

Process Manual

# Entering Non-Citizen Data

## Overview

The Non-Citizen Page in CBMS must be completed for all household members who do not meet U.S. Citizenship requirements, including non-citizens who have documentation and those who do not have documentation. Verification of non-citizen status must be verified through SAVE if the household member is known to USCIS.

- 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.
- 6) Navigate to the **Non-Citizen** page.
- 7) From the **Name** drop-down, select the appropriate person.
- 8) To add a new record, click the plus (+) sign in the blue detail header.
  - o If a record already exists, click on the **pencil/edit** to update current verification/change.

## Detail

- 1) Enter the **Effective Begin Date**.
  - o Refer to **Online Help** for assistance with which date you should use.
- 2) Select the appropriate **Status** from the drop-down options.
- 3) Enter the **Status Date**.
- 4) Enter **Expiration Date** (optional).
  - o Expiration Date is a mandatory field only when you select one of the following document types: Afghan Passport, Iraqi Passport, Passport Only, Passport W/I-181, I-688B Empl Auth Card, I-766 Empl Auth Card, and I-94.
- 5) Enter **Country of Origin** (optional)
  - o This field is mandatory if you select one of the following document types; Afghan Passport, Iraqi Passport, Passport Only, and Passport W/I-181.
- 6) Select the appropriate **Verification** option from the drop-down menu.
- 7) Select the appropriate **Source** option from the drop-down menu.
  - o Client statement is acceptable source if **Status** is **Undocumented**.
- 8) For FA only - Select the the appropriate radio button for **FA Indigency**.
- 9) For AF/CW only - Select the the appropriate radio button for **Agreement not to Sponsor**.
  - o Indicate whether or not the individual signed an Agreement Not to Sponsor.

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- Non-citizen Adult Financial (AF) and Colorado Works (CW) recipients are required to sign an agreement not to sponsor other non-citizens. If the client fails to sign this document, they are ineligible for assistance.
- **Note:** The **Agreement Not to Sponsor** form is automatically sent with the **Verification Checklist** when this field is marked **No** or **null** and an adult Non-citizen is requesting cash assistance.

10) Enter agreement **Signed Date**.

## Non-Citizen Document:

- 1) Enter the **Non-Citizen #** (USCIS or “A” number).
  - This field is mandatory if you select one of the following document types: I 551 Lawful Permanent Resident Card, I 688 Empl Auth Card, I 688B Empl Auth Card, and I 766 Empl Auth Card.
- 2) Enter the **Document Number**.
  - This field is mandatory if you select one of the following document types: Afghan Passport, Iraqi Passport, Passport Only, Passport, Student Visa, and I-94.
- 3) Select appropriate document **Type** from drop down menu.
- 4) Select the appropriate **Class Code** from the drop down menu.
  - Also referred to as the Class of Admission Code (COA).
  - This may be indicated as ‘Category’ on some documents.
  - Refer to **Online Help** for assistance.
- 5) Enter **Expiration Date**.
  - Required for MA programs if the document provided has an expiration date.
  - Optional for other HLPGs.
- 6) Select the appropriate **Verification** option from the drop-down menu.
- 7) Select the appropriate **Source** option from the drop-down menu.
- 8) Enter **Legalization Date** if known.
  - Program Areas do not use this data to determine eligibility.
- 9) Enter **Asylum Granted** if known.
  - Program Areas do not use this data to determine eligibility.
- 10) Enter **Card Number**.
  - Required if you select the document type I 551 Lawful Permanent Resident Card.
  - Likely on the back of the card.
  - 3 letters + 10 digits.
- 11) Select the the appropriate radio button for **INS Good Cause**.
  - Refer to **Online Help** for more information on this field.
- 12) Enter **C4 DocType** if known.
  - This field is not used by any HLPG.
  - If the individual is lawfully present in the United States and has provided a document that is not listed in the **Document Type** drop-down menu, this field can be used.

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- This field is only used to allow an application for Advance Premium Tax Credit (APTC), Cost-Sharing Reductions (CSR), a Qualified Health Plan (QHP), or Colorado Young Adult Plan (CYA) through Connect for Health Colorado (C4HCO).
- 13) Enter **C4 Class Code** if known
- This field is not used by any H LPG
  - If the individual is lawfully present in the United States and has provided a document that is not listed in the **Document Type** drop-down menu, this field can be used.
  - This field is only used to allow an application for Advance Premium Tax Credit (APTC), Cost-Sharing Reductions (CSR), a Qualified Health Plan (QHP), or Colorado Young Adult Plan (CYA) through Connect for Health Colorado (C4HCO).

### SAVE Information

- 1) Select the the appropriate radio button for **Secondary Verification**.
  - SAVE Verification (secondary verification) is required for all H LPGs.
  - **Note:** Non-citizen documents must be verified by SAVE at Intake and RRR.
  - NA would be used for Undocumented.
- 2) Enter the **SAVE Batch ID**.
- 3) Enter the date request was sent through SAVE as **Sent Date**.
- 4) Select the appropriate **Verification** option from the drop-down menu.
- 5) Select the appropriate **Source** option from the drop-down menu.
  - Client statement is acceptable source if **Status is Undocumented**.
- 6) Select the the appropriate radio button for **Lawful Presence Verified** (optional).
  - Best practice is to select 'Yes' if verified through SAVE.
- 7) Enter **Port of Entry** (optional).
  - This field is not used by any H LPG.
- 8) Enter **Entry Date**.
  - Mandatory if Status is anything other than **Undocumented** or **Other**.
  - Enter Date that non-citizen's status began.
  - **Note:** This determines eligibility based on 5-Year Bar.

### Sponsored Information

- 1) Select the the appropriate radio button for **Sponsored**
- 2) Enter **Sponsorship Begin Date**
  - Likely the same as the Entry or Status Date
- 3) Enter **Sponsorship End Date**, only if the sponsorship has ended
- 4) Select the the appropriate radio button for **Living With Sponsor**
- 5) Select appropriate **Good Cause for Not Living with Sponsor** option from the drop down menu

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- 6) Select the the appropriate radio button for **Receiving Room with Other Source**.
  - Refer to **Online Help** for more information on this field.
- 7) Select the the appropriate radio button for **Sponsored by Agency/Organization**.
  - Refer to **Online Help** for more information on this field.
- 8) Select the the appropriate radio button for **Needs Met by Sponsor**.
  - Indicates if the individual's needs are met by the sponsor. (Indigence)
  - Enabled if **Sponsored is Yes**. Select Yes or No.
- 9) Select the the appropriate radio button for **Abandoned by Sponsor**. (AF/CW/MA)
  - Indicates if the individual has been abandoned by the sponsor.
  - Enabled if **Sponsored is Yes**. Select Yes or No.
- 10) Select the the appropriate radio button for **Calculate Indigence**. (AF/CW)
  - Refer to **Online Help** for more information on this field.

### Veteran/Active-Duty Member of the U. S. Military

- 1) Select the the appropriate radio button for **Veteran/Active Duty Member**.

### Non-Citizenship Verified by:

- 1) Select the appropriate **Verification** option from the drop-down menu.
- 2) Select the appropriate **Source** option from the drop-down menu.
- 3) Enter **Good Cause Reason**.
  - Refer to **Online Help** for more information on this field