



December 4, 2019

TO: Basic Food Employment and Training Program (BFET) Providers
FROM: Department of Social and Health Services (DSHS) BFET Program
SUBJECT: UPDATING EXPIRED BFET COMPONENTS

Effective December 15, 2019, DSHS is updating the policy regarding Updating Components, found on page 25 of the BFET Provider Handbook.

The new policy states that all expired components must be updated or closed within ten business days after the component's scheduled end date.

After ten business days DSHS will close any expired components without notice with an administrative closure code (NS). This change is necessary to maintain data integrity for the BFET Program and consistency in the BFET Provider Handbook.

If you have any questions, please send them to SWBFETPolicy@dshs.wa.gov.

Thank you.

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