

**Basic Food Employment and Training (BFET) Program  
Participant Reimbursement Directory FFY20**

Participant reimbursements (PR) (support services) are transitional by nature and are not an ongoing supplement. They are intended to help the participant during their participation in any BFET activities to include employment. Participant reimbursements are not an entitlement, and must be carefully managed.

Participant Reimbursement should be reasonable and necessary to engage in a BFET activity. A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would pay under the circumstances prevailing at the time the decision was made to incur this cost. Necessary costs are incurred to carry out essential functions, cannot be avoided without adversely affecting participant outcomes and do not duplicate existing efforts.

When providing PR expenses, the following must be completed: Participant Reimbursement Form and documentation in eJAS justifying expenses and receipts of expenditures. This information must be maintained in the participant file.

Other resources should always be considered prior to utilizing BFET funds for PR. Cost’s limits on categories are applicable if listed.

SERVICE DESCRIPTION	GUIDANCE
<b>BOOKS &amp; TRAINING SUPPLIES</b>	
Tools/Books/Supplies - Tools or supplies required by an employer or instructional training program. Must have employer or training program verification that tools or other supplies are needed.	Other resources available include: Pell Grants, SEOG, WIOA or Work Based Tuition Assistance. <i>High schools, community colleges, and community based organizations (CBOs) may provide no-cost tutoring for students.</i> Example Costs; tuition and books. All other student or employees must also have the same requirements for tools/book/supplies.
Reasonable Accommodations Supplies	Participants with disabilities may purchases goods or services (including testing) that accommodate an individual’s disability.
Tools	Determine the need for tools on a case-by-case basis. These costs do not fall under the clothing limit as they are related to work and can include safety glasses, steel toe protective boots, work gloves and overalls, etc.
Training materials	Items required for a training class or series.
<b>CLOTHING</b>	
<b>Maximum \$600 per participant per program year</b>	

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<p>Clothing necessary to seek, accept and maintain employment or to participate in a work like activity or training program.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Special Shoes</li> <li>• Special Clothing / Interview clothing</li> <li>• Protective Devices</li> <li>• Work Appropriate Clothing</li> <li>• Under Clothing</li> <li>• Other apparel as needed</li> </ul>
<b>CHILDCARE/MEDICAL*</b>	
<p>Childcare/Medical</p>	<p>If a participant is ineligible for childcare through Childcare Subsidy Program (CCSP), but performs approved BFET activities, you may approve childcare services for the participant through a third party. Please ensure that verification of denial from this program is provided in the client's file.</p> <p>Medical fees and supplies: Funds for medical assistance are allowable after exhausting all other resources, including coverage through the Affordable Care Act. Including emergency dental work, inoculations, eye examinations, and eye glasses.</p>
<b>EDUCATIONAL/CREDENTIAL TESTING</b>	
<p>All expenses related to participating in an educational or training program.</p> <p>Testing: testing may include (though not limited to): Literacy level testing, Aptitude testing, college entry exams, or skills proficiency</p>	<p>Other sources of payment should always be considered prior to utilizing BFET funds, these include: Pell Grants, SEOG, WIOA or Work Based Tuition Assistance. <i>High schools, community colleges, and community based organizations (CBOs) may provide no-cost tutoring for students.</i></p> <p>Testing fee not paid if available from another free or low cost source or necessary to enable a client to participate in a program. Requirements:</p> <ul style="list-style-type: none"> <li>• Part of an approved training or educational activity</li> <li>• Acceptance of an offer of employment</li> <li>• Maintain employment</li> <li>• GED</li> </ul>

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	<ul style="list-style-type: none"> <li>• License/Certification expenses</li> <li>• Union dues must be paid to secure employment or for the month of employment.</li> <li>• Testing necessary to acquire a license or certification but not included in a license fee. Example: Food Handler’s Card, Nursing Assistant Certification.</li> </ul>
Course Training Registration Fees	<p>Participants may receive assistance with tuition, lab fees, and other education related costs necessary for training connected to a BFET activity.</p> <p>For course registration fees over \$500, verification of registration and eJAS documentation is required that answers how training will enhance BFET participation, and when a certificate and /or degree is completed.</p>
ID/Driver’s License Testing fee and standard license fee	<p>Driver’s license, including testing and standard issuance fees. This does not include paying penalty fees or debts such as license suspension due to excessive fines.</p> <p>Enhanced license. Citizenship and naturalization documentation, if required for BFET activities or employment.</p>
Drug Tests	Only if required for employment
Fingerprinting	Only if required for employment or a background check
Permits and fees	<p>Testing and/or securing permits needed for training or to support job search activities.</p> <p>Bonding, related to additional insurance a prospective employer may need to have in order to employ an ex-offender.</p>
Student Activity fees	Only if required to participate in class.
<b>HOUSING/UTILITIES</b>	
<i>Maximum \$6,000 per participant per program year</i>	
Housing / Utilities	Cannot be used for mortgage assistance.
Cell Phones/Cell Phone Minutes	Allowable only for individuals engaged in job retention services.
<b>PERSONAL HYGIENE</b>	
<i>Maximum \$600 per participant per program year</i>	

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<p>Hygiene items needed to maintain personal appearance and grooming to participate in activities or accept employment.</p>	<p>Personal hygiene items include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Soap</li> <li>• Shampoo</li> <li>• Toothpaste/mouthwash</li> <li>• Deodorant</li> <li>• Shaving supplies</li> <li>• Feminine hygiene supplies</li> <li>• Make up</li> <li>• Laundry supplies</li> <li>• Hair cut/color</li> </ul>
<b>TRANSPORTATION</b>	
<i>Maximum \$1,400 per participant per program year</i>	
<p>Public Transportation</p>	<p>Public transportation includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• ORCA cards</li> <li>• Bus tickets</li> <li>• Uber/Lyft</li> <li>• Taxi</li> <li>• Ferry</li> <li>• Train</li> <li>• Light Rail</li> </ul>
<p>Bike Repair</p>	<p>Bicycle Repairs can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Tires/Tubes</li> <li>• Chain</li> <li>• Bike Frame</li> <li>• Side Mirrors</li> <li>• Helmet</li> <li>• Lights</li> </ul> <p>Similar to automobile repairs, you must document necessary estimates to the best of your ability, depending on the availability of local bike repair shops.</p>
<p>Auto Repair</p>	<p>Auto repairs require the following:</p>

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	<ul style="list-style-type: none"><li>• A minimum of two (2) written estimates, except when it is not possible, such as an inoperable vehicle. When the car is inoperable, use the estimate form the garage and contact another garage, requesting a bid on similar repairs needed for the vehicle to be in working order.</li><li>• All work and replacement parts must be performed by a licensed business.</li><li>• May include charges for repair estimates (diagnostic testing), if a fee is standard for these services.</li><li>• Towing for car repairs only</li></ul> <p>Minor repairs of personal vehicle (registered to participant) necessary to return the vehicle to operable condition, such as:</p> <ul style="list-style-type: none"><li>• Brakes</li><li>• Water Pump</li><li>• Timing belt</li><li>• Batteries</li><li>• Chains</li><li>• Lights</li><li>• Tires</li></ul>
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\*Include all medical expenses in the childcare line item for FFY20. There will be a new line item, medical expense in FFY21.