

MINIMUM INFORMATION NEEDED ON BFET PARTICIPANT REIMBURSEMENT FORM

Type	Data Field	Needed to Identify
Form Title	Participant Reimbursement Form	Type of Form
Identifier Information	College Name	College Issuing Participant Reimbursement
	Student Name	BFET Participant Receiving Support (Participant Reimbursement)
	eJAS ID	
Participant Reimbursements	Type of Participant Reimbursement & Amount (for Fuel/Orca Cards: Card Number; for Bus Pass: Frequency (i.e. Monthly, Quarterly etc.))	Support (Participant Reimbursement) being Issued & Amount of the Issued Support. Must Be Individually Listed
Reasonable and Necessary	Justification	Reason Each Support (Participant Reimbursement) is Needed and How It Will Help Them Maintain in BFET Activity
Certifying Information	Certification Statement	Formal Statement Attesting The Following: <ul style="list-style-type: none"> • Issuance of Support Was Received • No Other Entity Has Provided The Same Supports in The Same Month • The Support Can Only Be Used for Intended Purposes • Disqualification for Misuse of Funds • Intent to Return Receipts (i.e. Client Declaration on DSHS Participant Reimbursement Form)
	Student Signature	
	Staff Signature & Printed Name	Attesting Approval of Participant Reimbursements Issued
	Date	Date Participant Reimbursement was Received