WorkFirst & BFET

Updates

Fall Quarter Meeting

November 9, 2018

Staffing Updates

- New Workforce Education Director

Nate Humphrey

Previous: State Director of Workforce Continuing Education - NC Community College System

Starts: November 26th

- Vacancies in Workforce Education
  - Policy Associate – Aerospace, Health Care, WRT, Veterans' Affairs
  - Program Administrator – WRT, SNQ, Smarter Balanced, etc.
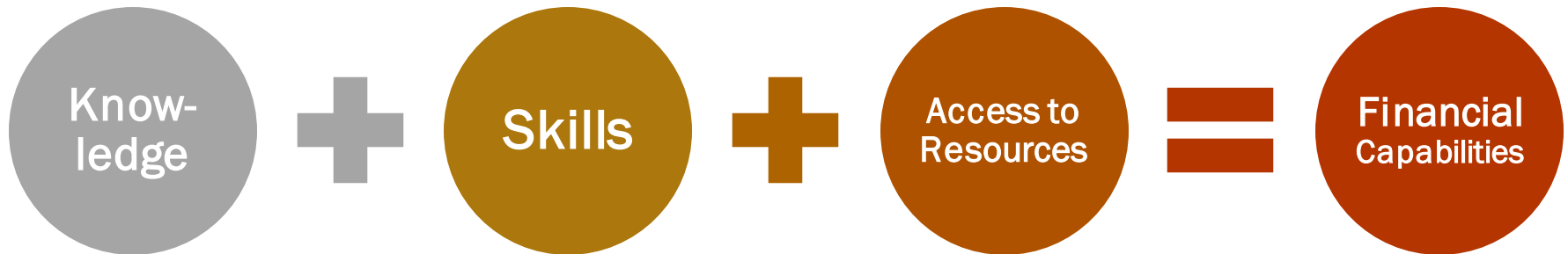
DSHS Financial Capabilities Pilot

- Technical assistance from Prosperity Now

- Why financial capabilities?
  - It is a struggle for most Americans
    - TANF clients: 25% have a bank account; approximately $125 in the account
  - $200 - $700 in savings
    - Weather emergencies → less likely to go on TANF
    - More likely to pursue higher education
  - Required to offer financial literacy to TANF clients
  - Current services are limited and vary
  - Counts as a WorkFirst activity (up to 10 hrs/week)
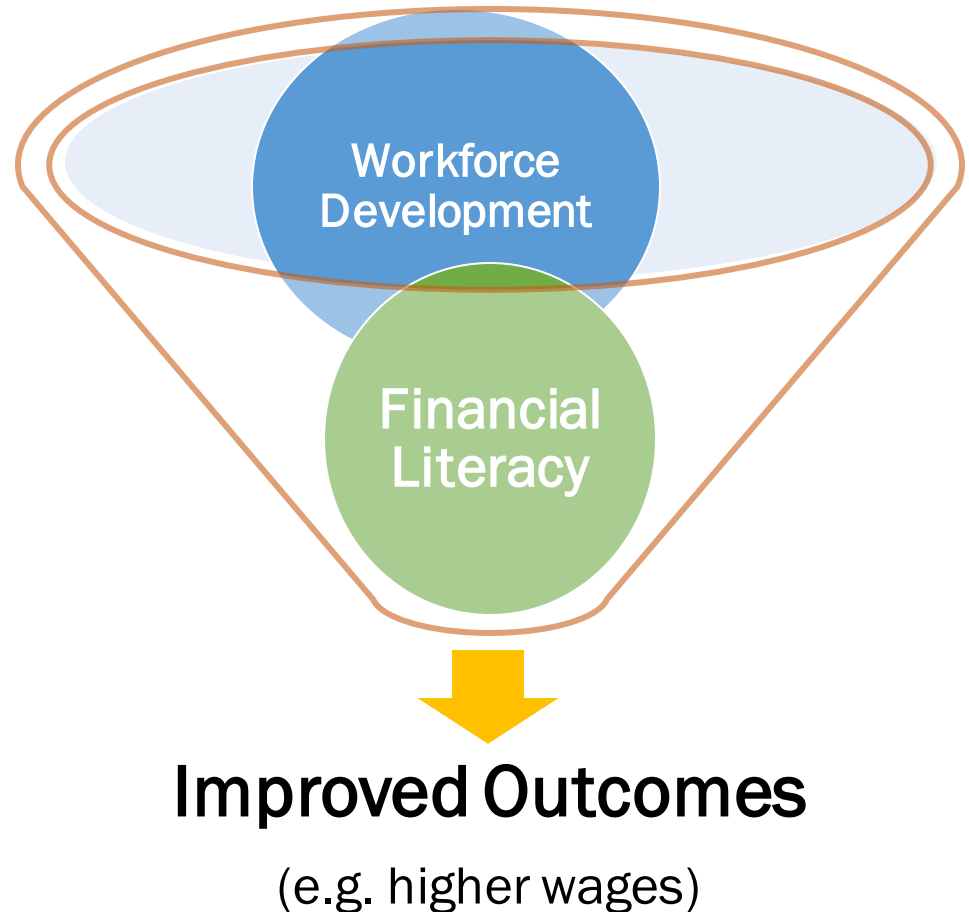
Pilot Sites
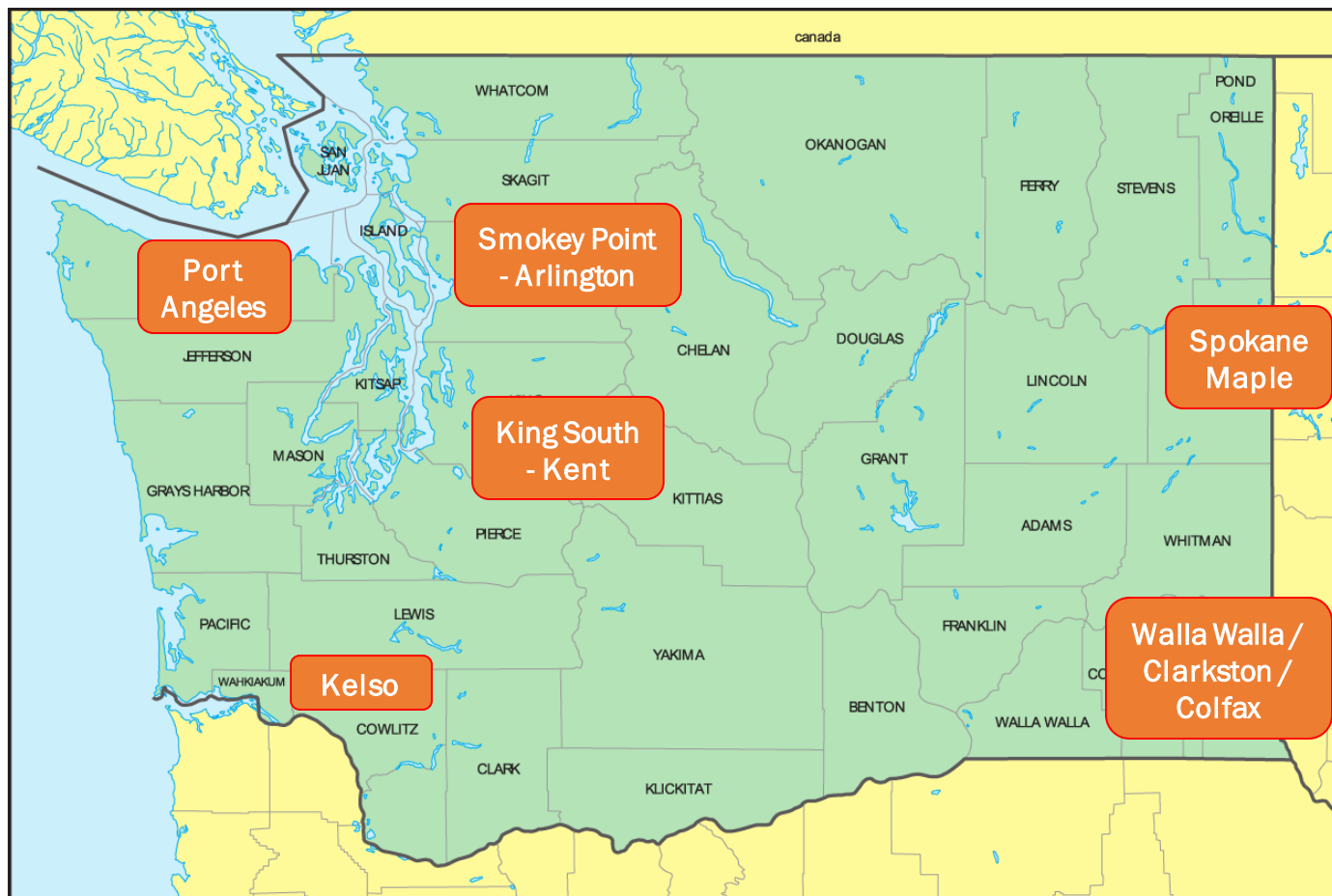
DSHS Financial Capabilities Pilot (cont'd.)

Financial capabilities: Ability to effectively manage one's resources

Know-ledge **+** Skills **+** Access to Resources **=** Financial Capabilities
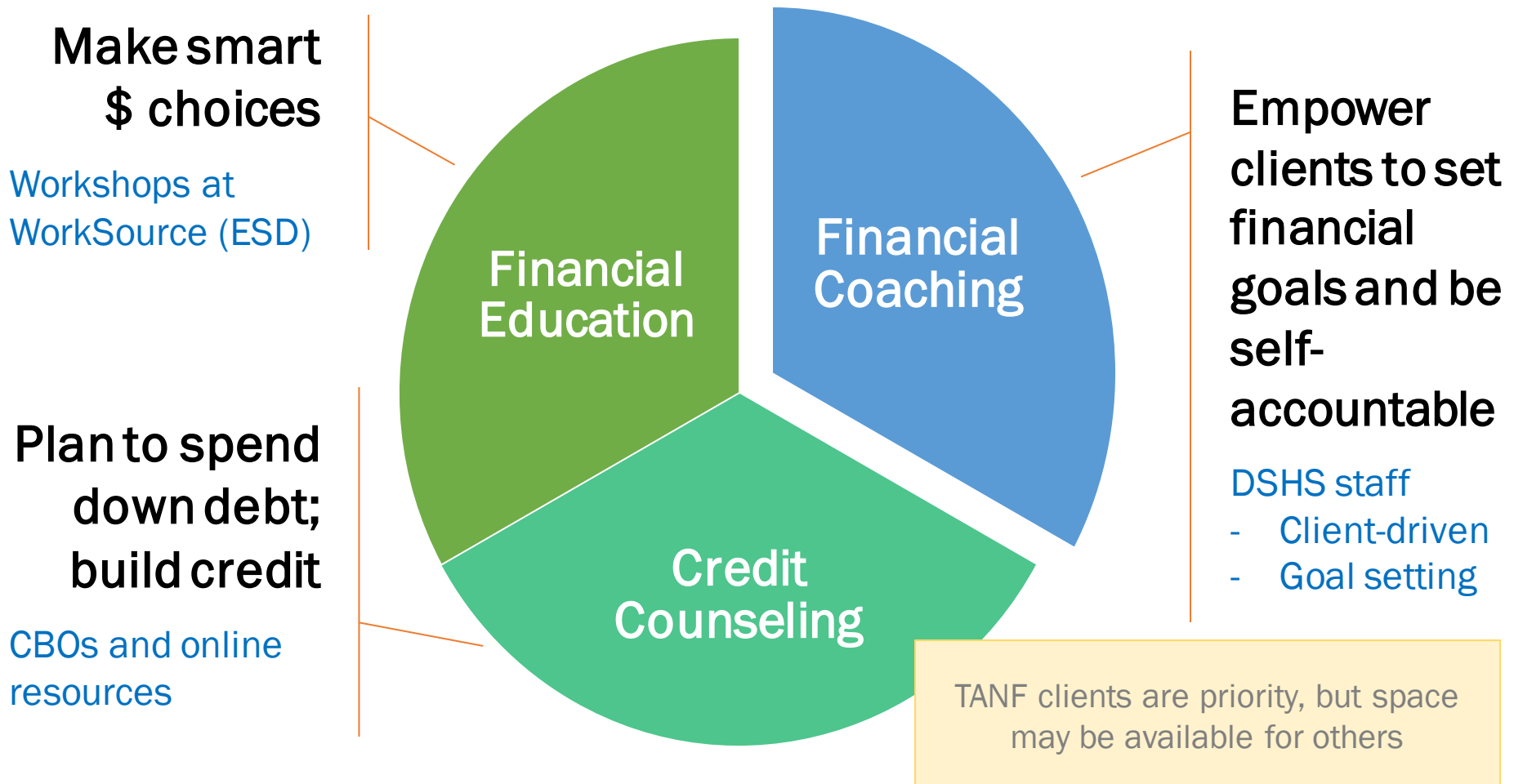
DSHS Financial Capabilities Pilot (cont'd.)

Integration:

➢ Meet people where they are (integrate into existing activities)

➢ At a time that is relevant to them

Workforce Development

Financial Literacy

Improved Outcomes

(e.g. higher wages)

Service Delivery – FC Component (through 10/2019)

Make smart $ choices

Workshops at WorkSource (ESD)

Plan to spend down debt; build credit

CBOs and online resources

Empower clients to set financial goals and be self-accountable

DSHS staff
- Client-driven
- Goal setting

Financial Education

Financial Coaching

Credit Counseling

TANF clients are priority, but space may be available for others

NSC WBL Policy Academy

- Washington is one of five states selected to participate in the National Skills Coalition's Work-based Learning Policy Academy in 2018.

- The focus of the academy is to develop state policy proposals and advocacy strategies to expand work-based learning to low-income communities.

NSC WBL Policy Academy

Core Team:

Erin Frasier, Shana Peschek, and Louisa Erickson

Home Team:

Will Durden, SBCTC

Peter Guzman, SBCTC

Linh Huynh, SBCTC

Jennifer Dellinger, SBCTC

Caitlyn Jekel/Kairie Pierce, WA State Labor Council

Greg Christiansen, NW Ironworkers Trust & Chair of WA
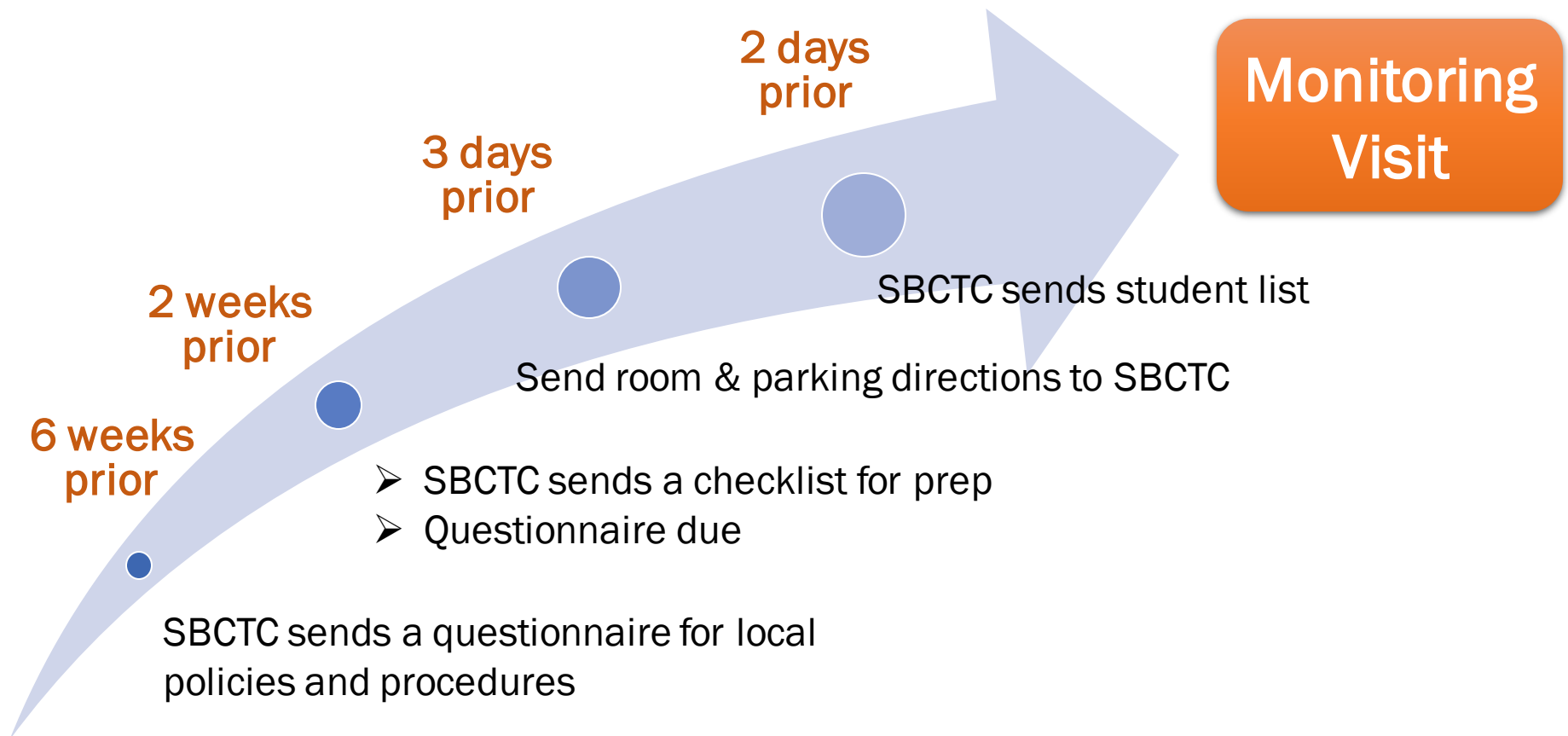
Patrick Whalin, DSHS

Shavana Howard, DSHS

Patrick Budde, DSHS

Mark Martinez, WA State Building Trades
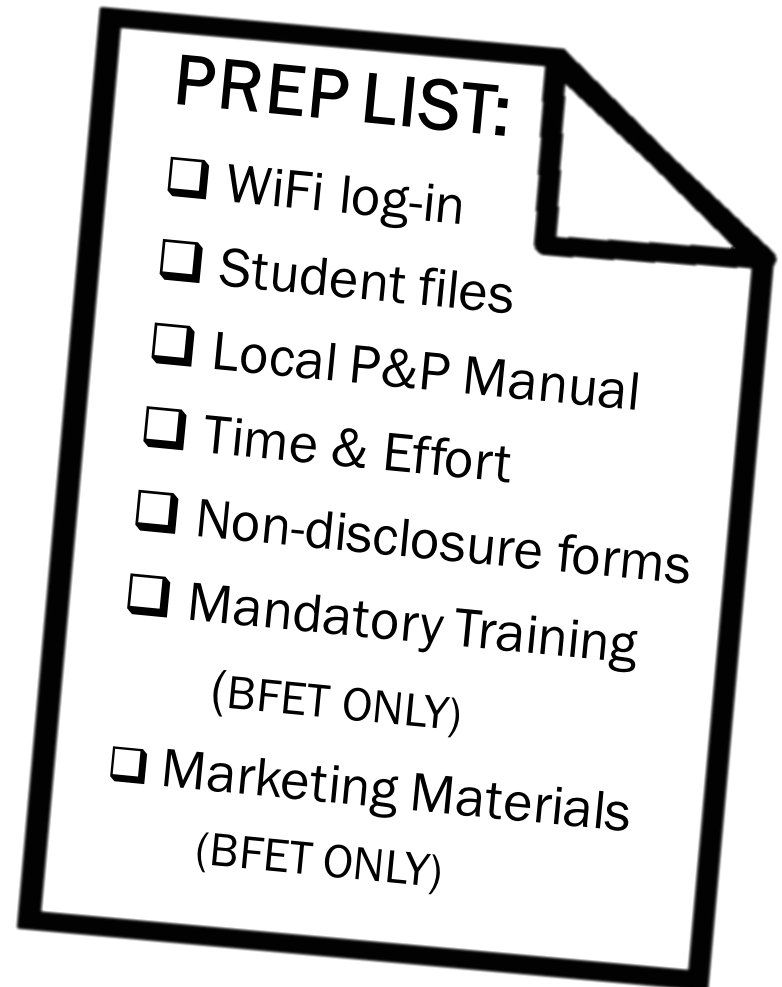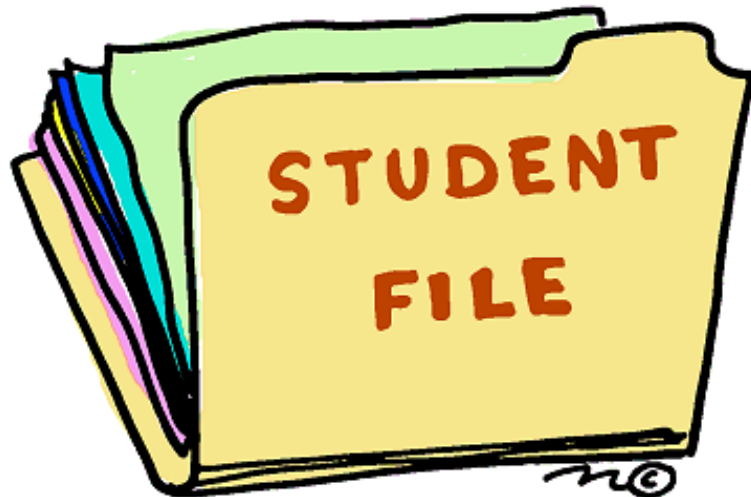
NSC WBL Policy Academy Updates

- Added SMEs from apprenticeship trades

- Mapping Session
  - Trades were laid out in order of how an apprentice moves through the program
  - Apprenticeship programs are being mapped out with supports from funding such as SNAP, TANF, WIOA, Unemployment etc.
  - 5 household scenarios and 5 apprenticeship pipelines
- Presentation at WA Workforce Conference
  - 45 attendees viewed 3 scenarios:
    - Pre-Apprenticeship (single individual on SNAP and Single Parent w/ 1 child)
    - Ironworkers (single individual on SNAP and Single Parent w/ 1 child)
    - Labors (single individual on SNAP and Single Parent w/ 1 child)

Preparing for a Monitoring Visit

Monitoring Visit

2 days prior

SBCTC sends student list

3 days prior

Send room & parking directions to SBCTC

2 weeks prior

➢ SBCTC sends a checklist for prep
➢ Questionnaire due

6 weeks prior

SBCTC sends a questionnaire for local policies and procedures

Monitoring Visit

- File Review
- Staff Interview
- Questions & Concerns

STUDENT FILE

PREP LIST:
- ☐ WiFi log-in
- ☐ Student files
- ☐ Local P&P Manual
- ☐ Time & Effort
- ☐ Non-disclosure forms
- ☐ Mandatory Training (BFET ONLY)
- ☐ Marketing Materials (BFET ONLY)

WorkFirst

Important Dates and Reminders

Fall Quarter Meeting
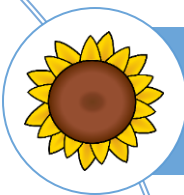
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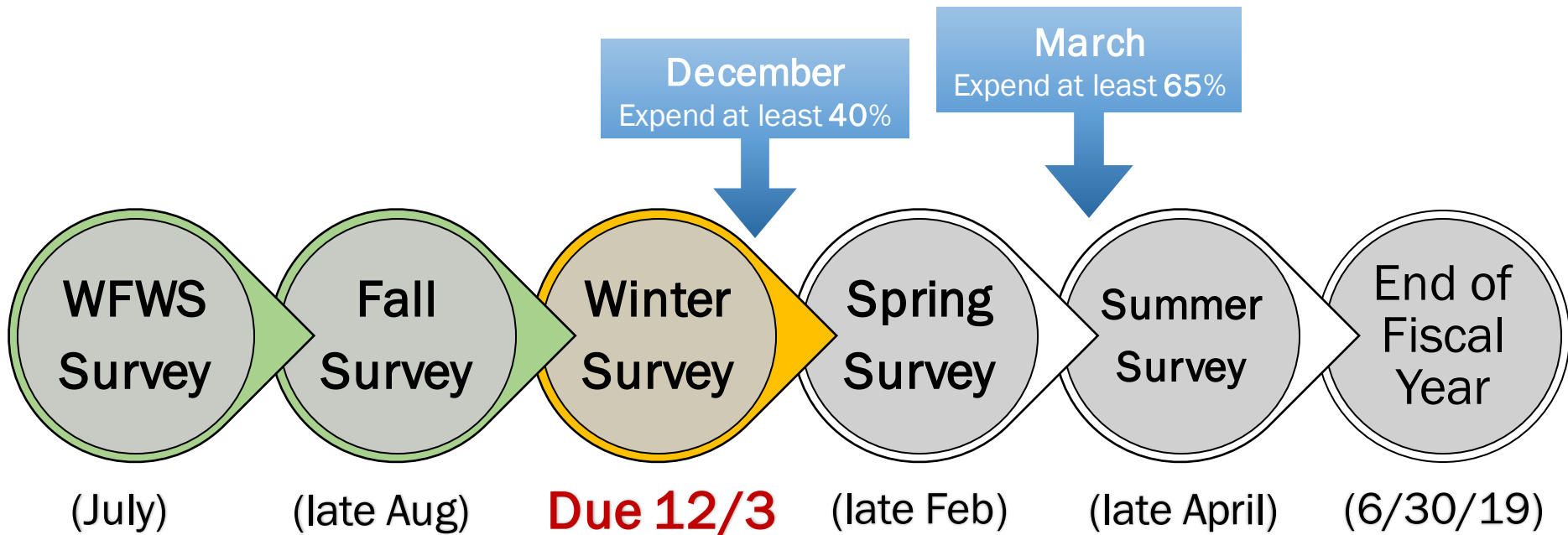
WorkFirst Redistribution Policy

"Grant recipients are expected to expend their awarded funds by the following timeline and corresponding percentages. Any unspent funds outside of the allowable range will be recalled by SBCTC for distribution to meet system needs." (WFDA Grant Guidelines)

- Through December - **40%** (Additional funds received from funding survey requests will not be taken into consideration when reviewing percent expended.)

- Through March - **65%**

- How do people sign up to help plan/facilitate at the Spring training forum?

Quarterly Reports: VE Extensions & WFWS

Summer – September 28 ✔

Fall – January 21

Winter – April 30

Spring – July 20

Academic Transfer Degrees & BAS Degrees

SBCTC guidelines & WorkFirst Handbook (sec 7.2):

- **Professional/Technical Programs**: VE includes training that leads to a certificate or degree in a *specific* occupation

- **Certificates and Degrees**: Occupation requires training other than a baccalaureate or advanced degree

- Students interested in an academic transfer degree program (e.g. AA) / BAS program are not eligible for tuition assistance

But check on a case-by-case basis…

Degree Completion (DC) Component

- Section 7.2: "Allows individuals to finish the last year of any certificate or degree program, not to exceed a baccalaureate degree, in a high-wage/high-demand field…"
- Approved by the SBCTC on a case-by-case basis

Vocational Unapproved (VU) Component

- Section 7.4: "The VU code in eJAS will let you know that the education portion of the parent's IRP *doesn't count* toward federal participation and doesn't qualify for support services…"

VU + PT

- PT-19 (WFWS) as approved core activity
- Case manager will determine eligibility for support services (e.g. childcare) based on PT

Basic Food Employment & Training

FFY18 Funding Stats

- 1.7 Billion left unexpended

- 30% of colleges had 20% - 60% of their grant left after final billing; 100% of these colleges submitted funding surveys without return of funds

- 23% of colleges had 10% - 20% of their grant left after final billing; 100% of these colleges submitted funding surveys without return of funds

BFET Funding Surveys

- First one to be release beginning of December
- Timely Participation in Surveys
  - SBCTC's policies require all colleges to participate before moving forward with approvals
  - Responding late holds up the entire process
- Consistent Billing/Invoicing
  - Billing status will be factor in considering requests

BFET Funding Surveys

- Fall Funding Survey (Preliminary)
  - October 2018
- Winter Funding Survey
  - December 2018
- Spring Funding Survey
  - February 2019
- Summer Funding Survey
  - April 2019
- Final Funding Survey
  - July 2019

FFY18 FNS Audit Findings

- Case Notes
  - Missing
  - Not of Quality

- Eligibility
  - DSHS Review of Clients
  - Progression

- PRs
  - Multiple Payments Per Client
  - Reasonable and Necessary
  - Documentation
  - Case Notes

Participant Reimbursement

Two Options For Participant Reimbursements:

- *Participant Reimbursement Process 1:* For those who want to continue using the Participant Reimbursement Form supplied by DSHS or an alternative form approved by the SBCTC Program Administrator. This option allows you to follow your previous process of using a paper form. However, instead of creating a case note in eJAS for the release of and amount of participant reimbursement, you will instead fill out the Participant Reimbursement form in eJAS.

- Participant Reimbursement Process 2: For those who want to completely migrate to DSHS's electronic Participant Reimbursement process in eJAS. You will not need a paper form as indicated above, however, this will still require you to print out the completed Participant Reimbursement form from eJAS.

Participant Reimbursement

- Deadline for Implementation is beginning of Winter Quarter
  - PRs for October – December: **IF and only IF**, you have not implemented one of the options you can use the PR section of the Billing Roster to bill for all PRs

- Business request has been submitted for changes to the template in eJAS
  - Additional ability to edit a single PR, CAPs, leveraging sources etc.

- College Calls
  - SBCTC is contacting colleges
  - Compiling concerns around issues that effect the system to move them forward to Policy
  - How can we assist in implementation

Billing Roster Clarifications

- Do we include all students served on the billing roster even if we are not funding them?

  - No, this was a requirement when DSHS was trying to determine cost per student, this ended a few years ago.

- Where will leveraged funds be included in the billing roster?

  - You simply add the student information and an "x" in the appropriate column.

- How do we invoice for funds being leveraged since there is not an option to include them in the PR form in eJAS at this time?

  - You can enter the information in the PR form as normal, then in the justification section indicate the source of funding.

Additional Clarifications/Updates

- Students with prior degrees can be eligible for BFET
  - Document on IEP

- Electronic Signatures
  - Still unapproved at this time
  - More meetings have been scheduled to review this topic

- Supplies/Tools Required For Programs or Classes
  - Must be REQUIRED
  - Documentation showing requirement
  - Itemized cost of supplies or tools
  - Have you considered other resources (internally and externally)

Quarterly Reports: BFET Exit Report

Sum

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Spri

Upcoming Dates To Remember

WF/BFET Quarterly Meetings

Summer – 8/15/18 ✔

Fall – 11/9/18 ✔

Winter – February 2019

Spring - May 2019 (WF & BFET Training Forums)

Interested in hosting? Email: lhuynh@sbctc.edu