



College BFET Q&A – Participant Reimbursements (PR)

1. Q- Do I need to submit a billing roster anymore?
A- For colleges, effective Jan 1st 2019, the billing roster is used for tuition only. A PR tracking form is not submitted with billing.

2. Q- At what time do I enter a PR into the eJAS case?
A- The PR form must be completed in eJAS once the support has been issued or within 7 business days of issuance. Issuance must be defined by each college and included with your policy and procedures for recording issuances in eJAS in the BFET Local Policy and Procedure Manual. This means that however you internally identify a PR as being issued (not requested or awarded) is when you will have 7 business days to enter in the PR into eJAS. Issuance does not need to be at the same time of request or award and could, for example, be defined as the time of receipt of purchase from student, bookstore, 3rd party vendor, or through other institutional reconciliation processes.

3. Q-Do I need to make a case note about the PR?
A- Completion of the PR form in eJAS automatically generates a case note for the participant. You do not need to make an additional case note about the PR if you are effectively using the justification section on the PR (demonstrate the need for the service/support and that the support is reasonable and necessary for the participant to be in the BFET activity). In your monthly case note regarding client progression, please capture support services when describing client progress

4. Q- Why am I entering the PR in eJAS and adding PR information on the PR Tracking form?
A- Entering the information into the eJAS PR function provides your agency the ability to track PR, and run PR reports on your caseload. Colleges do not use a PR Tracking form.

5. Q- How many times can I update a specific PR in eJAS?
A- You can only modify a PR in eJAS one time. This should be done at time of reconciliation to show the actual amount of the expenditure.

6. Q-How does our fiscal staff gain access to DSHS secure email?
A- Your fiscal staff can send an email to SWBFETPolicy@dshs.wa.gov, requesting for DSHS Secure email. DSHS staff will then reply providing access. Please note: Colleges use WA Secure Email Portal for Tuition Billing Roster and OBIS for billing and invoicing.
7. Q-Can DSHS notify contractors when the PR Directory is updated on website?
A- Yes, DSHS will notify contractors. The SBCTC will share the updates and clarifications on any necessary changes to their internal list serve.
8. Q-I can't find the specific PR in the choices of the dropdown menu in eJAS.
A- Choose the best option available. Example: Parking Pass is not currently a selection in the drop down menu. Include Parking Passes in the "transportation" category and provide an explanation of the expense in the justification section of the PR form.
9. Q- Is an eJAS printed, unsigned PR form acceptable?
A- A PR form must be signed by the participant at the time of issuance of the PR. It can be the eJas printed version of the PR form, the DSHS PR hard copy form, or an approved alternate.
10. Q-Is there a date range to run the PR report in eJAS?
A- Yes. You can only run the report for the last 90 days. DSHS is working with eJAS system IT to extend this time period.