**Supporting ABAWDs in BFET:**

ABAWDs participating in Community and Technical College (CTC) BFET programs and enrolled half-time or more, meet both student and ABAWD requirements. If an ABAWD participating in a CTC BFET program is enrolled less than half time, and therefore not meeting student requirements (WAC 388-482-0005), DSHS is responsible for determining if the ABAWD requires additional activities. If DSHS requires the ABAWD to complete additional activities, it is the ABAWD’s responsibility to find additional activities to meet their 80 hour/month work requirement and to turn in their Activity Reporting Form.

When an ABAWD is referred to a CTC BFET Program:

* BFET staff complete and submit the Reverse Referral Form. Completed Reverse Referral Forms can be submitted to DSHS by:
	+ Faxing to: 1-888-388-7410, or
	+ Taking it to your local Community Services Office (CSO), or
	+ Mailing to:

DSHS CSD Customer Service Center

PO Box 11699

Tacoma WA 98411-6699

* Once enrolled into the BFET program, the initial eJAS case note should identify the following information (in addition to standard BFET case note requirements):
	+ Statement the client was an ABAWD and is now a student
	+ Breakdown of the total amount of hours the client is expected to participate.
* ABAWDs participating in the BFET program and enrolled at least half-time, have no obligations beyond standard BFET requirements (i.e. no additional monthly tracking or Activity Report form).
* As with any BFET student, they continue to be a student during breaks if they intend to be enrolled for the next quarter.
* If an ABAWD student drops below half-time, or does not take any summer classes, it is the ABAWDs responsibility to meet their work requirement some other way and to file an Activity Report form. (Suggestions: Think about offering JS/LS activities during the summer, partner with a CBO that provides JS, LS or anything else that meets the work requirement guidelines.) The ABAWD should not be referred to the navigator at this point. If the BFET program cannot meet their needs, the ABAWD will need to find a way to meet their 80-hour work requirement.

A student would return to ABAWD status and would need to meet work requirements if they chose to stop participating in BFET.

**Additional Information About ABAWDs:**

ABAWDs participating in CBO BFET programs must meet the 80-hour per month work requirement. These hours can be attained completely through the CBO or can be stacked with additional activities. ABAWDs in this situation must report activities and hours monthly on the Activity Verification Form.

County waivers are normally calculated in August or September for the next calendar year. County waivers may change mid-year if there are justifiable circumstances. ABAWDs in waived counties do not need to provide proof of activities, even if they are meeting the requirements.

ABAWDs will be served at colleges by ABAWD Navigators regardless of county waiver status. Unlike ABAWDs in un-waived counties, ABAWDs in waived counties do not need to report activities and hours on the Activity Report Form.