
BASIC FOOD EMPLOYMENT AND TRAINING PROGRAM



BFET PROVIDER'S HANDBOOK

Revised May 2018

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THE BASICS

INTRODUCTION

The Basic Food Employment and Training (BFET) program is an important part of Washington State’s comprehensive workforce development system serving the needs of low-income individuals, displaced workers, and employers. The BFET program assists Basic Food recipients in obtaining livable wage employment and achieving self-sufficiency. The program offers job search, training, education, and workfare activities to improve BFET participant’s employment prospects and wage earning potential.

The BFET Provider’s Handbook details a standard set of policies and guidelines for delivering services under the BFET program. This handbook does not cover every situation or scenario a Provider may encounter in their day-to-day case management activities. Providers receive face-to-face training that provides detailed instructions and examples of common, and some rare, case actions. This handbook is typically updated in April and October of each year.

PROGRAM CONTACTS

BFET POLICY CONTACTS

Corinna Adams	Food Program Manager	360-725-4640	Corinna.Adams@dshs.wa.gov
Chandelle Frick	Food Program Manager	509-227-2731	Chandelle.Frick@dshs.wa.gov
Bessie Williams	Food Program Manager	360-725-4630	Bessie.Williams@dshs.wa.gov
Troy Burgess	Program Consultant	360-725-4651	Troy.Burgess@dshs.wa.gov
Kim Stelly	Program Consultant	360-725-4945	Kimberly.Stelly@dshs.wa.gov
Shavana Howard	Food Programs and Policy Administrator	360-725-4338	Shavana.Howard@dshs.wa.gov
Tami Davidson	BFET Fiscal Manager	360-725-4635	EandTfiscal@dshs.wa.gov
Sandra Daniels	Contract Officer	360-725-4886	Sandra.Daniels@dshs.wa.gov
Ashley Mai	ORIA Program Manager	206-568-5808	Ashley.Mai@dshs.wa.gov
Erin Frasier	Policy Associate	360-704-4339	efrasier@sbctc.edu
Jennifer Dellinger	Program Administrator	360-704-3524	jdellinger@sbctc.edu
Caleb Clark	ORIA BFET Contracts Officer	360-725-4361	Caleb.Clark@dshs.wa.gov
BFET HQ	Invoices, program inquiries, eJAS access questions, and program concerns		SWBFETPOLICY@dshs.wa.gov

BFET OPERATION CONTACTS

Barb Mooney	Region 1 E&T Coordinator	509-227-2812	Barb.Mooney@dshs.wa.gov
Pat Seay	Region 2 E&T Coordinator	206-496-9953	Pat.Seay@dshs.wa.gov
<i>Vacant</i>	Region 3 E&T Coordinator	<i>Vacant</i>	<i>Vacant</i>

Josie Mendoza	BFET Operations and Mobile CSO Administrator	509-734-4117	Josie.Mendoza@dshs.wa.gov
David Skaar	BFET Team Supervisor	206-716-2431	David.Skaar@dshs.wa.gov
BFET Eligibility	Eligibility Lists, participant eligibility issues, and eJAS caseload questions		BFETHELP@dshs.wa.gov
BFET Billing	Billing rosters		BFETBILLING@dshs.wa.gov
ORIA Contact Ashley Mai	Invoices, program inquiries, eJAS access questions, and ORIA based program concerns.		Ashley.Mai@dshs.wa.gov

RESPONSIBILITIES OF BFET POLICY AND OPERATIONS

Policy Team	Operations Team
SWBFETPOLICY@DSHS.WA.GOV	BFETHELP@DSHS.WA.GOV BFETBILLING@DSHS.WA.GOV
Manages BFET Contracts	Provides technical EJAS assistance
Approves invoices	Manages BFET Components for providers including opening, closing and approval.
Manages program policy and clarifying questions	Processes eligibility lists
Monitors for program compliance	Processes and approves billing rosters
Manages budgets and amendments.	Audits cases and ensures requirements are met by providers
Processes EJAS ID requests and reviews Non-Disclosure Agreement forms from provider staff.	

BASIC FOOD (SNAP)

OVERVIEW

Washington State administers the Supplemental Nutrition Assistance Program (SNAP), referred to as the Basic Food Program, as authorized by the Agricultural Act of 2014. The Basic Food Program includes the federally funded SNAP and the state-funded Food Assistance Program for legal immigrants (FAP).

FAP provides food assistance for individuals who are legal immigrants and meet federal income requirements, but do not meet federal immigrant eligibility criteria for SNAP. *FAP recipients are not eligible for BFET.*

The Washington Basic Food Program helps low-income individuals obtain a more nutritious diet by supplementing their income with Basic Food benefits issued on an Electronic Benefits Transfer (EBT) card.

States must provide employment and training services to program participants as a part of administering SNAP. BFET is the SNAP corresponding employment and training program in Washington. USDA Food and Nutrition Service (FNS) provide the federal funding for BFET services and have oversight authority for SNAP Employment and Training Services including BFET.

Federal Regulations require some Able Bodied Adults without Dependents (ABAWD) Basic Food recipients to register for work and participate in approved activities to maintain their eligibility for food assistance. ABAWD

Basic Food recipients can meet the participation requirement through BFET's approved employment and training activities.

However, it is important to remember that Washington State's BFET program is voluntary; there are no mandatory participation requirements.

BASIC FOOD ASSISTANCE BENEFITS AND BFET

Persons eligible for Basic Food **are eligible** for BFET services. This includes people that receive zero benefits or a very low monthly issuance. Please be aware that, besides being eligible for BFET services, all Basic Food eligible clients may also be eligible for:

- Low-cost cell phone services;
- Women, Infants, and Children (WIC) services; and
- SNAP Nutrition Education and Obesity Prevention (SNAP-Ed) services.

APPLYING FOR BASIC FOOD ASSISTANCE

We are committed to providing Basic Food benefits to all eligible people who want to receive them.

There are three ways to help people apply for Basic Food assistance:

- Online at www.washingtonconnection.org
- In person at the local DSHS Community Service Office, or
- By mail:
DSHS Customer Service Center PO Box 11699 Tacoma, WA 98411-6699

FRAMEWORK

FNS E&T TOOLKIT

The BFET Handbook covers all required policies in the FNS E&T Toolkit. Please refer to the FNS E&T Toolkit for more detailed information regarding employment and training. You will find this online at www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf.

CONFIDENTIALITY & NON-DISCLOSURE FORM

As a provider organization, you must require all employees (or other persons) with access to DSHS information to complete and sign the DSHS Non-Disclosure form annually at the beginning of October of each FFY. You will find a preapproved form ([03-374E](#)) on the Provider Page of the public website www.dshs.wa.gov/bfet. You must keep all completed Non-Disclosure forms on file and have them available during your monitoring visit. If you require eJAS access, please email your completed [03-374E](#) form to the appropriate point of contact listed in the [EJAS ACCESS](#) section. **Any individuals representing your agency who may come into incidental contact with DSHS client information (i.e. IT staff, fiscal staff, front desk staff, volunteers) will be required to complete a non-disclosure form."**

You are prohibited from using Benefit Verification System (BVS), the eJAS "COLLEGES" model, or other means not explicitly approved to access BFET cases.

Our policy prohibits using DSHS information or access to eJAS for personal gain or potential conflicts of interest. *For example*, working on the case of a family member or friend is expressly prohibited.

OUTREACH & MARKETING

Outreach and marketing is an important and required activity for contracted service providers. Promoting the BFET program increases participant enrollment and connects services to your community. Marketing and outreach may vary depending on your agencies approach to highlighting BFET. DSHS may refer participants to your agency at the client's request.

All printed materials, either paper or electronic, must contain the [USDA Non-Discrimination Language](#). The required language is the appendix. You can use “This institution is an equal opportunity provider” in lieu of the entire statement when space is limited.

Television and Radio broadcasting for the BFET Program is not allowed and cannot be reimbursed.

LIMITED-ENGLISH PROFICIENCY

You must communicate all forms and services in the participant’s preferred language if English is not the preferred language. Translation costs can be billed using our billing process.

PRINTED MATERIALS CIVIL RIGHTS & NON-DISCRIMINATION

Please see the Appendix for the USDA Nondiscrimination Statement. The final sentence of the nondiscrimination statement can be used instead of the whole nondiscrimination statement if it will not fit on the printed material.

FORMS

All DSHS forms are located at www.dshs.wa.gov/fsa/forms. All BFET program forms are available on the BFET website under the [Provider Resources](#) section.

Email the BFET Fiscal Manager at EandTFiscal@dshs.wa.gov to request your A-19 form.

You cannot change the following forms:

- BFET Eligibility List
- CBO BFET Billing Roster
- College Billing Roster
- Local Match Certification (DSHS 06-155)
- A-19

You must receive written permission to use an alternative form for the following activities:

- BFET IEP
- Substitution for the Release of Information Form (DSHS 14-012)
- Substitution for the SBCTC BFET Referral Form (DSHS 10-501)
- BFET Participant Reimbursement Request Form (DSHS 07-103)

ALTERNATIVE FORMS

All requests to use custom forms must be approved by policy staff. If you are using an approved alternative form, it is required to keep documentation of policy approval, as this will be requested during monitoring. Alternative forms must be reapproved at the start of every contract year.

For DSHS Contracted Providers

You must receive written permission each FFY to use an alternative form, even if it has not changed. Submit all form revisions to SWBFETPOLICY@dshs.wa.gov for approval.

For SBCTC Contracted Providers

Submit all form revisions to Jennifer Dellinger at jdellinger@sbctc.edu for approval.

For ORIA Contracted Providers

Submit all form revisions to Ashley Mai at Ashley.Mai@dshs.wa.gov for approval.

TRAINING & NETWORKING

Please refer to the [Required Training](#) section in the Special Terms and Conditions of your contract for details regarding training requirements.

BFET PROVIDER MEETING

The quarterly BFET Provider Meeting communicates program developments and provides training to enhance service delivery.

BFET TRAINING FORUM

The annual BFET Training Forum shares the latest trends in employment and training theory and practice, work force development, and best practices throughout the provider network.

CONTRACT TRAINING

The annual contract training reviews the changes in the next FFY contract. This training is required for all provider. The training is done each September.

PROGRAM TRAINING

Program training comprises program operation policies and procedures, fiscal, and billing. This includes training for new staff and refresher training on program changes. You must contact the appropriate program manager or administrator to arrange the necessary training for your staff.

- Submit requests for BFET program training to:
 - For CBOs, submit your request to SWBFETPOLICY@dshs.wa.gov
 - For Colleges, submit your request to Jennifer Dellinger at jdellinger@sbctc.edu.
 - For ORIA, submit your request to Ashley Mai at Ashley.Mai@dshs.wa.gov.
- Submit requests for BFET procedural or eJAS training to:
 - For CBOs and ORIA providers, contact BFETHelp@dshs.wa.gov
 - For Colleges, contact Jennifer Dellinger at jdellinger@sbctc.edu.

OTHER MANDATORY STAFF TRAINING

MANDATORY ABUSE AND FRAUD REPORTING

All staff working with the participant must complete **Abuse and Fraud Reporting** training within 30 days of the new contract term. You must document the completion of this training. Complete Abuse and Fraud Reporting training by reading the DSHS 22-163, or viewing the [Mandatory Reporters Video](#) on YouTube.

CIVIL RIGHTS & NON-DISCRIMINATION TRAINING

All staff and their supervisors working with the participant must complete civil rights training within 30 days of the new contract term. You must document the completion of this training and retain it for future monitoring visits. [Understanding and Abiding by Title VI of the Civil Rights Act](#) can be viewed by clicking on the hyperlinked title.

MONITORING & AUDITING

ANNUAL MONITORING

Please refer to the Contract Monitoring section in the Special Terms and Conditions of your contract for details regarding annual monitoring.

AUDITING

You are subject to auditing by FNS to ensure you follow all appropriate laws, rules, and procedures. This may involve auditing of client case files, whether electronically or on-site, and surveying of Providers and/or participants.

EJAS AUDITS

You are subject to auditing by the BFET unit to ensure you follow eJAS operation policies and procedures. This could include, but not limited to, Case Notes Audits, CLMR, use of Automation Tool and use of Closure Codes.

EJAS ACCESS

REQUESTING NEW ACCESS

You need eJAS access to assist participants in the BFET program. Please email or scan all completed Non-Disclosure forms [03-374e](#) to the appropriate email address listed below for each individual that requires eJAS access. Please refer to the Non-Disclosure section on page 7 for further clarification about Non-Disclosures.

If access is needed to multiple EJAS models (such as commerce, BFET, ORIA, colleges and others), ensure you request access to specific models. A new form is required for any changes to existing access (for example, if you have access to region 1 BFET, and need to add access to region 3 BFET, you will need to submit a new form outlining this request.)

For DSHS Contracted Providers

Submit the completed [03-374e](#) form to SWBFETPolicy@dshs.wa.gov and allow up to five business days for processing.

For ORIA Contracted Providers

Submit an email including the worker's name and eJAS ID with the completed [03-374e](#) to Ashley.Mai@dshs.wa.gov and SWBFETPolicy@dshs.wa.gov and allow up to five business days for processing.

For SBCTC Contracted Providers

All eJAS access requests for college staff must be submitted to Kimberly Wheeler at kwheeler@sbctc.edu and allow up to five business days for processing.

TERMINATING ACCESS

You are responsible for requesting removal of access to any staff that no longer need eJAS or work with the BFET program per the terms of your contract.

For DSHS Contracted Providers

Submit an email to SWBFETPolicy@dshs.wa.gov including the worker's name and eJAS ID.

For ORIA Contracted Providers

Submit an email to Ashley.Mai@dshs.wa.gov and SWBFETPolicy@dshs.wa.gov including the worker's name and eJAS ID.

For SBCTC Contracted Providers

Submit an email including the worker's name and eJAS ID to Kimberly Wheeler at kwheeler@sbctc.edu

PASSWORD RESET OR EJAS ERROR MESSAGES

For eJAS password reset, follow the instructions linked under the Password field in eJAS: [Password Reset/Help Desk](#)

For eJAS error messages, send email inquiry to BFETHELP@dshs.wa.gov with a description of the error encountered.

SECURE ACCESS WASHINGTON (SAW) PORTAL

Beginning April 1, 2017, Washington Enterprise Services requires that all external partners create and use a SAW user account to reach the eJAS website.

Provider staff will need to have this account created in order to access the eJAS login screen. Refer to the [SAW creation guide](#).

SECURE EMAIL PORTAL

The State of Washington Secure Email Portal (Secure Email Portal) is a secure way to compose, receive, view, reply to, and forward encrypted messages over the internet. You must use secure email when communicating confidential information with us and other BFET Providers. It is strictly for official business in the service of DSHS clients and you cannot use it for personal activities.

REQUESTING NEW ACCESS

To request access to the Secure Email Portal, send an email to BFETHELP@dshs.wa.gov or SWBFETPOLICY@dshs.wa.gov. We will send you a secure email that contains an invitation to the Secure Email Portal. You will be asked to register at the **Secure Email Portal**. The message contains an **Open Message** button that will open the **Registration** page.

Secure email does not have a “Sent” box. We recommend that you copy yourself when sending emails through secure email and retain a copy of your sent email.

Refer to the [End User Training Guide: Secure Email External Users](#) on the BFET website in the Provider Resources section for more information about the Secure Email Portal.

BFET REPORTS

BFET QUARTERLY EXIT REPORTS

To comply with FNS reporting requirements, we must track the component completion and skill and credential attainment of those exiting BFET. You must track and report the following to us:

- Total number of clients in specific components
- Total number of clients exiting specific components
- Number of incomplete exits
- Number of loss of contact exits
- Number of successful completions without employment
- Number of successful completions with employment

You must submit the above data using the [BFET Quarterly Report – FFY 2018](#) form.

For BFET Contracted Providers

Submit your quarterly report to SWBFETPOLICY@dshs.wa.gov.

For SBCTC Contracted Providers

Submit your quarterly report to Jennifer Dellinger at jdellinger@sbctc.edu.

For ORIA Contracted Providers

Submit your quarterly report to Ashley Mai at Ashley.Mai@dshs.wa.gov.

The Quarterly Report is due within 15 days of the completion of each quarter:

- 1st Quarter report (October – December) is due January 15
- 2nd Quarter report (January – March) is due April 15
- 3rd Quarter report (April – June) is due July 17
- 4th Quarter report (July – September) is due October 16

FISCAL

BUDGETS

All budgets must be submitted using the approved DSHS approved budget form. Funds cannot be moved from Administrative cost to Participant Reimbursement or vice versa.

Budgets are due to DSHS no later than June 15 for our review. Your budget and allocations will be reviewed. All budgets and contracts are incorporated in Washington's written state plan that FNS approves.

A variance of more than 10% for each line item requires a contract amendment. You must submit all budget or contract change requests as soon as possible to the appropriate program manager.

AMENDMENTS

Changes to your contract budget can be made throughout the contract year. If you need to update your budget, provide an updated budget work with a detailed explanation of what is being changed, and why. Email this to:

For BFET Contracted Providers

Submit budget or contract change requests to SWBFETPOLICY@dshs.wa.gov. DSHS program and fiscal units will review all changes for final approval.

For ORIA Contracted Providers

Submit budget or contract change requests to Ashley.Mai@dshs.wa.gov. DSHS program and fiscal units will review all changes for final approval.

For SBCTC Contracted Providers

All budget or contract change requests must be submitted in accordance with the annual SBCTC BFET Fiscal Guidelines and Grant Terms document.

FUNDING

The BFET program uses a third-party reimbursement model to fund the program. Funding is based on a 50/50 basis, unless otherwise approved. We will reimburse you 50% of all allowable BFET expenses.

For DSHS and ORIA contracted Providers

You must cover 100% of administrative costs and participant reimbursements up front, and bill us for 50% of all eligible costs.

For SBCTC Contracted Providers

You must cover 100% of administrative costs, tuition, and participant reimbursement, and bill us for 50% for all eligible costs.

You can use the funds received from reimbursement of BFET expenditures as "local" match in future BFET invoices. This is known as **reutilizing BFET funds**. You have to receive the funds, spend them on valid BFET costs, and invoice them through the regular invoicing process to reutilize BFET funds.

A worksheet will be required for reutilized BFET funds that show:

1. The amounts invoiced to DSHS in the month or quarter, it was invoiced;
2. When the invoiced amount was received back from DSHS; and,
3. The date and amount used as a match on future invoices.

You must track all private donations used as local match by donor name. If private donations are used as a local match, a worksheet listing all donations by donor name is required. You do not need to submit the worksheet with the invoice, but we will review it during your monitoring visit.

100% ADDITIONAL FUNDING

Each year, FNS may provide Washington State an opportunity to receive additional funding, known as 100% Additional funds (or Carryover funds.) These additional funds can be used to further support administrative costs only. Upon receipt, DSHS policy will review each request. Request of additional funding will require an increase to performance standards. If approved, you are required to spend the 100% funds for administrative costs, prior to spending 50/50 funds. It is important to note that amounts, approvals and dates funds are available vary each year. If you have questions regarding the coverages of 100% funding, please contact your appropriate program managers.

BILLING ROSTERS

BFET providers can submit their billing rosters monthly or quarterly. Community Based Organization (CBO) providers can submit their billing rosters quarterly with our prior approval. CBO Providers must use the monthly version of the billing roster even if submitting billing rosters quarterly.

Submit all billing rosters to the BFETBilling@dshs.wa.gov using the current billing roster form. We process the rosters within 1-15 business days depending on the workload.

You cannot bill for ineligible individuals unless we approve an exception through SWBFETPOLICY@dshs.wa.gov or Ashley.Mai@dshs.wa.gov. We will not approve the invoice if the billing roster is not approved.

For SBCTC Contracted Providers All college providers must submit their rosters quarterly.

INVOICES

For DSHS Contracted Providers Submit invoices monthly (or quarterly if approved) to SWBFETPolicy@dshs.wa.gov, according to the terms of the contract (usually no later than 60 days after the billing period).

You must submit the last invoice of the contract year within 45 days of the end of the contract year. We issue payments to CBOs within 45 days of invoicing.

Completed invoices must include:

- Completed and signed A-19 form.
- Cost Details Page by line item; and
- A separate Local Match Certification form for each source of match funds.
- A completed lease calculation tool
- A balance remaining sheet, which is very important for your agency to keep track of your funding throughout the year. If any funding exceeds the predetermined budget, your payments may be reduced to the amount that is available under this your available budget.

INVOICES NEEDING CORRECTIONS

For BFET Contracted Providers

Invoices are returned if the Department considers it the information to be incorrect. Providers will receive an email with a brief description of the correction or clarification required. Return the corrected invoice to SWBFETPOLICY@dshs.wa.gov once all corrections and clarifications are complete. We process invoices in the order received, which includes resubmitted invoices with corrections. We do not hold or pend invoices for corrections.

For ORIA Contracted Providers

ORIA Providers submit monthly Billing Roster (MCR) to BFETBilling@dshs.wa.gov. Send the complete billing packet; A-19, cost details page, and the approved MCR to Ashley Mai at Ashley.Mai@dshs.wa.gov within 30 days of the end of the billing month.

For SBCTC Contracted Providers

Invoices must be submitted quarterly using the Online Budget and Invoicing System (OBIS). Colleges submit invoices to SBCTC through their internal procedures. For additional detail, refer to the annual SBCTC BFET Fiscal Guidelines and Grant Terms document.

COST ALLOCATION

All Providers must provide a cost allocation plan along with their budget every federal fiscal year. You can choose to either:

- Use the in-direct cost rate to cover the common costs, or;
- Use the cost allocation plan to cover the common costs.

However, it is important to know you can only use one method for the BFET program. If you choose to have the in-direct cost rate in your budget, then you must submit a copy of the letter with the cost allocation plan.

You must allocate all payroll/admin costs (for example, fringe benefits) through the same method chosen.

PROGRAM

BFET ELIGIBILITY

ELIGIBILITY

An individual can receive BFET services if he/she:

- Receives federal food assistance;
- Is age 16 or older ([there are additional requirements to serve 16-17 year olds](#)); and
- Has the physical and mental ability to work at least 20 hours per week, or able to do so within the next year; and
 - For clients with a verified disability, such as active SSI recipients or temporary workers compensation recipients, you will use the client's statement or client-provided documentation needed to determine BFET eligibility.
- Can participate in BFET immediately.

An individual will not receive BFET services if he/she:

- Receives State-funded Food Assistance Program (FAP) benefits; or,
- Receives Temporary Assistance for Needy Families (TANF) or other cash assistance under Title IV such as Tribal TANF.

For ORIA Contracted Providers ORIA BFET participants must not be U.S. citizens and cannot receive [Refugee Cash Assistance \(RCA\)](#).

NON-COVERED SERVICES

- 4-year College;
- Transfer degrees;
- Bachelor of Applied Science (BAS) degrees;
- On the job training wages;
- Workfare; or
- Stipends provided in certain training programs.

COMPONENTS

Eligible individuals can participate in the following activities (components):

Food Indicator (FI) - All BFET participants must have this component opened. This will distinguish the case from other programs in eJAS and allow you access to the participant's eJAS case. This component has no associated activity.

Job Search (JS) - JS component should not be opened until the client is ready to actively search for employment. The JS component is an activity to assist participants with finding employment. JS activity by the participant may include:

- Use of computer, email, fax, telephone,
- Search of job listings,
- Participation in a job club.

JS participants must be employment ready. JS participants must make twelve (12) employer contacts per month and submit a monthly job search log.

Employer contact is any engagement with an employer regarding a job posting. This means the client can have multiple "employer contacts" for the same employer. For example, telephone, online or in-person contact.

You can open the JS component for a maximum of 90 days with up to 180 consecutive days without our further review. You cannot extend JS past 90 days. You must close the JS after 90 days, and open a new JS if the client will participate in JS again. JS components cannot start with a future date.

Job Search Training (JT) - JT component is education and assistance provided to participants to make them employment ready. JT activity may include, but is not limited to:

- Resume writing, interview skills, preparation of a master application, etc.
- Instruction and support related to seeking employment,
- Workplace etiquette workshops,
- Life skills and balancing work and family, and
- Career planning.

You can open JT for a maximum of 90 days with up to 270 consecutive days (through extensions) without our further review.

Basic Education (BE) - BE component is education provided to participants to raise their overall employability. BE activity may include

- Education in basic computer skills,
- Literacy or math training,
- High School Equivalency (formerly GED),
- Basic Education for Adults (BEAd), and/or
- English as a Second Language (ESL)

You can open BE for a maximum of 120 days, with up to 365 consecutive days (through extensions) without our further review.

For ORIA Contracted Providers ORIA Providers can use approved BE component for ESL only when providing ESL to participants to gain language skills needed to get and keep employment. Follow these requirements to approve BE for ESL:

- Determine the recipient's initial ESL level by administering the Comprehensive Adult Student Assessment System (CASAS) test for reading and listening, and ORIA-approved assessments for writing and speaking; and
- CASAS- qualified staff that has knowledge and experience in applying Washington ESL Adult Learning Standards skill indicators for writing and speaking testing must perform the ESL assessment scoring. *CASAS recertification training must be completed once every two years.*

ESL instructors must have the following:

A Bachelor's degree in Linguistics, Education or related field, Liberal Studies or Liberal Arts, with certification or endorsement in (TESOL/TESL/TEFL); and or a minimum of three of three years teaching ESL to adults; or have a combination of credentials and experience that are approved by the community college or by the ORIA Program Manager.

ORIA Providers must:

- Provide ESL Classroom instruction and document weekly class attendance,
- Provide ESL classroom instructional services in an appropriate teaching and learning environment,
- Utilize the College and Career Readiness Standards for Adult Education <http://iincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf> as the basis for learning goals and measures.
- Utilize curriculum that incorporates content and language to prepare participants for the workforce.

Vocational Education (VE) - VE component is education or instruction that leads to a certificate or degree in an occupational field. VE activity is organized educational programs that directly relate to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree. VE activity must be:

- Credentialed, or
- Recognized by an independent third party, or
- Accepted by local industry employers

Open this component for a maximum of 150 days, with up to two consecutive years without our further review. Open a new component after the first 365 days.

Case Management (BC) – BC component is used to capture time providing additional ongoing assistance, support coordination, and advocacy provided to participants to overcome barriers to employment and remain engaged in the BFET program. This includes referrals to additional programs and services not covered by the BFET program, and one-on-one coaching. BC does not include services that are part of other BFET activities, such as (but not limited to):

- Initial assessment,
- Academic advising, and
- Career Navigation.

Examples of BC could be:

- Referrals to Housing Assistance
- Referrals to domestic violence victims' advocate
- Assistance with legal services

The BC component is not a standalone activity. It must be opened with a JS, JT, BE or VE component.

You must not open the BC component using BFET eligibility (automation). You must submit all BC requests through a manual eligibility list. If a BC Component is requested, please review and update the IEP including the assessed barriers section.

The BC component can be open for a maximum of 90 days, with up to 180 consecutive days (through extensions) without our further review.

Job Retention Services (BR) - BR component is assistance and support provided to employed participants to achieve satisfactory job performance and increase earnings over time. The BR component is used when the participant's earnings are over the SNAP income limit or when the employed participant chooses to not continue JS/JT/BE/VE activities beyond their new employment.

You must close all other components. The BR component cannot be opened with any other component.

BR activities may include:

- Counseling,
- Coaching,
- Case management, and
- Participant reimbursements.

Participants must provide verification of employment to you and you must update the Employment Screen in eJAS before requesting the BR component. The participant must verify his or her employment monthly to continue to receive retention services.

The participant is eligible for BR if they:

- Are exiting the BFET program due to newly gained employment;
- Have no other components open; and
- Have participated in non-BR BFET activities in the last 90 days.

You must not open the BR component using BFET eligibility (automation). You must submit all BR requests through a manual eligibility list.

You can provide retention services for a maximum of 90 days from the first day of employment or from the day Basic Food ended, whichever is sooner.

FUTURE COMPONENT START DATE

You may open components with future starts dates (except JS) up to one month in advance. For example, a September component may be opened as early as August 1st. When opening future components, the Provider must recheck eligibility before providing services as client's eligibility may terminate without notice.

COMPONENT HOURS

Input component hours based on the number of hours you expect the participant to participate, not on credit hours. For example, if a client attends Vocational Education for 6 hours per week and has an estimated 10 hours of homework or study time per week, the VE should show 16 hours per week. For example, a participant is enrolled in 15 credits but attends 12 hours of class and/or lab time, the component hours should be 12 hours.

Note – the total maximum activity hours per week is 40. This includes all BFET and RISE components.

We consider participants enrolled in 19 hours or less per week as part time. We consider participants enrolled in at least 20 hours per week as more than half time.

The JS component hours are the number of hours a client is actively searching for employment. One employer contact equals one hour.

The BR component hours are the number of hours the client participates in actual retention activities with the agency, not the number of hours the client works. For example, if the client has a 2-hour weekly meeting with the agency to discuss the client's new job and to pick up a gas voucher, the BR component is 2 hours.

COLLABORATION

CO-ENROLLMENT

In some situations, you can share participants with other providers. For example, a CBO can work with a college to help the same participant achieve his/her IEP goals. Both Providers can work with the participant at the same time but each use a different service component code(s).

It is your responsibility to coordinate services for co-enrolled participants to prevent **duplication of service**. Duplication of service means the participant receives the same component or the same support service from multiple providers even if the component is different.

We encourage BFET partners to collaborate and make referrals for services that are not available through their current provider. For example, when a client nears the end of their VE goals at a college, the college may refer to a CBO to provide JS if the college does not have adequate job search assistance available.

CO-ENROLLED COMPONENTS

When components are open with another provider automation will not open components, please refer to the [Guide to Completing Eligibility Lists](#) in the Provider Resources section on the BFET Website for detailed instructions

When closing components with co-enrolled providers make sure you are closing your eJAS provider code or send a closure request on an eligibility roster list for BFETHELP to process. In cases where a participant is exiting from BFET due to employment and requesting retention services, and co-enrolled with another provider with an active activity component please send these requests to BFETHelp@dshs.wa.gov to be staffed by BFET operations staff for an exception to the rule.

WORKFARE COLLABORATION

Workfare is a volunteer program for ABAWD clients to increase their overall employability by developing basic job skills and confidence. All non-exempted ABAWDs must participate in certain amount of hours each month in work-related activities to retain their Basic Food benefits. ABAWD clients may be co-enrolled in Workfare and BFET to meet the work-related activity hours required.

The DSHS ABAWD Specialized Unit assists ABAWD clients in determining the number of Workfare hours is required to retain their Basic Food benefits. Encourage ABAWD clients interested in Workfare to contact the ABAWD Specialized Unit at 1-877-501-2233 and request a call back.

RISE COLLABORATION

The Resources to Initiate Successful Employment (RISE) is a three-year pilot project scheduled to end December 31, 2018, offering expanded BFET services such as Comprehensive Case Management, Strategies for Success (SFS) training (a structured life skills course) and Work-Based Learning. RISE offers services in King, Pierce, Yakima, and Spokane counties. RISE participants may co-enroll with the BFET program for an expansion of services. Pilot participants are assigned to either the treatment group (RISE) or control group (BFET) BFET providers are required to cooperate with the research and documentation requirements of RISE when providing services to co-enrolled participants.

BFET providers are encouraged to recognize high barrier clients as potential RISE participants and refer them prior to enrollment. If co-enrolling a RISE participant providers are to coordinate services with the current RISE provider for continued support under the RISE Pilot. The active RISE Pilot case is identified by an open "FI" component.

BFET providers agree by contract to work with Mathematica Policy Research and its subcontractors. The Mathematica subcontractors are:

- Manpower Demonstration Research Corporation (MDRC);
- Insight Policy Research (IPR);
- Koné Consulting (KC); and
- Decision Information Resources (DIR).

ORIA COLLABORATION

Participants served by another program such as Limited English Proficiency (LEP) Pathway or Career Ladder for Educated and Vocationally Experienced Refugees (CLEVER)* may or may not qualify for BFET services at the same time. Not all LEP Pathway and CLEVER Providers use components in eJAS. If you see eJAS notes in a client's case that indicate active LEP Pathway or CLEVER services, you must consult with the LEP Pathway or CLEVER **before** providing service. Contact the ORIA Program Manager if you need further information or clarification.

For ORIA Contracted Providers Contact Ashley.Mai@dshs.wa.gov to receive approval to serve a client in two (2) ORIA employment programs **before** providing service.

ENROLLMENT

INTAKE AND ASSESSMENT

You must complete an intake and assessment of the participant to ensure they fit the BFET program and determine the most appropriate service. You must maintain copies of all intake documentation provided and completed by the participant.

The assessment must include, at a minimum:

- Basic skill levels,
- Aptitude,
- Interests,
- Employment history,
- Education history,
- Employment barriers,
- Career goals/interests, and
- Supportive service needs.

You can complete the full intake and assessment before or after checking BFET eligibility in eJAS. However, you must complete the full intake and assessment **before** assigning (or enrolling) an individual into a BFET activity/component.

RELEASE OF INFORMATION

Participants must complete, sign, and submit the Release of Information or Consent Form before you can access their confidential information. You must use the [DSHS Form 14-012](#) or integrate [DSHS “Release Clause”](#) verbiage into your own form. Your consent/release forms are not acceptable without the “Release Clause.” Please see the Appendix for DSHS “Release Clause” language.

If you use the “Release Clause”, the consent form must contain the client/participant signature, the date signed, and either the client’s date of birth or DSHS client ID/eJAS ID number.

If you must share any information about any protected health information, you must use the [DSHS Form 14-012](#).

INDIVIDUAL EMPLOYMENT PLAN

After enrolling a person into BFET, complete an Individual Employment Plan (IEP) and ensure you update it, and any subsequent updates, in the participant’s file. The participant must complete and sign the IEP within ten (10) calendar days of program enrollment.

The IEP will include the results of assessing the following:

- Career goals
- Qualifications
- Transferable skills
- Job-relatable assets
- Barriers to employment

The IEP will include incremental steps to help participants overcome all identified career barriers and support the participant’s strengths and goals.

The following items must be included in the IEP:

- Title of the form must be “BFET IEP” or “IEP” (acronyms may be written out);
- Date the IEP was created;
- Proposed BFET activities;
- Any assessed employment barriers;
- Employment goal(s);
- Referrals, if any, made to other service Providers;
- Participant signature; and
- Any other information relevant to employment and training.

You must update each BFET participant's IEP annually as well as when a component or activity changes. For example, when a participant completes training or reaches other employment goals in the initial IEP. You must document in eJAS that you created or modified the BFET participant's IEP.

ASSIGNMENT TO BFET ACTIVITY

Use the intake assessment to develop the IEP and assign the participant to an appropriate activity. Participants must have the ability and availability to participate in BFET services **immediately** upon enrollment into BFET components. If the intake assessment shows that the client does not have the physical and mental ability to work at least 20 hours per week within one (1) year, then you must deny the individual BFET enrollment.

We encourage you to provide the client with the leaflet insert 22-1578 at intake. The BFET leaflet publication explains BFET basics and client responsibilities.

OPENING BFET COMPONENTS

Use the BFET Eligibility function in eJAS to confirm BFET eligibility and complete enrollment by opening the BFET components. You have two (2) options when opening BFET components:

- You may complete the component fields in BFET Eligibility. This is also known as using BFET Automation.
- You may complete the BFET Eligibility List and submit it to BFETHelp@dshs.wa.gov. Refer to the [Guide to Completing Eligibility Lists](#) in the Provider Resources section on the BFET Website for detailed instructions. We process Eligibility Lists within 1-10 business days depending on the workload.

Once you have opened the BFET component(s), complete the initial progress note as appropriate per Documenting Participant's Progress section.

CASE MAINTENANCE

CASE MANAGEMENT

You must monitor the participant's progress in BFET and document it in eJAS monthly. Expected documentation includes the following:

- Participation progress;
- Changes in an IEP;
- Changes in activities and/or schooling;
- Any participant reimbursement, to include a brief description and amount;
- Job [search/application] logs or other logs for any participants that receive participant reimbursements (including childcare). Job logs must include what activities were completed to further job search and reach goals, including jobs a participant applies for;
- Requesting opening and closure of components, to include: how many hours and exact schedule, if the participant requests childcare services; and
- If completing a monthly progress note, ensure that you use the monthly progress radio button on the caseload screen.

You can better manage your BFET caseload by using the Caseload Management Report (CLMR) in eJAS. We require you to review your CLMR at least monthly and utilize it to update notes and participation. The CLMR allows you to view lists of participants with overdue components and those that are coming overdue. Please utilize eJAS when possible to extend or change components timely, or send a new eligibility list to BFETHelp@dshs.wa.gov or the BFET Specialist assigned to your area.

UPDATING ACTIVITIES

You can update expired components as long as the overdue status is less than 30 days.

Expired components will close after 30 days without notice. If you need to reopen an expired component, you must re-submit it through the enrollment process. Likewise, FI components that do not accompany BFET activities

or components will close without notice. Once all components are closed, you will no longer have access to the participant's case.

You must either update eJAS or contact us via an eligibility list, at BFETHelp@dshs.wa.gov, with any changes that result in a reduction in component hours or termination of components. You must do this within three (3) working days of discovery of the change.

Other changes that you report through either eJAS or an eligibility list include:

- Changes in component participation;
- Non-participation;
- Increase in participation hours; or
- Employment changes*, such as new employment with wages/hours/etc. and termination of old employment already input into eJAS

***If updating this in eJAS, you must update the employment screen within ten (10) calendar days of the participant reporting a job to the Provider**

CLOSING COMPONENTS

You are required to close components once the component is completed. You must use the proper closure completion codes when closing components in eJAS. Use the following closure completion codes:

- **CS = Completed Satisfactorily** means the participant completed the activity successfully, but did not receive employment. For example, the client completed a component activity period successfully and will be continuing to participate in BFET;
- **EE = Entered Employment** means the participant exited the activity due to employment;
- **IC = Incomplete** means the participant did not complete the activity by the scheduled end date;
- **LC = Loss of Contact** means you lost contact with the client for at least *60 days*;
- **NS = Used for administrative closures *by DSHS staff only***. DSHS staff use this code to close all overdue expired components or when no other code is applicable;
- **12 = Use this code when closing a component that was opened in error.**

You must close components if the participant has not engaged in the BFET activity or contacted you for 60 days.

DOCUMENTING PARTICIPANT'S PROGRESS

The file must contain participant progress information including the activity in which the participant is engaged, the dates of participation in that activity, and regular program progress notes. Notes in the file may further detail or supplement eJAS notes.

Enter monthly progress notes no later than the end of the 3rd week of each month. This will enable the monthly progress notes to accurately reflect in the BFET Case Note Audit. Monthly Case Notes must have a 95% accuracy rate. If you cannot find a participant's name on your BFET Contractor Caseload screen when you are entering case notes, you can find them using the BFET Contractor Historical Report. The link to the BFET Contractor Historical Report is located on the top right side of your BFET Contractor Caseload.

Please ensure that you document the following information in eJAS accordingly as we evaluate information based on the following guidelines and expectations:

- **Initial Progress Note:** In the initial month of participation, the progress note addresses the following:
 - Employment goal and BFET activities that help the client obtain this goal
- **Ongoing Progress Note:** Ongoing progress notes detail the participant's monthly activities and address the following elements, if applicable:
 - Client's progress in the BFET activity
 - How progress was assessed

- Any changes in employment/education plan.
- Reason for delay in progress
- If unable to make contact, document loss of contact and unable to assess progress
- **Closing Progress Note:** When BFET participation ends, for whatever reason, enter a final closing note. Document the outcome and explain why the client left BFET. Was a degree or certification earned? Did the client get employment?
- **Participant Reimbursement/ Support Service:** When issuing Participant Reimbursement, or support service, address the following elements:
 - What support service was issued (IE a bus pass, work equipment, or a training course)
 - Amount of participant reimbursement issued
 - How the support service will aid in participation
 - Was a receipt requested to be returned (For more on missing receipts, please see the [Participant Reimbursement](#) section of this handbook)

**Refer to the [Guide to Writing Progress Notes \(July 2015\)](#) in the Provider Resources section on the BFET Website for detailed instructions and examples.*

Anyone with access to eJAS can see BFET notes because they fall under the general notes section. Since BFET does not use confidential notes in eJAS, you must not enter any notes with confidential/sensitive information about Chemical Dependency, Mental Health, Family Violence, or HIV/AIDS/STD.

If you enter a note incorrectly, submit a request to delete the note to BFETHelp@dshs.wa.gov. Deleting notes require a written request and a reason for deletion. Remember that any entry made may become public record, so make your notes both accurate and able to withstand public scrutiny.

For ORIA Contracted Providers ORIA Providers must keep the following records in addition to the above:

- Employment placement information that includes:
 - Employer name and address,
 - Employer contact person name and phone number,
 - Job title,
 - Start date,
 - Hourly rate or wage,
 - Average number of hours worked per week, and
 - Medical/dental benefits availability.
- Verification of ninety (90) day, part or full-time employment. Acceptable verification includes:
 - A 90 day employment verification form signed by the employer;
 - Wage stubs; or
 - Calling the employer or third party contacts (as directed by the employer) to verify employment status.
 - You must document all 90-day employment verification in eJAS. We encourage, but do not require additional information in the paper file;
 - If you are unable to verify employment after reasonable attempts, contact your ORIA Program Manager to discuss other options to document employment.
 - **Sample eJAS 90-day documentation:** 90-day employment verification: Spoke with John Smith at 509-555-1212 today. Sami still works full-time at ABC Warehouse earning \$10.30/hr. She does well and they expect to train her for more responsibilities.
- If applicable, documentation of ESL participation with the following:

- Weekly ESL class attendance sheets that includes class title, quarter, schedule time, instructor’s name, and student names.

PARTICIPANT FILE

You must keep files for all BFET participants. You can keep the files in paper or electronic formats or a combination of [paper and electronic](#). We will review them as part of the annual BFET program and fiscal monitoring. Organize files according to your agency’s standards, but at the minimum, they must contain the following information:

- Intake and Assessment
- Release of information/consent form
- Eligibility verification
- Certificates received/obtained,
- Individual Employment Plan (IEP)
- Wage verification if receiving retention services or support service
- Job Log for all JS participants
- Participant progress
- Participant reimbursements

ELIGIBILITY VERIFICATION

Eligibility verification must include proof of eligibility for BFET and your specific program. For example, a BFET college student must be enrolled in a BFET eligible education program based on the college’s admission requirements. This information must be included in the participant file. Active components in the eJAS system are sufficient proof of eligibility for BFET.

PARTICIPANT INFORMATION CHECKLIST

Type	Data Field	Need to identify	Location
Identifier Information	College/CBO Name	The requesting College/CBO	Participant File
	Participant Name	The BFET participant to confirm eligibility	Participant File
	JAS ID/SSN		Participant File
Activities Information	Activities Name (What/Why)	What Activities the BFET Participation is enrolled in. Why Participant is enroll in BFET. Barriers to address	eJAS Case Notes
	Start date	When the activities is scheduled to begin and end	eJAS Components
	End date		
	Hours	How many hours per week the activities is scheduled	eJAS Components
	Study Hours	Whether the Participant has study time or not	eJAS Case Notes
	Monthly Progress	Explain how the client is progressing, helpful to narrate in the first three weeks of each month.	eJAS Case Notes
	Documents of Activity Participation and/or Completion	Certificates of completed training; Job placement documentation; Employment verification for retention services	Participant File

	Participant Reimbursement Documentation	Participant Reimbursement Request Form and receipts	Participant File
Certifying Information	Release of Information (before date of enrollment)	Signed Consent form approved by DSHS (In writing), Assessment and IEP completed/signed within 10 days	Participant File
	Employability Assessment		Participant File
Participation information	Current IEP	Update IEP when there are changes to employment goals or participant is returning to BFET.	Participant File and documentation in eJAS

PARTICIPANT REIMBURSEMENTS

FNS allows BFET to provide services needed to participate in the program or job retention. The Provider issues services directly to the participant up to the prescribed limits. These limits include the 50/50 match. You cannot allow employees to pay for client services or participant reimbursements with employee’s personal funds, such as credit cards, even if you will reimburse the employee.

BFET funds cannot be used if the participant receives other funds identified to cover those costs. Examples of other sources of funding include, but not limited to Federal Financial aid, grants, scholarship, loans, private payments, donations, etc. BFET participants receiving other sources of funding must first fully expend those resources on qualified expenditures before you issue participant reimbursements.

Apply the reasonable and necessary standard when issuing participant reimbursements. The amount and type of participant reimbursement should be the minimum required for the participant to engage directly in the BFET component. Suggested questions to ask when considering the issuance and level of participant reimbursement:

- Is the participant reimbursement reasonable and necessary for participation in the BFET component?
- What resources does the participant bring to the table?
- Are there other resources in the community that can help with this cost?
- Is there a lower cost alternative available?

Check BFET eligibility in eJAS before issuing participant reimbursements and document in eJAS the type of participant reimbursement provided.

MISSING RECEIPTS

A receipt is considered missing when a monetary value is exchanged for goods and/or services, a receipt was requested and failed to be returned. Providers are responsible to develop best practices on ensuring clients return their receipts. When issuing participant reimbursements, document your attempts in eJAS at getting the client to return them. If a client fails to return more than two receipts, we cannot allow further reimbursements to be issued. If a client never turns the receipt in, your documentation will serve as verification of the attempt.

USE OF GAS CARDS, STORE GIFT CARDS, AND BANK MOBILE CARDS

You must write an internal policy for how you will collect the necessary receipts and account for appropriate participant reimbursements. This internal policy may allow participants to receive participant reimbursements even after they fail to turn in receipts. However, this policy cannot allow reimbursement if the participant fails to turn in more than two receipts. See missing receipts policy below.

For SBCTC Contracted Providers:

You must meet the following criteria in order to place participant reimbursement funds on a student’s Bank Mobile card:

- An invoice with the exact sum of the expense, including tax and other fees; these must be provided to college staff **prior** to placement of funds on the Bank Mobile card.
- You must complete the Participant Reimbursement Request form **prior** to placement of funds on the Bank Mobile card.
- Only the exact sum as stated on the invoice can be on the Bank Mobile card.
- The participant must provide a receipt after the funds are expended from the Bank Mobile card in order for the participant to receive future participant reimbursements.

If a student's funding sources exceed their cost of attendance, the additional funds must be expended prior to the use of BFET funds.

INTERNAL BOOKSTORE TEXTBOOKS & SUPPLIES POLICY

For SBCTC Contracted Providers:

Participant Reimbursement documentation for textbooks and supplies through an internal bookstore must include:

1. Participant Reimbursement Form supplied by DSHS or an alternative form approved by the SBCTC Program Administrator.
2. Expense Documentation. Documentation of the actual expense must be kept on record and the documentation must:
 - Include an itemized list of purchased books and/or supplies for the participant;
 - Include only information for the specific participant (not a record with multiple participants on the same documentation);
 - Be accessible

PARTICIPANT REIMBURSEMENT TRACKING

You must track all participant reimbursements using the Participant Reimbursement form. Records must contain:

- Copies of ticket and bus pass issuance or logs,
- Copies of receipts for all other participant reimbursements issued such as, but not limited to:
 - books,
 - supplies,
 - clothing, and
 - tools
- Justifications for each issuance.

ALLOWABLE PARTICIPANT REIMBURSEMENTS

Do not use BFET funding to pay for participant reimbursements if the participant receives other funds identified to cover those costs. Examples of other sources of funding include but are not limited to Federal Financial aid, grants, scholarships, private payments, etc.

For a list of all current allowable Participant Reimbursements, please review the [Participant Reimbursement Directory](#) on our BFET Website. This document has been updated alongside this handbook effective May 2018.

SUPPORT WITH RETENTION SERVICES

The Agricultural Act of 2014 allows States to issue post-employment participant reimbursement, also known as job retention services. Although the language in the Act does not provide specific rules for implementing this option, the FNS 2013 E&T Toolkit allows a State to choose the job retention services it offers. Job retention services help individuals who have secured employment to achieve satisfactory performance, retain employment, and increase earnings over time.

Job retention reimbursements include reasonable and necessary reimbursements described in this handbook. In addition, Job retention services include post-employment counseling, coaching, and other case management activities.

APPENDIX

VOLUNTARY OPTION

Voluntary Participation Option	
Beginning with the FFY 2011 Basic Food Employment and Training Plan, Washington State implemented an all-volunteer E&T program in which individual Basic Food recipients elect to participate in E&T activities. Although Providers are still required to report participation hours and non-participation occurrences, Basic Food recipients will not be disqualified from receipt of Basic Food assistance for non-participation in BFET.	
Able Bodied Adults without Dependents (ABAWD) Basic Food recipients are required to participate in approved activities to maintain their eligibility for food assistance. ABAWD Basic Food recipients can meet the participation requirement by voluntary participation in BFET's approved employment and training activities.	
Definition of Voluntary Participation - 7 CFR 273.7 (e):	
(4) Voluntary participation.	
(i) A State agency may operate program components in which individuals elect to participate.	
(ii) A State agency must not disqualify voluntary participants in an E&T component for failure to comply with E&T requirements.	
(iii) The hours of participation or work of a volunteer may not exceed the hours required of E&T mandatory participants, as specified in paragraph (e)(3) of this section.	

CLARIFICATIONS

Online Education	Educational institutions may offer programs that include courses, which are provided on-line. Educational institutions must provide accommodations to program participants who wish to take a program of study which includes on-line classes and who do not have access to technology.
Participation by SSI Recipients	People who are on SSI and receiving Basic Food benefits can volunteer to participate in BFET activities as long as they will be physically and mentally able to work within one year. This includes persons on SSI who are part of a TANF household as long as they are not receiving a TANF grant for themselves.
State Family Assistance (SFA)	State Family Assistance (SFA) is a cash assistance program for clients who are ineligible for TANF for specific reasons. SFA recipients are required to participate in WorkFirst. Therefore, SFA recipients are not eligible for BFET with one exception. A child who meets the following requirements is eligible for BFET: <ul style="list-style-type: none"> • Aged 19 or 20, and • Not the Head of Household of the SFA assistance unit.
Refugee Cash Assistance (RCA)	Refugee Cash Assistance (RCA) helps refugees by providing cash assistance during their first eight months in the United States. RCA recipients are required to participate in employment and training activities with the Office of Refugee and Immigrant Assistance (ORIA). RCA recipients are not eligible for BFET services unless the employment and training service is not available by an ORIA Provider. Refer to the ORIA Collaboration section of this Handbook for collaboration guidance.
Stipends	Stipends given to participants as an incentive to continue to participate in the program may be issued, but are not eligible for reimbursement.
Youth Services	Youth ages 16 to 17 may participate in BFET programs even if they receive Basic Food benefits through their parent's case. They may also participate in BFET programs if they receive Basic Food benefits on their own. The participation expectation for young participants is secondary education or High School Equivalency classes (see High School Equivalency section).

	Youth may participate in vocational education programs if they have received or are in the process of receiving their High School Equivalency. These programs are eligible for match. High School Equivalency costs for adults over the age of 21 are also allowed for match. Youth 16 years and older do not require parental consent in order to participate in BFET.
Running Start Students	Youth participating in the Running Start program are eligible for BFET if they meet the following requirements. <ul style="list-style-type: none"> • The AA degree must be non-transferable; • The student must complete the IEP and make a specific declaration (and it be noted in the case) that their goal is employment upon completion of the AA; • The books and fees (and any participant reimbursements) we pay for must be directly related to the AA degree. They cannot be for any classes that would be high school only; • They must maintain a GPA of at least 2.0 each quarter; • They must be at least 16 years old, and sign the DSHS 14-012 consent form.
High School Equivalency	State law provides free educational services for children and young adults to age 21, therefore secondary education and High School Equivalency classes for this population are not reimbursable by the 50/50 match program unless the student has been legally separated / released from the regular school system that would provide those services. Participant reimbursements designed to help the child remain in school by eliminating barriers; counseling or tutoring can be provided and reimbursed by the 50/50 match program as long as they are not otherwise provided free or at reduced cost through another source.

RELEASE CLAUSE LANGUAGE

The “Release Clause” must state verbatim:

“I, [print Participant’s name], give permission for the Washington State Department of Social and Health Services and [print Agency’s name] to use and share confidential information about me (except as limited below) as necessary for Employment and Training (E&T) activities as required by the Basic Food E&T (BFET) program.

This consent is valid for a maximum of three years from the date signed, unless I withdraw or change my consent in writing.

This consent DOES NOT permit sharing of sensitive information about my mental health, chemical dependency, HIV/AIDS and STD test results, diagnosis or treatment.

I understand that I must fill out a separately approved consent form if I am under 18 years of age, I want to further limit information shared about me, someone else is representing me in this matter, or I want to allow sharing of sensitive information about my mental health, chemical dependency, HIV/AIDS and STD test results, diagnosis or treatment.”

USDA NONDISCRIMINATION STATEMENT

All FNS nutrition assistance programs must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

WEBSITES & RESOURCES

BFET website: www.dshs.wa.gov/bfet

Apply for benefits on line through this link: www.washingtonconnection.org/home

Eligibility calculator link:
<https://www.washingtonconnection.org/prescreening/home.go?act=Introductionh>

HHS Federal Poverty Guidelines: <https://aspe.hhs.gov/poverty-research>

DSHS Office Locator: <https://www.dshs.wa.gov/esa/community-services-find-an-office>

DSHS/CSD Call Centers Mon – Fri 8am – 2pm: (877) 501-2233

SAMPLE BFET QUARTERLY REPORT – FFY 2018 FORM

Agency Name						
October	Total clients in component	Total clients exit	# incomplete	# loss of contact	# complete	# enter employment
Job Search						
Job Search Training						
Basic Education						
Vocational Education						
November	Total clients in component	Total clients exit	# incomplete	# loss of contact	# complete	# enter employment
Job Search						
Job Search Training						
Basic Education						
Vocational Education						
December	Total clients in component	Total clients exit	# incomplete	# loss of contact	# complete	# enter employment
Job Search						
Job Search Training						
Basic Education						
Vocational Education						
Quarter Total	Total clients in component	Total clients exit	# incomplete	# loss of contact	# complete	# enter employment
Job Search	0	0	0	0	0	0
Job Search Training	0	0	0	0	0	0
Basic Education	0	0	0	0	0	0
Vocational Education	0	0	0	0	0	0

SUMMARY OF HANDBOOK UPDATES SINCE LAST REVISION

Section	Description of change in this version	Page
Program Contacts	Updated program staff effective May 2018	4
ORIA duties	section enhanced	5
Responsibilities of BFET team	Added new section to identify the differences between policy and operations, and ways to contact them	5
EJAS access	This section received an enhancement for further clarity regarding non-disclosures	9
Fiscal section	Received enhancement to further outline information on budgets, 100% funding, etc.	14-15
ORIA collaboration	Entry enhanced to provide more information on ORIA collaboration	18
Documenting participants progress	A section regarding how to document participant reimbursements was added, as this is a requirement.	22
Missing receipt policy	A clarification on what is considered a missing receipt has been added	24
Participant Reimbursement Directory	This document has been officially enhanced to act as your main guide on all things participant reimbursement. There have been increases to some of the services allowed, including transportation. The old list has been removed, and a link has been provided in its place. Utilizing the directory (which has been renamed from Service Directory to Participant	25

	Reimbursement Directory) allows for this document to be edited more frequently in lieu of changes to costs as approved in our state plan.	
Benefit Calculator Link	Has been updated as previous link was broken. You can click this link to have individuals who are considering applying for SNAP benefits see if they qualify based on their declared income and other eligibility factors. Please note that this is not reflective of the actual benefits they may receive and will be determined at a financial interview conducted by DSHS staff.	28