WorkFirst & BFET Updates

Winter Quarter Meeting

March 4, 2019

COMMUNITY AND **TECHNICAL COLLEGES**
Washington State Board

Staffing Updates

- Education Program Coordinator
  - See posting online
  - Applications due March 10

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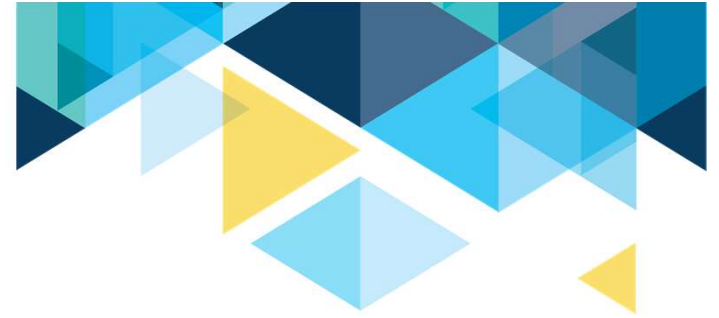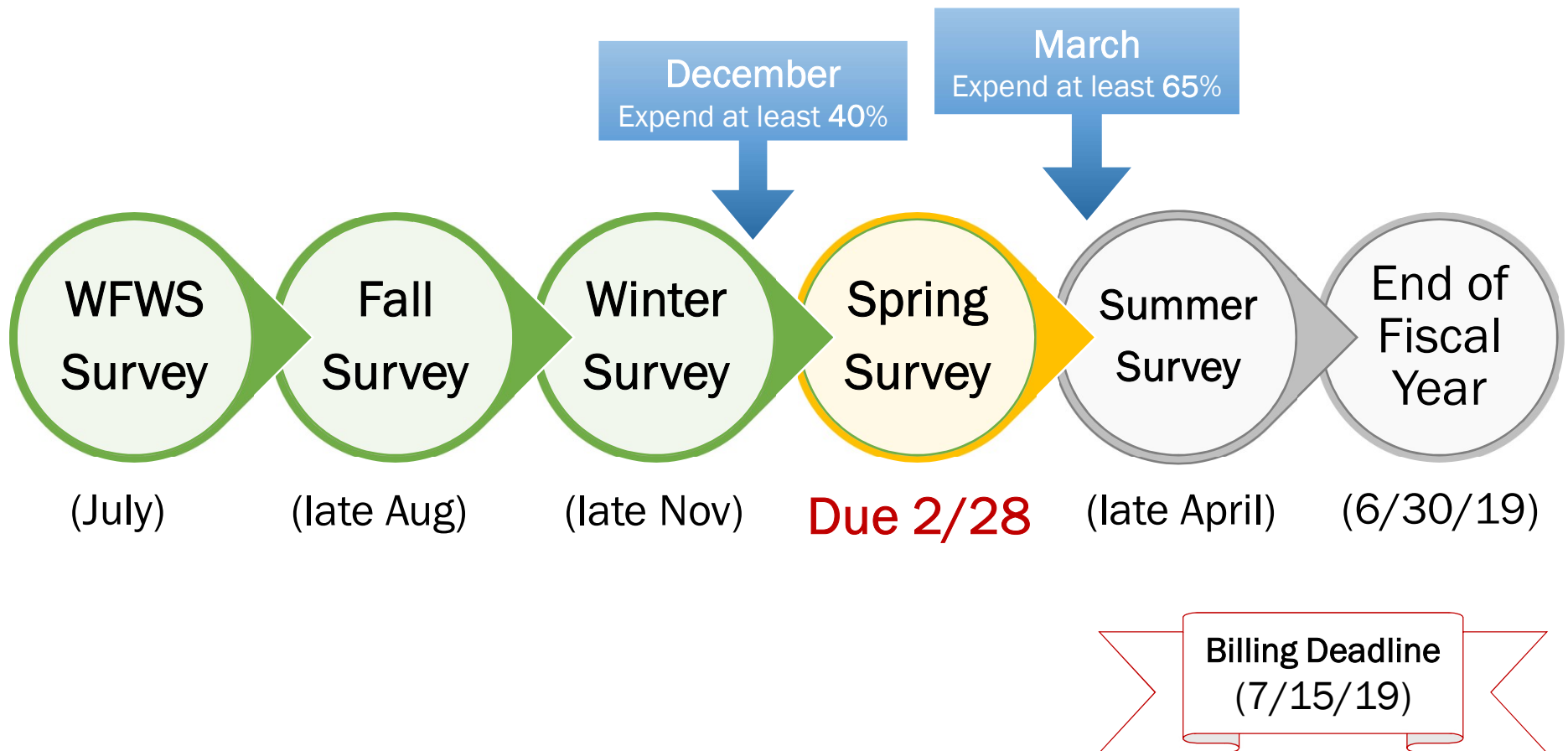 - Program Administrator – WRT, SNQ, Smarter Balanced, etc.

WorkFirst

Important Dates and Reminders

Winter Quarter Meeting

March 4, 2019

COMMUNITY AND
TECHNICAL COLLEGES
Washington State Board

WorkFirst Funding Surveys

December Expend at least 40%	March Expend at least 65%

| WFWS Survey	Fall Survey	Winter Survey	Spring Survey	Summer Survey	End of Fiscal Year
(July)	(late Aug)	(late Nov)	Due 2/28	(late April)	(6/30/19)

Billing Deadline
(7/15/19)

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.)
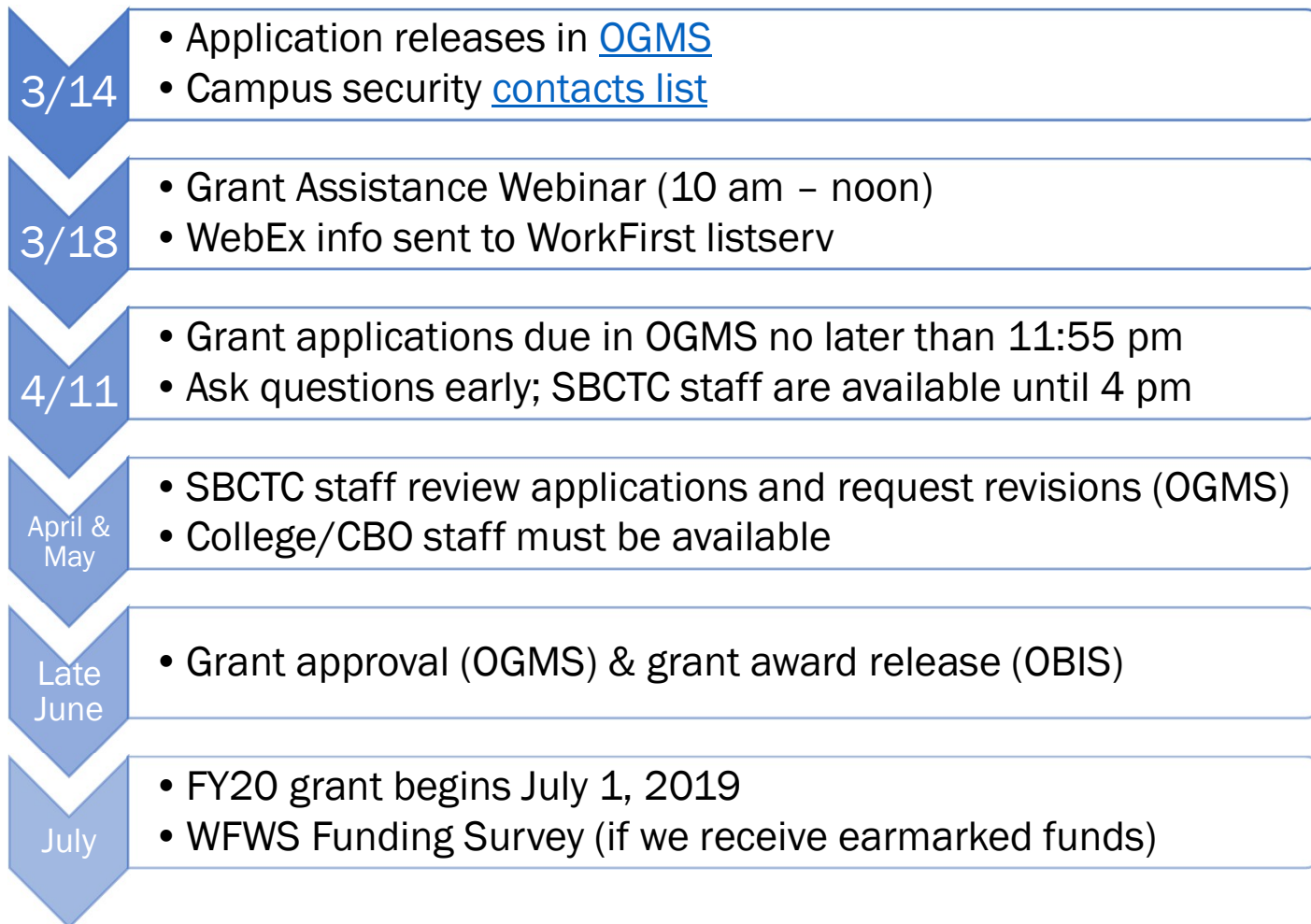
- Through March - **65%**
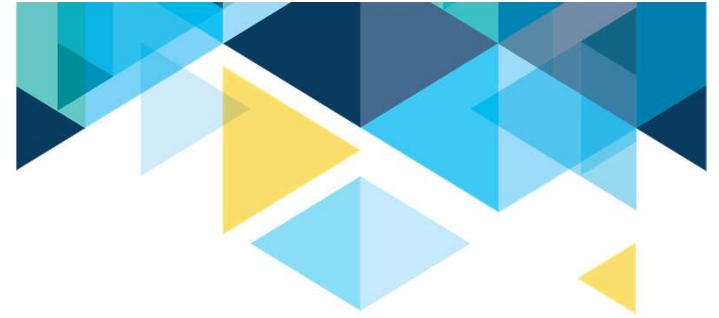
WorkFirst Take Back Policy

"If the actual WorkFirst final grant funds expended at a college fall short of the final award amount by more than 10% for two years in a row, the college is subject to a reduction in grant funds in the next year going forward."

"The reduction is equal to 75 percent of the difference between the grant amount and the actual grant funds expended in the second consecutive year of missed targets" (WFDA grant guidelines).

Take-back reduction in...	Informed by expenditures in...
FY20	--
FY21	FY19 & FY20
FY22	FY20 & FY21
And so on...	

First year for take-back reductions →

FY20 WorkFirst Grant Application

3/14
- Application releases in OGMS
- Campus security contacts list

3/18
- Grant Assistance Webinar (10 am – noon)
- WebEx info sent to WorkFirst listserv

4/11
- Grant applications due in OGMS no later than 11:55 pm
- Ask questions early; SBCTC staff are available until 4 pm

April & May
- SBCTC staff review applications and request revisions (OGMS)
- College/CBO staff must be available

Late June
- Grant approval (OGMS) & grant award release (OBIS)

July
- FY20 grant begins July 1, 2019
- WFWS Funding Survey (if we receive earmarked funds)

Quarterly Reports: VE Extensions & WFWS

Summer – September 28 ✔

Fall – January 31 ✔

Winter – April 30

Spring – July 20

2019 WorkFirst Training Forum

Tuesday, 5/21 – Wednesday, 5/22

Crowne Plaza Hotel (SeaTac)

- Hotel booking link (or 1-844-733-1389)
  - Check in 5/20; check out 5/22
- Potential speakers & panelists
- Interested in serving on the Planning Team?
  - Plan and facilitate sessions
  - Event coordination and logistics
  - Lots of professional development opportunities!
  - Contact lhuynh@sbctc.edu

Basic Food Employment & Training

BFET Funding Surveys

- Spring survey released March 1

- Due March 14

- Timely Participation in Surveys
  - SBCTC's policies require all colleges to participate before moving forward with approvals
  - Responding late holds up the entire process

- Consideration of Requests
  - Those with immediate need to bill for current quarter
  - Those with immediate need for the upcoming quarter
  - Current billing status and remaining balance of grant

BFET Funding Surveys

- Fall Funding Survey (Preliminary)
  - N/A FFY19
- Winter Funding Survey
  - Completed
- Spring Funding Survey
  - Mar 2019 - Open
- Summer Funding Survey
  - May 2019
- Final Funding Survey
  - Aug 2019
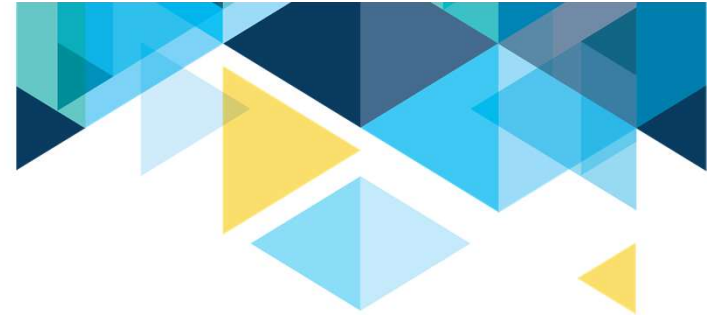
Billing Roster Clarifications

- Billing Roster is for tuition only

- Billing Roster is ONLY submitted if your internal policies require payment of tuition prior to the start of a quarter when a student's component is not open
  - Example: Student's tuition is due in December for Winter quarter. Classes start January 1. Student's component is scheduled to open January 1. You MUST include this student on a Billing Roster for December prior to invoicing SBCTC.

- DSHS Billing will return Billing Rosters that:
  - Include all students
  - Are unnecessary

Participant Reimbursement Clarifications

- Invoicing for all billing is submitted in OBIS, this includes Participant Reimbursements (this is not a change)
- Options 1 and 2 for PR processes effective Jan 1, 2019
  - Document your process (chosen option) in local policy and procedure manual
- DSHS workaround for cap amounts in eJAS PR form
  - Workaround is effective Jan 1, 2019 until the date that DSHS removes the cap amounts
  - For monitoring visits and audits:
    - Identification of eJAS PR form(s) up to the cap amount
    - If the student was approved for support beyond the cap amount, identification of the hardy copy PR(s) in their student file and an eJAS case note documenting the PR(s).

Participant Reimbursement Form

- DSHS policy requires:
  - All Participant Reimbursement supports must have a Participant Reimbursement form
  - Any alternate Participant Reimbursement form must be approved prior to use
  - Alternate Participant Reimbursement forms must contain all elements of the DSHS Participant Reimbursement form
  - Support(s) are reasonable and necessary
  - Participant Reimbursement form is signed at issuance of support(s)
  - Documentation of supports being received (receipts)
- Resources:
  - Email Policy Clarifications
  - College Participant Reimbursement Q&A
- Updates forthcoming to align with current policy:
  - DSHS Provider Handbook
  - SBCTC Grant Guidelines

Please contact Jennifer Dellinger (jdellinger@sbctc.edu) for guidance or questions

Updates

- Client Edit/View Access
  - SBCTC submitted request 90 days edit access and 360 days view access for clients no longer on caseload
    - Allows for:
      - Colleges to close out clients
      - Enter final case notes, employment info, PR's, completions etc.
- Case Note Audits
  - October through December Audits have been sent to program administrators
  - January Audit has been received and will be sent out to program administrators this week
  - Largely outside of 5% allowance system-wide
  - FFY17 and FFY18 CAP received by DSHS
  - DSHS Ops and SBCTC have formalized our commitment to providing better technical assistance and training to colleges for case notes

New Process (Spring Quarter)

In order to provide better technical support and assistance to colleges the SBCTC and DSHS have formalized the following processes:

- Upon completion of eJAS case note audits
  - Ops staff will review results with the college and send reports to SBCTC
  - SBCTC will send reports to college program administrator
    - Commendations for being within allowable variance (5%)
    - Offer support and training to those outside of allowable variance
- Outside of allowable variance for two consecutive months
  - Requires college to create a plan with BFET Ops Team and approved by SBCTC to reach compliance
- Outside of allowable variance for four consecutive months
    - Requires BFET Ops and SBCTC to conduct training with college

Case note audit results and developed plans (where applicable) will be included in the DSHS monitoring of SBCTC and the SBCTC monitoring of the colleges

Updates

- Electronic Signatures
  - Approved for use by DSHS
  - SBCTC needs to build guidelines for implementation and monitoring **prior** to use
  - Anticipated Implementation FFY20

- BFET Annual Training Forum (June 4 – 6)
  - Survey due March 7th for input
  - Looking for College representation on planning committee

- FFY20 BFET Grant and Budget Workbook
  - Requested to receive BFET Budget Workbook from DSHS beginning of April
  - Grant releases June 13, 2019
  - Review teams for BFET grant/fiscal guidelines (April)

SBCTC Roles

- Main point of contact for all BFET CTC providers
  - Identify and advocate for business needs in a coordinate effort
- Technical support for:
  - Onboarding
  - Training
  - Policy implementation and clarification
  - Resources (networking, guiding practices, service to students, program administration etc.)

BFET eJAS Q&A
Hosted By: BFET Ops Team

Dates To Remember

WF/BFET Quarterly Meetings

Summer – 8/15/18 ✔

Fall – 11/9/18 ✔

Winter – 3/4/19 ✔

Spring - WF & BFET Training Forums

COMMUNITY AND
TECHNICAL COLLEGES
Washington State Board

SBCTC's 2019 WorkFirst Training Forum

Two days of interactive, engaging content for WorkFirst staff from our colleges and community-based organizations!

Tuesday & Wednesday May 21 – 22, 2019

Crowne Plaza Seattle Airport 17338 International Blvd Seattle, WA 98188

Hotel group booking link (or 1-844-733-1389). Registration info forthcoming. Interested in serving on the Planning Team? Please contact lhuynh@sbctc.edu.

DSHS Training Forums

2019 WorkFirst Forum

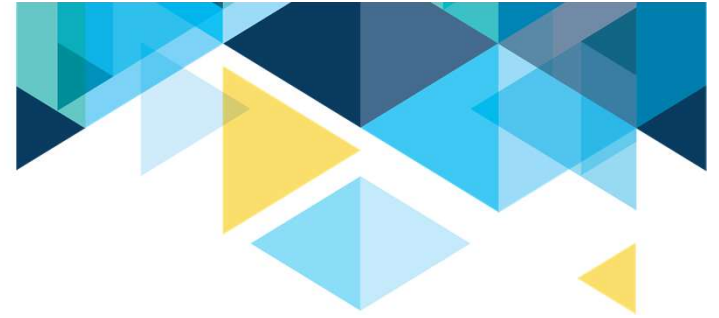Dates: *TBD* (mid-June)

Wenatchee

Space is limited for each agency. More information and registration materials coming soon to the WorkFirst listserv.

2019 BFET Forum

June 4 - 6

Location - TBD

Other details to come

Councils and Commissions

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

April 4 – 5
Business Affairs Council (BAC)
@ Spokane Falls CC

April 18
Council for Basic Skills (CBS)
@ Peninsula College

May 2
WA State Student Services Commission (WSSSC)
@ Spokane CC

May 8 - 10
Career & Employment Services Council (CESC)
@ Walla Walla CC

May 9 -10
Workforce Education Council (WEC)
@ Big Bend CC

June 6 -7
Business Affairs Council (BAC)
@ Clark College