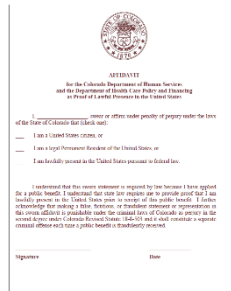


LAWFUL PRESENCE DESK AID

Establishing lawful presence requires two components: identification and a Lawful Presence Affidavit.



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Each component can be established:

LAWFUL PRESENCE AFFIDAVIT	IDENTITY DOCUMENT
DMV Interface	DMV Interface
External DMV Database shows Lawful Presence	External DMV Database shows unexpired ID
A valid (signed, one box checked) Lawful Presence Affidavit is present in the case file.	An identity document was provided by the customer previously which is still valid (not expired) and present in the case file.
A customer checks one box on a new Lawful Presence Affidavit and signs it.	A new identity document that is not expired is provided by the customer.

Exceptions:

-  Customers who are pregnant
-  Customers who are 18 years old and who continue to be eligible for a Medical Assistance program after their 18th birthday.

Valid Lawful Presence Affidavits MUST include:

- 1. Printed Name
- 2. Only 1 box checked
- 3. Signature
- 4. Date

When data entering the Lawful Presence components, remember

- ✓ The individual will not pass for the cash program unless a valid **identity document** AND a **Lawful Presence Affidavit** have been entered.
- ✓ You must **enter an expiration date** for both the ID and the Lawful Presence Affidavit.
- ✓ The DMV interface and the external DMV database will provide expiration dates for lawful presence, but **the paper affidavit does not expire** so you will need to enter an expiration date of 1/01/2099 into CBMS.
- ✓ The verification source in CBMS **must match** the verification that is present in the case file.

The screenshot shows a software window titled "Identification Details". It contains several input fields and dropdown menus. Three blue boxes highlight specific fields: "Identification Type" (set to "Lawful Presence Affidavit"), "ID Expiration Date" (set to "01/01/2099"), and "*Source" (set to "Original"). Other visible fields include "Effective Begin Date" (03/14/2019), "Effective End Date", "CW Use Month" (03/2019), "Issuing Agency" (Colorado), "Acceptable Doc" (Yes/No), "ID Issue Date" (03/14/2019), "Enhanced ID" (Yes/No), "Driver's License/ID#", "*Verification" (Received), and "Reason for not providing ID". At the bottom right, there are buttons for "Cancel", "Save & New", and "Save".