



BFET Fiscal Training

11.5.18

SBCTC Program and Fiscal Staff





Welcome BFET Team

Policy Questions:

Erin Frasier, Policy Associate, SBCTC

360.704.4339

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Fiscal Questions:

Susan Wanager

360.704.4344

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Program Questions:

Jennifer Dellinger

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FFY19 Billing/Invoicing Workbook

- Thank You's: SBCTC internal fiscal and program staff, Bellingham Tech, Walla Walla, and Peninsula Colleges
- Workbook consists of the Reutilized Funds Tracking worksheet and the Local Certification form
- Reutilized Funds Tracking and Local Certification form will still need to be printed, signed, and uploaded into OBIS by billing deadline
- Please read instructions first

Billing/Invoicing Questions – Contact Susan Wanager

Workbook Questions – Contact Jennifer Dellinger

SBCTC Billing/Invoicing Deadlines

- Billing/Invoicing Is Due Monthly
 - October – November 30th, 2018
 - November – December 31st, 2018
 - December – January 30th, 2019
 - January – February 28th, 2019
 - February – March 30th, 2019
 - March – April 30th, 2019
 - April – May 31st, 2019
 - May – June 28th, 2019
 - June – July 31st, 2019
 - July – August 31st, 2019
 - August – September 30th, 2019
 - September – October 31st, 2019

FFY19 DSHS Billing Roster

- For October, November, and December Billing Roster
 - Participant Reimbursements and Tuition
 - **ONLY** fill out the Participant Reimbursement section **IF** you have not implemented either options for Participant Reimbursements
- After Participant Reimbursement Extension (beginning of winter quarter)
 - Billing Roster tuition **ONLY**
 - You only need to submit a Billing Roster if you are going to be billing/invoicing for tuition

FFY19 DSHS Billing Roster Continued

- Items To Note:
 - DSHS has moved to a “**process in order received**” system for Billing Rosters
 - DSHS has a 15 day processing policy from the date Billing Roster is submitted
 - Get your Billing Roster **EARLY** to avoid missing SBCTC billing/invoicing deadlines
 - (eJAS contractor code)_(billing quarter) For example: 6AE_Fall

Send Billing Roster to: BFETBILLING@dshs.wa.gov

Billing Roster Questions: Contact BFET Operations Team



Thank You For Joining Us

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