amount that they are receiving
 - This is likely the same as the income received
 - c) Enter the **Date of Transfer**
 - This is the date the income was transferred
 - d) Select the appropriate **Reason** from the drop-down menu
 - This is typically '*Intended for Non-Household Member*'
 - e) Enter the appropriate **Verification**
 - f) Enter the appropriate **Source**



Process Manual

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Note: This process is NOT used for Food Assistance when the person paying the child support has the child in the Food Assistance household. No transfer will happen here- the child support income and the child support expense will cancel each other out.

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

