



Basic Food Employment and Training (BFET)

2016 Forum

Three Rivers Convention Center

May 3rd – 4th

Day Zero – Travel day

Day One Agenda – Tuesday, May 3rd – 7:30 AM – 5:00 PM

Room/Topic	Facilitator(s)	Time
Breakfast on your own at the hotels.		
Registration Table Open		7:30
Grand Ballroom B		
Introduction	Dave Skaar/ Corinna Adams	8:30
Opening Remarks	Babs Roberts	8:45
Welcome Video	Congresswoman Delbene	9:00
Federal Updates	Marcie Foster	9:05
Break		10:00
Session One		
Room A: Fiscal 101	Kathy Payne	10:15
Ballroom B: Childcare	Kellye Monahan	
Room D: ABAWD Activities	Corinna Adams/ Jessica Garretson	
Room E: BFET 101	Mike Morris	
Room G: Working Students Success Network: Year 1 Lessons & Year 2 Priorities	Heidi Summers, Armetta Burney, Debra Erikson, Loyal Allen	
Room H: Addressing/ Resolving Barriers	Stephanie Moyes/ Sherry Falk	
Lunch Offsite - Networking Luncheon		11:15
Session Two		
Room A: SNAP E&T Startup	Susan O'Callaghan /Marcie Foster	1:15
Room D: Standardization in Documentation	Dave Skaar/ Chandelle Frick	
Room E: WIOA	Louisa Erickson	
Room G: Childcare	Kellye Monahan	
Room H: College Best Practices	South Seattle College, Lower Columbia College, Working Students Success Network Colleges	
Break		2:15
Session Three		
Room A: Fiscal 201	Kathy Payne	2:30
Room D: Super Highway to Self-Sufficiency	Babs Roberts	
Room E: eJAS	Tea'Launna Brown/ Felicia Talbott	
Room G: How We BFET – College vs CBO Processes	Keith Marler/ Stephanie Moyes	
Room H: Job Search Strategies for Clients with Limited English	Samantha Poster/ Lisa Pan	
Break		3:30
Grand Ballroom B		
Debrief and First Day Reflections	Corinna Adams/ Dave Skaar	3:45
Next Day Reminders		4:00
Networking (self-initiated)		
Extra Session		
Room B: College Systems Meeting (WA State)	Erin Frasier, Mat Carlisle	4:00 – 5:30



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Day Two Agenda – Wednesday, May 4th – 8:30 AM – 12:45 PM

Topic	Facilitator(s)	Time
Breakfast on your own at hotels.		
Grand Ballroom B		
Opening Remarks	Corinna Adams	8:30
Success Stories Video	Special Guests	8:35
Partnership Collaboration	Corinna Adams/ E&T Coordinators	8:50
Break		
9:45		
Session Four		
Room A: BFET 201 – Handbook FFY17	Dave Skaar	10:00
Ballroom B: Fiscal 201	Kathy Payne	
Room D: ABAWD Activities	Corinna Adams/ Jessica Garretson	
Room E: Q & A for Out-of-State	John Camp/ Susan O'Callaghan/ Marcie Foster	
Room G: WorkFirst to BFET	Donelle Colon/ Shavana Howard	
Room H: State of Washington's Labor Market	Ajsa Suljic	
Break		
11:00		
Session Five		
Room A: RISE/BFET Coordination	Shavana Howard	11:15
Ballroom B: Q&A for In State	Dave Skaar / Lisa Pan	
Room D: Standardization in Documentation	Corinna Adams/ Chandelle Frick	
Room H: Employment Pipeline	Barb Mooney/ Jessica Duester	
Grand Ballroom B		
Presentation of Results from Collaboration Debrief	Corinna Adams/ Dave Skaar	12:15- 12:45



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Class Session Descriptions Alphabetically

Addressing and Resolving Barriers

This session will help you identify and resolve barriers to successful employment or training. We will focus on judicial, homelessness, mental health, Limited English Proficiency (LEP), cultural competencies, and veteran's needs. Come and share the challenges and successes dealing with these issues.

ABAWD Activities

Effective January 2016, King County, Snohomish County, and parts of Pierce County started ABAWD time limits. An ABAWD is an able-bodied adult without dependents that have to work, participate in BFET/RISE or Workfare to stay eligible for SNAP (Basic Food). Washington (like most other states in the nation) was under a statewide ABAWD waiver for many years due to high unemployment rates.

Join us for an in-depth look at how providers can guide clients into the most beneficial participation activities.

BFET 101

Learn the basics of BFET including how it operates, client outcomes, costs, and successes.

- Q&A session to close

BFET 201 (Handbook)

An overview of the BFET Provider's Handbook which outlines the processes on the front line and in the back office. We'll cover changes, especially regarding the use of components. Bring your questions and best practices.

Childcare

Learn about the positive changes coming this summer to both the Working Connections Child Care and Seasonal Child Care programs and how they may impact your program and operations. Take the mystery out of child care and learn about the application process, program requirements, and where to go with questions or client specific concerns. Learn how clients apply for child care and what they need to get approved. Learn how to navigate the child care system and come away with a strong understanding of what your agency can do to help ensure a smooth approval process. Please join us to learn more about this valuable support program!

College BFET Best Practices

This workshop will focus on 3 processes that have proven to be effective at the presenting colleges. The topics will be:

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|---|--|
| 1. Pivot Point | South Seattle College |
| 2. BFET Case Management Collaboration | Lower Columbia College |
| 3. Working Student Success Network – Bundling Resources | Big Bend College, Clark College, Highline College, and Walla Walla College |

College System Meeting – Colleges Only

This is an opportunity for colleges to network and communicate with each other and with SBCTC staff.



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eJAS Training

This session will explain contractor caseloads, including the historical caseload screen, explanation of BFET components and their limits, entering employment, entering closure codes, and client notes. Did you know that there is a Caseload Management Report (CLMR) that you can utilize to see components expiring in the current month, or a report that shows expired components? Come listen for the first time about eJAS, or get a refresher. We will share updated information about automation, as well as future system upgrades.

Employment Pipeline

CSD Employment & Training Coordinators will explain the role of Employer Navigators and how they help clients currently receiving TANF support services by providing “on-site” assistance such as bus passes, clothing, gas vouchers, etc. The Employer Navigators also reach out to non-TANF clients to help them find jobs. This session will also describe how we are working with employers and community partners to address the barriers clients face to staying employed. Finally, we will discuss what you can do to partner with local and community employers that meet our 4 basic criteria.

Job Search Strategies for Clients with Limited English

Have you found that employers are reluctant to hire job seekers with language barriers? This workshop will share best practices to increase job readiness skills for clients who have limited English language skills. In addition, presenters will demonstrate how they’ve collaborated with employers and their community to extend resources, advocate for job seekers, and achieve successful results.

Fiscal 101

This session will have a brief overview of:

- Cost Allocation; different methods; direct and indirect costs
- How to prepare the budget (revised worksheet)
- Requirements for reimbursement for basic food E&T
- The difference between funding sources (administrative vs. participant reimbursement funds), and
- Q&A session to close

Fiscal 201

This session will have a brief overview of:

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- Local Match Information,
 - Acceptable local match certification
 - Possible local match grants
 - Donations used as local match
- Reutilized funds,
- How and when you can use the funds,
- The importance of monitoring,
- The difference between funding sources (administrative vs. participant reimbursement funds).



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How We BFET – College vs CBO Processes

Sometimes the first step to knowing how to collaborate or co-enroll students is to know how each type of agency enrolls their clients. Please join us for a panel discussion on how each organization engages, enrolls, monitors, and then exits clients.

Networking Luncheon

This is an opportunity for providers to interact with leaders not only within the BFET program, but CSD programs in general. Signup sheets will be located at the registration tables listing the host, general topics, and location of the luncheon group; seating is limited for each group.

Please note: individuals must still purchase their own meals. This is a voluntary opportunity. We hope that those who do not attend these luncheon groups will take advantage of the extended lunch period to branch out and network with other BFET providers and out of state attendees.

Partner Collaboration

This is a general session activity to engage regional BFET providers in brainstorming ideas of how to create and nurture partnerships to best serve our clients. The outcomes of this activity will be gathered in the morning and then presented in the afternoon.

Q&A – In State

This is an open question and answer session geared towards discussion with partner agencies, DSHS staff, and other stakeholders.

Q&A – Out-of-State

This is an open question and answer session towards discussion with other states, FNS, and DSHS staff. Suggested topics: how to start/improve the BFET program and measuring return on investment.

RISE/BFET Coordination

The RISE Pilot has kicked off in four counties. This session will highlight some lessons learned so far and how we can move forward to engage eligible clients into RISE. Bring your questions.

State of Washington's Labor Market

The Washington state labor market has recovered and is adding jobs. How do we know we are preparing the workforce of today and tomorrow to meet the challenges ahead? This presentation will outline industry and labor market trends and provide information about the future of the workforce. Includes a discussion about vacancies and demand/declining occupations.

Standardization in Documentation

In this session we will discuss case documentation, file organization, and how to tell the story of clients' BFET adventure.

Super Highway to Self-Sufficiency

Come hear the director of the CSD, Babs Roberts, describe the blueprint to navigating clients through our programs and onto self-sufficiency.



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The Workforce Innovation and Opportunity Act (WIOA):

A status of Washington State planning and implementation, and discussion regarding considerations relevant to potential impacts to TANF, WorkFirst, and BFET.

WorkFirst to BFET

There are times when a client no longer qualifies for Temporary Assistance for Needy Families (TANF) cash assistance; however, they may not have reached their employment or self-sufficiency goals. In this session we will discuss current practices and ways BFET and WF work together to meet client needs. We will explore ways to improve program collaboration of WF and BFET staff to help clients transition from one program to the other and gain the skills and knowledge needed to obtain living wage employment.

Working Students Success Networking- Year 1 Lessons & Year 2 Priorities

The Center for Working Families is a strategy developed in community-based organizations that have been adopted by Achieving the Dream, expanded into community colleges, and renamed the Working Student Success Network (WSSN). The WSSN strategy was developed to help low-income students reach financial stability and move up the economic ladder by promoting innovative strategies that integrate and bundle three distinct but related service areas that are defined as pillars—Education and Employment Advancement, Income and Work Supports, Financial Literacy and Asset Building. This presentation will cover the research and what we know about the challenges of low-income students, strategies implemented by the four colleges in Washington participating in the initiative, and where we are in year two of this initiative.