

## **BFET Fall Quarter Meeting Slide Notes:**

### **Opening Slide:**

#### **Welcome!**

There is a lot of information to go through today. Some of it is a review for many of you, but just as important and other information is new. Note as we go through the meeting slides, anything that is a new process/policy or a change to an existing process/policy I have included (NEW) after it to help you easily identify these pieces. We have a limited time to get through everything. During the SBCTC presentation, we will pause at the end of each section for any questions or comments before moving on to the next section.

### **Grant Process and Approvals - Slide 4:**

*Matrix:* The matrices will be helpful for the ABAWD Navigators as a starting point to understand what is currently offered on campus and what supports are utilized in the community.

*Alternate Forms:* These means any changes throughout the year. OGMS will notify me and I can go in and approve the use. This will ensure we have a tracking processes that is easily viewable by any staff with access.

*Assurances:* Include new staff, if this is not part of your current onboarding process, you should be including it.

### **Billing/Invoicing - Slide 6:**

*Monthly Billing:* Typically have 40 days

\*June and September invoicing is due outside of the typical billing range

Federal regulations require that you MUST have a back-up person in place to complete your invoicing. Late invoicing is not allowable and may require a plan of action moving forward to allow a one-time exemption.

*Certification and Reutilized form:* if you are going to reutilize funds for FFY20 this MUST be submitted with your FIRST invoice. We cannot accept it throughout the year if not.

*Tuition Billing Roster:* Strategic planning is required for Tuition Billing Roster – this MUST be approved prior to billing in OBIS. Not limited to new students only. Needs to include any student. This is also not to include all students on your caseload.

Most Common Examples:

- 1) you are paying tuition using BFET Reimbursed funds in August for students starting in September, you must include them on the tuition billing roster.
- 2) You are going to leverage WRT, SNG, and OG funds that paid tuition for students in August (because your colleges has process that require tuition due at the time of enrollment) for students starting in September, you must include them on the tuition billing roster.

### **Billing/Invoicing - Slide 7:**

*Reasonable Accommodations:* Participants with disabilities may receive assistance with reasonable and necessary purchases of goods or services (including testing) that accommodate the individual's disability.

*Dental/Medical Expenses:* If this is not how you budgeted in your grant, you will have the opportunity to complete revisions after the contract is received. You will be able to request additional funds to allow for supports with these areas in the first funding survey of the grant year.

*OX FAPCs:* In addition to creating new FAPCs for the mentioned supports, we are looking at combining the current ones to be representative of the FFY20 DSHS budget categories.

### **Reutilized Funds – Slide 10:**

*For First Time Reutilizers:* Please note that you must have a separate account for Reutilized funds. Any 50/50 reimbursed funds you have prior to your last invoice (Sept 2019) must remain separate from the reimbursed funds being used for reutilization. You can continue to spend those previous reimbursed 50/50 funds but you cannot bill for reimbursement. You cannot use 100% as Reutilized funds either.

**Reutilized Funds – Slide 11:**

*First Time Reutilizing Funds:* To get the amount invoiced from September 2019, you will use the total 50/50 amount on your local certification form. This will be your beginning amount to reutilize. This amount will auto populate in the Oct. 2019 Reimbursed Funds Available to Reutilize column which in turn will give you the Reimbursed Funding Balance.

**Reutilized Funds – Slide 12:**

*Currently Reutilizing Funds:* The total 50/50 amount invoiced from September 2019 and the Final Reimbursed Funding Balance from your FFY19 Reutilized Tracking Worksheet will be your Reimbursed Funds Available to Reutilize. This amount will auto populate in the Oct. 2019 Reimbursed Funds Available to Reutilize column which in turn will give you the Reimbursed Funding Balance.

**Funding Surveys – Slide 14:**

Federal regulations require that you MUST have a back-up person in place to complete funding surveys. It is our processes that we cannot move forward with approvals if we have not received a submission from every college.

Please make sure you are analyzing your current funding needs. When reviewing surveys we try to prioritize immediate needs.

Additionally we look at:

- Billing/Invoicing Status
- Reasonability of Request
- Plan for Expending Funds
- Timing Needs of the Request (is the request for current quarter, next quarter, or the entire grant year needs)
- BFET Budget Workbook Alignment (does the request align with services written into your workbook)

**Funding Survey – Slide 15:**

These are all tentative and we will release an actual schedule as soon as we have our executed contract.

**Time and Effort – Slide 18:**

You can only invoice the SBCTC for the portion of funding that you can leverage, which is the time spent on BFET co-enrolled students. You cannot invoice the SBCTC for time spent on WRT only or OG only students.

**Time and Effort – Slide 19:**

The areas that are yellow are the only areas the SBCTC can be invoiced for. You cannot leverage all WRT or OG funding for Salaries and Benefits if not all of their time is spent on co-enrolled BFET students.

**Participant Reimbursement – Slide 22:**

Option 1 - Completing the PR form in eJAS at time of disbursement, print and have the student sign.

Option 2 – Completing the DSHS or approved alternate form (hard copy) at the time of support services. Most commonly used if the college has deemed disbursement at the time of their reconciliation or when they receive the receipt of purchase.

**Participant Reimbursement – Slide 23:**

*CAP Amounts:* Participant Reimbursements such as transportation (\$200) that had a monthly CAP amount will only have annual CAP amounts. This means you can award whatever amount desired any month up-to the annual CAP amount.

**Exemption to The Rule – Slide 24:**

*ERT Requests:* This process will be updated in the annual monitoring visit checklist to ensure all approvals are being documented in eJAS and the student files.

**Individual Employment Plan – Slide 26:**

This information is located in the DSHS Provider Handbook and is a requirement of any alternate IEP.

**Individual Employment Plan – Slide 27:**

You do not need a subsequent IEP update form for changes throughout the year. Changes can be made to existing IEP form.

This information is clarification to the current policy (pg. 20 PHB): IEPs must be updated annually or when the component changes, whichever is sooner.

**Eligibility and Enrollment – Slide 29:**

This is clarification obtained 9/20/19 from DSHS Policy

**Monitoring and Auditing – Slide 31:**

*Questionnaire:* this should be a simple cut and paste from your P&P manuals

*Notification Email:* this will contain the monitoring visit checklist to help you prepare

*Student list:* this is sent via secure email portal. Selection is random and spans the entire current FFY

*Date of visit:* you must have ALL documents in hard copy. Documents required and not provided in hard copy can result in a CAP finding