BFET Fall Quarter Meeting

Getting Prepared for FFY20

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Grant Process & Approvals

Grant Timeline

- ~~August 1, 2019: Application Released~~

- ~~August 29, 2019: Application Due~~

- ~~Mid-September: Review & Feedback in OGMS~~

- September 24, 2019: College Revisions Due

- Late-September: Approval Status Notification

- October 1: Grant Begins

What You Need To KNOW (Review)

- Matrix
  - Removed all but 1 section (Program Services/Supports)
  - Incorporated the information in the actual grant

- Alternate Forms
  - Approval given within the grant (this may be given after your grant is approved)
  - All changes should be uploaded into OGMS

- Assurances
  - Understand/Acknowledge and accept the responsibility of terms
  - Need to be shared with all staff

Billing/Invoicing

What You Need To KNOW

- Monthly Billing – 40 days*

- Must Submit Local Certification Form & Reutilized Funds Tracking with Every Billing

- Tuition Billing Roster
  - For instances where tuition is paid/leveraged for ANY student the month prior to the start of the quarter you MUST submit a Tuition Billing Roster
  - DSHS has 15 business days to review
  - Must have approved Tuition Billing Roster before invoicing SBCTC

  Resources: Tutorial for completing the Tuition Billing Roster can be found on the DSHS Provider Resources website

What You Need To Know Continued

- Reasonable Accommodations Expenses (NEW)
  - Per DSHS policy, all eligible reasonable accommodation expense must be budgeted and invoiced under Testing.

- Dental/Medical Expenses (NEW)
  - Per DSHS policy, all eligible medical or dental participant reimbursement expenses must be budgeted and invoiced under Childcare.

- OX FAPC for Childcare and Personal Hygiene are being developed and will be distributed to the system as soon as they are approved and in place. (NEW)

Billing/Invoicing Timeline

For expenses incurred	Invoice no later than
October 2019	December 10, 2019
November 2019	January 10, 2020
December 2019	February 10, 2020
January 2020	March 10, 2020
February 2020	April 10, 2020
March 2020	May 10, 2020
April 2020	June 10, 2020
May 2020	July 10, 2020
June 2020	July 15, 2020
July 2020	September 10, 2020
August 2020	October 10, 2020
September 2020	October 31, 2020

Reutilized Funds
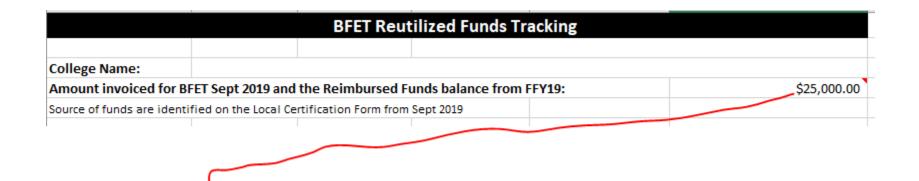
What You Need To KNOW

To Reutilize Funds You MUST Submit Your Worksheet With The FIRST Billing Of FFY20.

- For Colleges ALREADY using Reutilized Funds
  - Your beginning amount will be your last invoice amount PLUS your last invoice amount from FFY19

- For Colleges NOT using Reutilized Funds
  - Your beginning amount will be your last invoice amount from FFY19

Tracking Reutilized Funds

BFET Reutilized Funds Tracking					
College Name:					
Amount invoiced for BFET Sept 2019 and the Reimbursed Funds balance from FFY19:					$25,000.00
Source of funds are identified on the Local Certification Form from Sept 2019					

Month	Reimbursed Funds Available to Reutilize	Funds Reutilized	Funds Expended (NOT Reutilized)	Reimbursed Funding Balance	Reasons Funds NOT Reutilized
Oct. 2019	$25,000.00			$25,000.00	
Nov. 2019					
Dec. 2019					
Jan. 2020					

Tracking Reutilized Funds

Month	Reimbursed Funds Available to Reutilize	Funds Reutilized	Funds Expended (NOT Reutilized)	Reimbursed Funding Balance	Reasons Funds NOT Reutilized
Oct. 2019	$25,000.00	$10,000.00		$15,000.00	
Nov. 2019	$15,000.00			$15,000.00	
Dec. 2019	$20,000.00			$20,000.00	
Jan. 2020	$25,000.00			$25,000.00	
Feb. 2020	$30,000.00			$30,000.00	
Mar. 2020	$35,000.00			$35,000.00	
Apr. 2020	$40,000.00			$40,000.00	
May. 2020	$45,000.00			$45,000.00	
Jun. 2020	$50,000.00			$50,000.00	
Jul. 2020	$55,000.00			$55,000.00	
Aug. 2020	$60,000.00	$3,000.00	$12,000.00	$45,000.00	returned to WRT
Sept. 2020	$50,000.00	$6,000.00	$3,000.00	$41,000.00	Returned to OG

Funding Surveys

What You Need To KNOW

Funding Surveys are KEY to meeting the needs throughout the system. Returning funds early ensures we are meeting the current needs of the program.

- Funding surveys MUST be submitted even if you are not returning or requesting funds. Meeting the deadline is **extremely** important to moving forward with approvals timely
- Incomplete surveys will be returned without processing
- If no funds are returned we cannot distribute funds to those in the system that are requesting funds
- We are unable to approve requests to return funds if there is not system need

Funding Survey Timeline

October 2019 (Fall)

- Release ASAP
- Initial survey to allow for reassessment of current needs
- Tentative – This depends on when our contract is executed

November 2019 (Winter)

- Release End of November
- Due Early December
- End of December Funds Awarded

February 2020 (Spring)

- Release End of February
- Due Early March
- End of March Funds Awarded

May 2020 (Summer)

- Release End of May
- Due Early June
- End of June Funds Awarded

July 2020 (Fall)

- Release End of July
- Due Early August
- End of August Funds Awarded

Time and Effort

What You Need To KNOW

- 100% of ALL time and efforts for ANYONE paid in whole, part, or being leveraged.

- Must break down sources by time and co-enrollment (if leveraging) Example on Next Slide

- Must track annual variance

- Must contain certification statement

- Signatures should be done in a timely manner

- Must conduct and internal annual review of processes
  - The SBCTC monitoring and/or audits DO NOT count for this review
  - The SBCTC will be adding this to the monitoring of colleges to ensure this requirement is being met

Breaking Down T&E Sources

- Must break down sources by time and co-enrollment (if leveraging)
    - Example: Sally is funded 30% of her salary by WRT, 30% by OG and 40% by BFET Reimbursed Funds. Sally works with students that are and are not co-enrolled. Sally's boss is super savvy and uses the WRT and OG as leverage for BFET. Sally must split out the sources by enrollment. Time spent should be reflective of where Sally's actual effort was.
    - Sally's time sheet should show:
        - WRT/BFET (this line is for time spent on co-enrolled students)
        - WRT (this line is for time spent on WRT students only)
        - OG/BFET (this line is for time spent on co-enrolled students)
        - OG (this line is for time spent on WRT students only)
        - BFET Reimb. Funds

T&E Example: After the Fact

Program/Funding Source	Day of the Month																Semi-Monthly	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Hours	%
WRT/BFET	2	1.5	2														5.5	23%
WRT	1.25	3	0.5														4.75	20%
OG/BFET	1	1.5	1.25														3.75	16%
OG	0.75	0	2														2.75	11%
BFET Reim. Funds	3	2	2.25														7.25	30%
Total Program Hours	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	24	

Keep in mind that if you have 100% funds you must have an additional line for that funding source.

Resources For T&E

- SBCTC T&E Guidelines
  - https://ogms.sbctc.edu/docs/TimeEffortGuidelines.pdf

- BFET Fiscal Guidelines
  - https://www.sbctc.edu/resources/documents/colleges-staff/grants/bfet/fy20-bfet-fiscal-guidelines.pdf

- Power Points
  - https://www.sbctc.edu/colleges-staff/grants/manage-grant.aspx

Participant Reimbursements

What You Need To KNOW

- There are only 2 options for completing Participant Reimbursements Forms

- The Participant Reimbursement Form is NOT a request form or a voucher form and MUST be completed at the time a participant receives the support service
  - The SBCTC encourages the use of the DSHS Participant Reimbursement form, however, if you choose to use an alternate it must meet the criteria outlined in the 19/20 SBCTC Grant Guidelines and be approved by the SBCTC

- All Participant Reimbursement must be input into eJAS within 7 days of disbursement
  - DSHS has allowed the colleges to self identify when they deem disbursement
  - Disbursement it NOT to be confused with the time of request or when you award
  - Your internal processes must be included in your local P&P manual

What You Need To KNOW

- The Participant Reimbursement Directory will be updated to show Participant Reimbursement Categories and the types of Participant Reimbursements that should be under each. (NEW)

- Monthly CAP amounts removed, Annual CAP amounts remain. (NEW)

- The Participant Reimbursement form is not changing at this time in eJAS. DSHS does not have a release date for changes that have been requested.
  - Work around for CAP amounts on items that do not have CAP amounts is still in effect (such as books)

Exemption to The Rule Changes (ETR)

- All ETR requests must be approved by DSHS Policy (NEW)

- New Process Beginning Oct 1st, 2019 (NEW)
  - Submit ERT request via online form https://www.dshs.wa.gov/esa/bfet-provider-participant-reimbursement-exception-rule
  - DSHS Policy approves/denies and cc's the SBCTC on their formal response
  - Colleges maintain copies of the responses in the student file
  - Colleges input case note of approval of ERT, type of support service and amount approved

Individual Employment Plan (IEP)

What You Need To Know

- Must contain the following information:
  - Individual Employment Plan or IEP in the Title
  - Career/Employment Goals
  - Qualifications
  - Transferable Skills
  - Job-Related Assets
  - Barriers to Employment
  - Referrals to Other Providers/Services
  - Other Information Related to Employment and Training
  - Date
  - Signature

What You Need To Know

- Updating IEPs (NEW)
    - IEPs must be recompleted annually – entire form
    - IEPs once completed for the program year should be updated as components of the IEP change through out the program year
        - To update:
            - change/add any information to current IEP form
            - Staff and Student sign and date at the bottom of form
            - Case note in eJAS updates made and date

Eligibility and Enrollment

What You Need To Know

- BFET Program Eligibility:
  - There is **NO** minimum credit requirement for the BFET program (NEW)
  - The WAC refers to food eligibility ONLY and NOT BFET eligibility (NEW)
  - Refer to DSHS Provider Handbook for BFET program eligibility
    - Receives Basic Food Assistance (Federal not State)
    - 16 years or older
    - Is physically and mentally able to work at least 20 hours per week
    - Can participate in BFET immediately

Monitoring & Audits

What You Need To KNOW

- NEW Internal System Auditor Position
  - 1 FTE
  - Focus solely on BFET program audits
    - Consideration to include WorkFirst in the future
  - Billing/Invoicing, Reutilized Funds, Accounts, Supporting Documents, Receipts, T&Es, Fiscal and Federal requirements, P&P Manuals etc.

- SBCTC BFET Program Monitoring
  - Annually
  - Questionnaire: sent 6-weeks prior to visit, due 2-weeks prior to visit
  - Notification Email: sent 2-weeks prior to visit
  - Visit Information: 3-days prior we need to have Building/Room, Parking and WiFi information

What You Need To KNOW

- SBCTC BFET Program Monitoring Continued
  - Student List: sent 2 business days prior to visit
  - Date of Visit: 2.5 hours for review, 1.5 hours for observations and technical assistance
  - Findings Letter: 2 to 3 weeks after visit
  - Corrective Action Plan (CAP): Due 30-days after receiving Findings Letter. This is if you have CAP items only.
  - Close Out: this is ongoing and items are closed out as soon as complete implementation of CAP plan is determined

Meetings, Trainings & Forums

What You Need To KNOW

- SBCTC Meetings
  - Standard Quarterly
    - Generally 1 full day
  - Additional Training and Technical Assistance as Necessary
    - One-on-ones
    - eJAS
    - Fiscal Trainings

- DSHS Fiscal Meetings
  - Quarterly
  - SBCTC attends and provides information to colleges when it impacts operations specific to college processes

What You Need To KNOW

- DSHS BFET Meetings
  - Quarterly
  - College attendance is not required but encouraged
  - SBCTC attends and provides information to colleges when it impacts operations specific to college processes

- Annual Training Forums
  - DSHS – May/June
  - SBCTC – August

Questions

- **Fiscal Policy: Susan Wanager swanager@sbctc.edu**

- **Contracts: Michele Rockwell mrockwell@sbctc.edu**

- **OBIS/OGMS: Dylan Jilek djilek@sbctc.edu**

- **Program Policy: Erin Frasier efrasier@sbctc.edu**

- **Program Administration: Jennifer Dellinger jdellinger@sbctc.edu**