

Process Manual

Entering Lawful Presence

Overview

This document provides a step by step process for entering lawful presence documentation for household members over the age of 18 into CBMS for Adult Financial and Colorado Works.

Process

- 1) Log into **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) Select **Begin Interactive Interview** to initiate the Interactive Interview (II) queue
- 6) Navigate to the **Demographics** page
- 7) Select the appropriate household member from the drop-down list
- 8) Complete data entry on the Demographics page
 - a) Download the Entering Demographics in CBMS Process Manual for detailed information
- 9) Click **Save**
- 10) Click on the header of the **Identification Details** related list to open
- 11) Add a new record by clicking the **plus sign (+)**
- 12) Enter the **Effective Begin Date**
 - a) Refer to **Online Help** for assistance with which date you should use
- 13) Select the 'Yes' radio button for **Identification**
- 14) Select Lawful Presence Affidavit from the **Identification Type** dropdown menu
 - a) Note-Lawful Presence Affidavit must be received if Lawful Presence was not verified via DMV interface
- 15) Select the appropriate radio button for **Photo**
- 16) Select Colorado from the **Issuing Agency** drop-down menu
- 17) Select the appropriate radio button for **Acceptable Doc**
- 18) Enter **ID Issue Date**
- 19) Enter **ID Expiration Date**
 - a) Required for Cash Programs
 - b) Enter 01/01/2099 for manual entry of Lawful Presence Affidavit
 - c) *Note: If Lawful Presence was verified via DMV Interface, do not alter the expiration date*
- 20) Enter the **Date Reported**
- 21) Enter the **Date Verified**
- 22) Click **Save**

Note: Remember that Lawful Presence also requires a valid identification source. Refer to the **Entering Identification Details Process Manual** for detailed information on entering an ID.

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

