



**MEMORANDUM**

Ref: 19-35-38

DATE: October 24, 2019

TO: College Presidents  
Business Officers

FROM: John Ginther   
Director of Accounting and Business Services, SBCTC

SUBJECT: FY2018-19 Basic Food, Employment & Training Grant (BFET) Review

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The Department of Social and Health Services, the granting agency for the Basic Food, Employment & Training Grant (BFET) is requiring additional monitoring of the program. As such, a fiscal and programmatic review of the grant will be performed at most colleges during the BFET fiscal year.

Review procedures for this engagement will include:

- Interviews with key staff and review of college policies and procedures to ensure sufficient internal controls are in place to properly safeguard funds and to ensure all federal, state and local guidelines related to the BFET program are followed.
- A financial review to include review of the college's financial records and test of grant expenditures.
- Review of grant management records to verify the college's compliance with applicable rules and provisions.
- Tests to verify BFET recipient eligibility, and procedures designed to ensure the college is properly documenting that beneficiaries have met eligibility criteria.
- Review of student files to ensure all required records and documents are maintained and all grant requirements are met.

SBCTC's System Grant Auditor, Andrea Schissler, will contact your business office to make arrangements for this review. If you have any questions or need any additional information, please contact Andrea at (360) 704-4341 or [aschissler@sbctc.edu](mailto:aschissler@sbctc.edu).

We appreciate your assistance in carrying out this activity and look forward to working with you and your staff.

- cc. Jan Yoshiwara, Executive Director, SBCTC
- Carli Schiffner, Deputy Executive Director – Education Division, SBCTC
- Erin Frasier, Policy Associate, Workforce Education, SBCTC
- Jennifer Dellinger, Program Administrator, Workforce Education, SBCTC
- John Boesenber, Deputy Executive Director – Business Operations, SBCTC
- Susan Wanager, Policy Associate, SBCTC
- Andrea Schissler, System Grant Auditor, SBCTC
- Maryam Jacobs, System Internal Auditor, SBCTC