



Participant Reimbursement Directory

Participant reimbursements (support services) are transitional by nature and are not an ongoing supplement. They are intended to help the participant during the transition of wages or other income sources. Participant reimbursements are not an entitlement, and must be carefully managed. Participants are eligible for services if they are engaged in an approved activity.

If providing participant reimbursement expenses, the Participant Reimbursement Form must be used, receipts obtained and client's case documented. Please document all support services issued in EJAS, including type, cost, and if a receipt has been requested and returned. If no receipt returned, document all attempts and refer to your agencies missing receipt policy.

PARTICIPANT REIMBURSEMENT	YES	NO	DETAILED NOTES AND DEFINITIONS INCLUDING COST LIMITS
Automobile Insurance	X		Only If required for employment. Maximum of two months.
Automobile Ownership/Operator Taxes (tag, title, license)		X	
Automobile Purchase		X	
Books, training materials, and other educational expenses.	X		<p>Participants may receive assistance with textbooks, training materials, and other reasonable and necessary school supplies for training. For all requests, please review to see how this relates to the clients employment and / or training pathway. Will this result in the enhancement of their skills?</p> <p>Educational expenses:</p> <p>All expenses related to participating in an educational or training program.</p> <p><i>Professional Trade</i> – Associations, Union dues, bonds, certification costs, professional license and fees</p> <p><i>Testing</i> – Testing may include (but not limited to) Literacy level testing, aptitude, college entry exams, skills proficiency</p> <p><i>Tools/Books/Supplies</i> – Tools or supplies required by an employer or instructional training program. Must have employer or training program verification that tools or other supplies are needed.</p> <p>Please note:</p> <p>Other Sources of payment should be considered including Pell grants, SEOG, WIOA, or Work Based Tuition Assistance. <i>High Schools, community colleges, and community based organizations may provide no-cost tutoring for students.</i></p> <p>Example Costs:</p> <ul style="list-style-type: none"> • Tuition



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		<ul style="list-style-type: none"> • Books • GED • License/Certification expenses • Union dues must be paid to secure employment or for the month of employment • Testing necessary to acquire a license or certification by not included in a license fee. Example: Food Handler’s Card, Nursing Assistance Certification <p>Testing fee not paid if available from another free or low cost source or necessary to enable a client to participate in a program.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Part of an approved training or Educational activity • Acceptance of an offer of employment • Maintain employment
Clothing	X	<p>The general clothing limit is \$300.00 per participant per program year. Clothing may also be provided directly to the participant and cost submitted for reimbursement in billing. Verification of the cost of the clothing is required in addition to justification. Ensure that an itemized receipt outlining the types of clothing purchased is requested.</p> <p>Examples can include:</p> <ul style="list-style-type: none"> • Uniforms • Special Shoes • Safety/Special clothing • Protective devices • Work Appropriate clothing • Under clothing • Other apparel as needed
Course Training Registration Fees	X	<p>Participants may receive assistance with tuition, lab fees, and other education related costs necessary for training connected to a BFET activity. For more information on how tuition can be covered by the BFET program, please email the policy team at SWBFETPOLICY@dshs.wa.gov. The type of tuition covered may vary depending on your agencies funding structure.</p> <p>For all requests, please review to see how this relates to the clients employment and / or training pathway. Will this result in the enhancement of their skills?</p> <p>For higher cost course registration fees over \$500, you are required to provide verification of registration and document this service in ejas including what the client is registered for, duration, how it will enhance their BFET participation, and when they are issued a certificate and / or degree upon completion. BFET Policy reviews all courses over \$500 to ensure this has been documented. Ensure that the client is ready to attend all courses and trainings provided.</p>



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Child Care Expenses	X		<p>If a participant is ineligible for childcare through Childcare Subsidy Program (CCSP), but performs approved BFET activities, you may approve childcare services for the participant through a third party.</p> <p>Please ensure that verification of denial from this program is provided in the client's file.</p>
Driver's License Testing fee and standard license fee	X		<p>\$65.00 Limit per participant per program year. The BFET Program can fund a driver's license including testing and standard issuance fee's if it is related to the client's BFET activity, such as getting a job offer that requires a driver's license.</p> <p>This does not include paying penalty fees or debts such as license being suspended due to excessive fines.</p> <p>\$175.00 limit for Enhanced License per participant per program year, but only if this required upon a job offer. You must provide verification of a job offer outlining the requirement for an enhanced license if requested.</p>
Drug/Alcohol Counseling or Therapy		X	
Drug Tests	X		Only if required for a job.
Fingerprinting	X		Only if required for a job or background check
Food Staples and Groceries		X	
Housing and Utility Assistance	X		<p>Funds for housing and utility assistance are allowable after exhausting all other resources. We recommend limiting housing and utility assistance to two times maximum per program year (October to September), unless the client becomes employed and is receiving retention services. An additional month can be provided for these clients only.</p> <p>Cannot be mortgage assistance. For housing assistance, please ensure that the participant reimbursement form has been filled out and this issuance has been documented in EJAS. Housing assistance includes applicable and reasonable housing fees.</p>
Legal Services		X	Exceptions to the Rule will be considered on case-by-case bases.
Living Stipends		X	
Loan Payments		X	<p>BFET funds cannot be used to help participants pay outstanding debts, mortgages, or other repayment of loans, including:</p> <ul style="list-style-type: none"> • Previous student loans; • Past due fees; and • Penalties or fines.
Medical Services and supplies	X		<p>Funds for medical assistance are allowable after exhausting all other resources, including coverage through the Affordable Care Act.</p> <p>Including emergency dental work, inoculations, eye examinations, and eye glasses.</p>
Mental Health Treatment		X	
Permits and Fees (union dues, test fees, Licensing and bonding fees, background checks, driving abstracts)	X		<p>Participants may receive assistance with the cost of testing and/or securing permits needed for training or to support job search activities.</p> <p>Please ensure that a client verifies all testing and fee's associated with the request.</p>



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			Bonding only refers to the extra insurance a prospective employer may need to have in order to employ an ex-offender.
Personal Computers		X	
Personal Hygiene	X		<p>Participants may receive assistance with personal hygiene products and services necessary to meet your or potential employer's appearance standards.</p> <p>Personal items reasonable needed by the client such as (but not limited to):</p> <p>Soap / Body Wash Shampoo / Conditioner Toothbrush / Toothpaste / Mouthwash / Floss Deodorant Shaving supplies Feminine hygiene supplies Reasonable make up supplies Laundry supplies Hair color (When the client needs a haircut or to restore hair to normal color) Haircuts that are reasonable.</p>
Reasonable Accommodation Supplies	X		Participants with disabilities may receive assistance with reasonable and necessary purchases of goods or services (including testing) that accommodate the individual's disability.
Relocation Expenses		X	
Student Activity Fees	X		Only if required to participate in class.
Training Materials	X		Reasonable and necessary
Transportation Expenses (public transportation fare, gasoline, automobile repairs)	X		<p>The transportation limit for each participant is \$200 per month with a maximum limit of \$1400 per program year which include all below.</p> <p>Transportation assistance in the form of:</p> <ol style="list-style-type: none"> 1) Fuel cards for those who operate their personal vehicle 2) Transit / bus tickets and / or passes. Also Includes bus, vanpool, train, ferry 3) Monthly bus passes on an issued debit-type card. <p>Automobile repairs:</p> <p>Transportation repairs are generally case by case basis, as there are many different scenarios for repairs that can be considered. The BFET program generally approves minor repairs and are necessary to return the vehicle to operable condition. For clients requesting automobile repairs, please ensure that they are participating in the program. For all approved repairs, you must document issuances in the case and have all necessary participant reimbursement paperwork filled out. Repairs</p>



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			<p>cannot exceed the new yearly amount of \$1400 per calendar year along with other transportation issuances without an exception to rule request.</p> <p>For repairs, you must include at least 2 estimates from a licensed automobile mechanic. Estimates must itemize all repairs and costs necessary. BFET does not cover major repairs such as transmission or engine replacements and other costs to repair that exceed the \$1400 limit.</p> <p>Minor repairs can include, but are not limited to:</p> <ul style="list-style-type: none"> • Brakes • Water pump • Timing belt • Batteries • Chains • Lights • Tires • Other minor repairs. <p>For requests that are not listed here, you will need to email the BFET Policy team at swbfetpolicy@dshs.wa.gov. Please list out the repair that you are requesting, detail the client’s participation the program and how this request will assist them. Policy will review this request and provide a response.</p> <p>Bicycle Repairs include:</p> <ul style="list-style-type: none"> • Tires • Chain • Bike Frame <p>Similar to automobile repairs, you must provide necessary estimates to the best of your ability, depending on the availability of local bike repair shops. You may also submit requests to the BFET Policy team for repairs outside this window.</p>
Weapons		X	BFET funds cannot be used to purchase guns or ammunition, or any other goods that are intended to inflict bodily harm on/or suppress others.
Work and Training Tools (equipment, tools, safety clothing, uniforms)	X		Determine the need for these tools on a case-by-case basis. These costs do not fall under the clothing limit as they are related to work and can include safety glasses, steel toe protective boots, work gloves and overalls, etc.