



January 25, 2019

TO: BFET Basic Food Employment & Training Program Providers

FROM: Department of Social & Health Services (DSHS) BFET Program

SUBJECT: **Change to BFET Quarterly Exit Report Requirements**

*Effective January 1, 2019*, DSHS has removed the requirement for providers to submit the BFET Quarterly Exit Report. DSHS will obtain this information through the eJAS. It is our goal to reduce the administrative burden requiring the submission of duplicate reports by our BFET providers.

The BFET policy team will provide a quarterly report to providers to include the following data:

- a. Total number of participants in specific components
- b. Total number of participants exiting specific components
- c. Number of incomplete exits
- d. Number of loss of contact exits
- e. Number of successful completions without employment
- f. Number of successful completions with employment and
- g. Employment Outcome Report

Each provider will receive a Provider ID number to review only their report. This quarterly report will be available via email by the end of each quarter. Example: 1<sup>st</sup> Quarter report will be emailed to all providers by January 31, 2019.

The BFET policy team will be updating the Handbook and Contract accordingly, however this memo will serve as an official notice of the policy change.

If you have any questions, please send them to [SWBFETPolicy@DSHS.WA.GOV](mailto:SWBFETPolicy@DSHS.WA.GOV).

Thank you.

cc:

Shavana Howard  
Bessie Williams

Charleen Anderson  
Felicia Talbott