

Process Manual
Completing a TWFC

Overview

This document provides a step-by-step process for how to complete the data entry of a Transfer Without Fair Consideration (TWFC) in CBMS. A TWFC means a property transaction in which the proceeds of the transfer, assignment, or sale are less than the actual value of the resource.

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) Select **Begin Interactive Interview** to initiate the Interactive Interview (II) queue
- 6) On the **Case Questions** page, make sure the radio button for *Does anybody own or has anybody disposed of resources* is marked 'Yes'.
- 7) Navigate to the **Resource** tab
- 8) Click on the sub-tab that has the Resource needing to be disposed of
- 9) Click on the record for the Resource to highlight that row
 - Highlighting the row will populate the Related Lists to the right
- 10) Scroll down until you see the **Disposition Details** related list
- 11) Click the plus (+) sign in the blue detail header
- 12) A New pop-up window will appear
 - a) Enter the **Effective Begin Date**
 - Refer to Online for the appropriate date to use
 - b) Select the appropriate **Type of Disposition** from the drop-down menu
 - Refer to Online Help to review Program Area instructions for this field
 - c) Enter the **Disposition Date** as the date the disposition occurred
 - d) Select the 'No' radio button for **Adequate Consideration**
 - By selecting No, CBMS determines there is a TWFC
 - e) Select the appropriate **Verification** from the drop-down menu
 - f) Select the appropriate **Source** from the drop-down menu
 - g) Enter the **Amount Received** for Resource
 - h) Select 'To become eligible' from **Disposition Reason** field
 - i) Although the **Comments** field is not required, best practice is always to enter information describing the reasons for the actions you take on this page.
 - j) Enter the **Date Reported**
 - k) Enter the **Date Verified**
 - l) Click **Save**
- 13) Once the Resource is disposed of, it will show in red lettering on the main page.

Period of Ineligibility (POI) starts:

- Long Term Care: The day the member meets all eligibility requirements and EDBC is ran
- Adult Financial: The first day of the following the month that the resource was transferred

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



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