

Hello everyone,

We have an opportunity to request 100% carryover funds for FY 2018 (admin cost only; no support services) but there is an extremely short timeline. **Please read this message carefully** and send in your budget and outcomes **by Monday, 11/29/17** to [swbfetpolicy@dshs.wa.gov](mailto:swbfetpolicy@dshs.wa.gov). **Due to the tight timeline, if we don't receive your response by the due date then you may not be able to obtain this additional funding this year.**

1. Please review your capacity to enroll and place more participants between **March – Sept. 2017**, keeping these items in mind:

a. You must have completed at least one full contract year of BFET services and met annual program outcome goals (15% variance allowed) to apply for this funding.

b. If you request for more funds, you must increase outcomes (enrollment, job placement, training, retention).

- If you request an increase in funding without an increase to enrollment, you will be required to provide a detailed explanation on how the funds will be used.

Examples: Marketing; outreach; staff training.

c. The average per person cost should be near your original cost per person for the current contract year. If your cost dramatically increases, please explain the extra cost and/or adjust your budget request. We will reach out if further information is needed.

d. In addition to enrollment numbers, please include placement outcomes you expect to reach with this funding. We average about a 60% placement rate in the past year. Please consider a similar placement goal for this funding.

e. These additional 100% funds do NOT cover support services.

f. Please only update the federal funds column on the Exhibit C document. There is no local funds required for this request.

g. You must have a plan to spend these funds by the end of FFY 2018. We encourage you to exhaust 100% admin before spending 50/50 admin.

We may review your past spending patterns to determine your current request for more funds.

2. Please complete both attached documents (budget and outcomes) and submit both to [swbfetpolicy@dshs.wa.gov](mailto:swbfetpolicy@dshs.wa.gov) no later than **Monday, 11/29/17**. **You must complete these forms; please do not reuse forms from last year or use other forms.**

3. There is no limit to your request; you only need to have sufficient outcomes to support your budget request.

- There is no guarantee you will receive your requested amount. Mid-Year carryover requests are considered nationwide by FNS.

4. We highly encourage providers in ABAWD and RISE areas to seek additional funding to support increase in demand for BFET services in your area.

This is a great opportunity to obtain more resources to help SNAP recipients and we encourage you to take advantage of this funding. Please let us know if you have questions or need more information.

Thank you,

BFET team