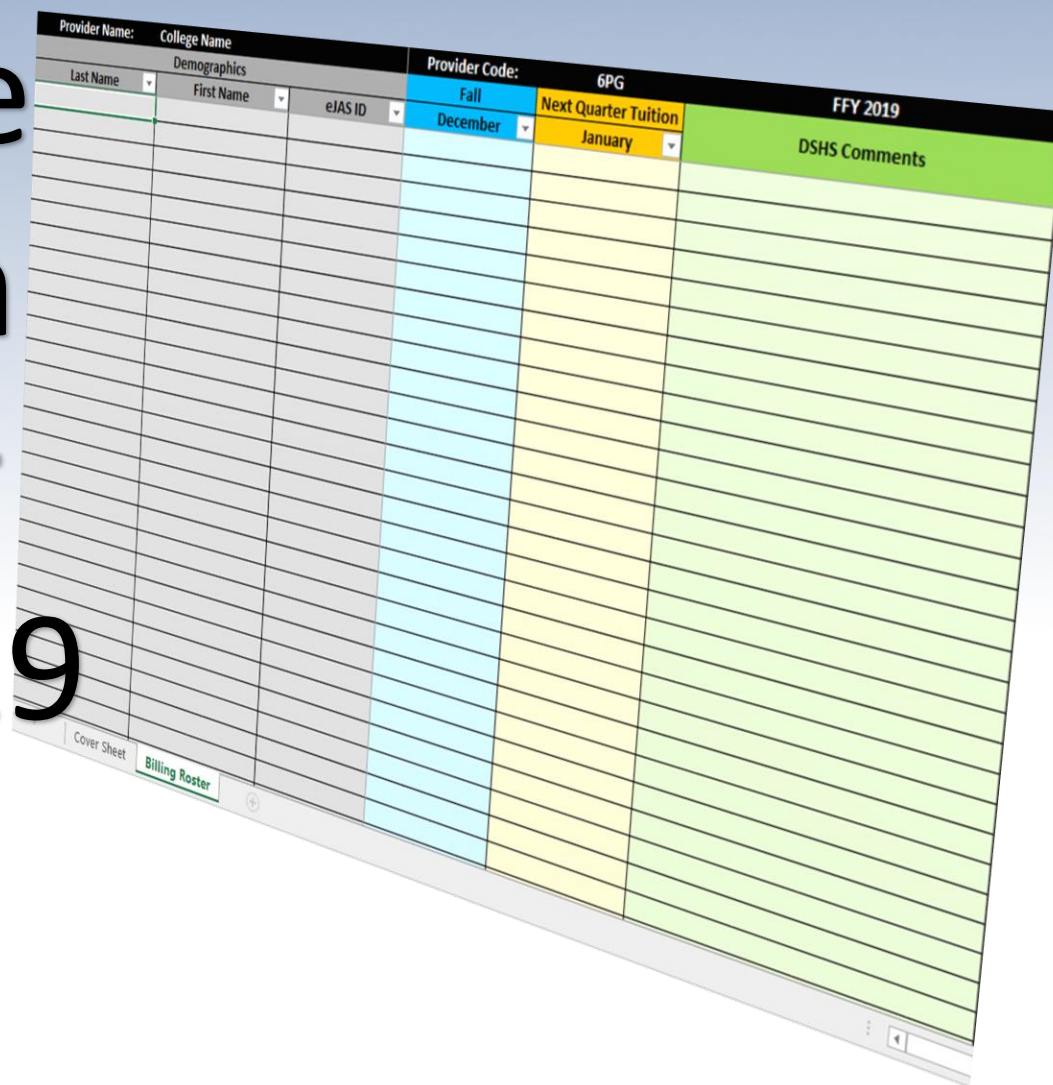


# College Tuition Roster FFY 2019



The image shows a screenshot of a spreadsheet titled "College Tuition Roster FFY 2019". The spreadsheet is viewed from an angle, showing a grid of rows and columns. The columns are color-coded and labeled as follows:

- Demographics:** A grey-shaded column containing "Last Name" and "First Name" with dropdown arrows.
- eIAS ID:** A grey-shaded column with a dropdown arrow.
- Provider Code:** A blue-shaded column with "Fall" and "December" options.
- 6PG:** A yellow-shaded column with "Next Quarter Tuition" and "January" options.
- FFY 2019:** A green-shaded column labeled "DSHS Comments".

At the bottom left of the spreadsheet, there are two tabs: "Cover Sheet" and "Billing Roster", with "Billing Roster" being the active tab. The spreadsheet contains several empty rows, indicating it is a blank template.

# What's new for FFY 2019?

- Changed to a Monthly Roster
- Cover Sheet updated
- Billing Roster layout updated to capture monthly expenses

# Step 1: The Cover Sheet

Provider Information	
Provider Name:	College Name
eJAS Contractor Code:	6PG
Return List to the following email address(es):	

Billing Information	
Are you billing Participant Reimbursement or Tuition for <b>THIS</b> Quarter?	Yes
Select the FFY for this Billing	FFY 2019
Select the month for this Billing	December
Select the current Quarter for this Billing	Fall
Are you billing Tuition for <b>NEXT</b> Quarter?	Yes
Select month when the <b>NEXT</b> Quarter begins	January

DSHS Use Only	
Completed By:	
Completed On:	

Revised (10/2018)

# Provider Information

Provider Information	
Provider Name:	
eJAS Contractor Code:	
Return List to the following email address(es):	

Complete the Provider Information section by:

- Your College's name
- eJAS Contractor Code
- Email addresses for all individuals to receive the completed copy

# Billing Information

Billing Information	
Are you billing Participant Reimbursement or Tuition for <b>THIS</b> Quarter?	
Are you billing Tuition for <b>NEXT</b> Quarter?	

- Complete the Billing Information section for the roster.
- Use the dropdown menu to answer these questions.

*\*A “Yes” answer will open up the blacked out rows.*

# Billing Information

Billing Information	
Are you billing Participant Reimbursement or Tuition for <b>THIS</b> Quarter?	Yes
Select the FFY for this Billing	FFY 2019
Select the month for this Billing	December
Select the current Quarter for this Billing	Fall
Are you billing Tuition for <b>NEXT</b> Quarter?	Yes
Select month when the <b>NEXT</b> Quarter begins	January

- Use the dropdown menu to select the FFY, month and current quarter for this billing.
- Use the dropdown menu to select the month next Quarter's tuition was paid.

*\*This information will autofill on the Billing Roster.*

# Step 2: The Billing Roster

The screenshot displays a software interface with a yellow and black header bar. Below it is a black box containing the text **DSHS Use Only** in white. Underneath are two green rows: the first contains *Completed By:* followed by a blank space, and the second contains *Completed On:* followed by a blank space. A large red arrow points downwards from the center of these two rows to a worksheet tab in a spreadsheet application. The spreadsheet interface shows two tabs: 'Cover Sheet' (highlighted in green) and 'Billing Roster'. A text box with a black border is positioned to the right of the red arrow, containing the text 'Switch to 2<sup>nd</sup> worksheet Billing Roster'. At the bottom left of the spreadsheet, there is a small 'dy' logo and a calendar icon.

# Step 2: The Billing Roster (cont)

Provider Name: College Name			Provider Code:	6PG	FFY 2019
Demographics			Fall	Next Quarter Tuition	DSHS Comments
Last Name	First Name	eJAS ID	December	January	
Tribbiani	Joseph	111222333	X	X	
Buffay	Phoebe	444555666		X	
Geller	Monica	777888999	X		

1. Enter the student's name and eJAS ID
2. Enter an 'X' in the applicable column you want DSHS to review.

*\*Please note: Only enter the students that you issued participant reimbursement or tuition.*



# Step 3: Save and Send

1. Save your Billing Roster using the following naming convention:

- (eJAS contractor code)\_(billing quarter)
- For example:
  - 6AE\_Fall
  - 2BH\_Winter


*\*This naming convention helps us sort and find your rosters faster.*

2. Send the Billing Roster to [BFETBILLING@dshs.wa.gov](mailto:BFETBILLING@dshs.wa.gov)

# Returned Billing Roster

This is what you will receive back from the BFET Operations Team.

<b>DSHS Use Only</b>	
Completed By:	Dave
Completed On:	11/28/17

DSHS will complete GREEN columns. 

Provider Name:			College Name		Provider Code:		6PG		FFY 2019	
Demographics			Fall		Next Quarter Tuition		DSHS Comments			
Last Name	First Name	eJAS ID	December		January					
Tribbiani	Joseph	111222333	Yes		No		No comps for next quarter			
Buffay	Phoebe	444555666			Yes					
Geller	Monica	777888999	No				No BFA			



DSHS will provide a denial reason in the **DSHS Comments** column.

# Need help completing your Billing Roster?

Contact a member of the BFET Operations Team for assistance.

Name	Phone	Email
Debbie Wilson	(509) 839-7219	<a href="mailto:Debra.Wilson@dshs.wa.gov">Debra.Wilson@dshs.wa.gov</a>
Linda Dofelmire	(360) 688-8511	<a href="mailto:Linda.Dofelmire@dshs.wa.gov">Linda.Dofelmire@dshs.wa.gov</a>
Melissa Jones	(360) 529-6144	<a href="mailto:Melissa.Jones@dshs.wa.gov">Melissa.Jones@dshs.wa.gov</a>
Mike Hanratty	(206) 450-7251	<a href="mailto:Michael.Hanratty@dshs.wa.gov">Michael.Hanratty@dshs.wa.gov</a>
Rick Lee	(206) 450-4874	<a href="mailto:Rick.Lee2@dshs.wa.gov">Rick.Lee2@dshs.wa.gov</a>
Robin Thrower	(425) 223-1419	<a href="mailto:Robin.Thrower@dshs.wa.gov">Robin.Thrower@dshs.wa.gov</a>
Tea'Launna Brown	(206) 716-2432	<a href="mailto:Tealaunna.Brown@dshs.wa.gov">Tealaunna.Brown@dshs.wa.gov</a>
Terra Gilmore	(253) 428-3269	<a href="mailto:Terra.Gilmore@dshs.wa.gov">Terra.Gilmore@dshs.wa.gov</a>
Terry Thomas	(509) 227-2643	<a href="mailto:Terry.Thomas@dshs.wa.gov">Terry.Thomas@dshs.wa.gov</a>