



STUDENT SUPPORTS

Winter Quarterly Meeting

SBCTC Student Supports Team

February 10, 2020



STAFF INTRODUCTIONS

- Erin Frasier, Policy Associate
- Jennifer Dellinger, Program Administrator
- Deana Rader, Program Administrator
- Kathi Medcalf, Program Administrator
- Jessica Porter, Program Coordinator
- Dylan Jilek, Program Coordinator

STATE & FEDERAL UPDATES



SSEH PILOTS AND SEAG PROGRAMS

New Student Supports

Jessica Porter – Program Coordinator

February 10, 2020



SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS (SSEH) PILOTS

- Provide assistance to students experiencing homelessness or who were in the foster care system at the time of high school completion. Accommodations include access to:
 - Laundry, storage and shower facilities
 - Reduced-price meals or meal plans and foodbanks
 - Technology
 - Short-term housing or housing assistance
 - Case management
- Establish plans to develop surplus property for affordable housing
- Provide students with community resource information

2SSB 5800 PILOT INSTITUTIONS

- Eastern Washington University
- Western Washington University
- Edmonds Community College
- South Puget Sound Community College
- Yakima Valley College
- Walla Walla Community College

STUDENT EMERGENCY ASSISTANCE GRANT (SEAG) PROGRAM

Program Principles

- Trust Students
- Be Timely
- Create a Network of Support
- Be Free of Bias/
Discrimination
- Track Outcomes/ Provide Follow-up
- Leverage Available Resources

Delivery Model

- Student Outreach
- Request Process
- Review & Decision Process
- Notification Process
- Disbursement Process
- Follow-up Process

SEAG PROGRAM COLLEGES

- Centralia College
- Clark College
- Edmonds Community College
- Grays Harbor College
- Green River College
- Lake Washington Institute of Technology
- Lower Columbia College
- North Seattle College
- Peninsula College
- Pierce College District
- Seattle Central College
- Shoreline Community College
- Skagit Valley College
- Tacoma Community College
- Walla Walla Community College
- Whatcom Community College

OPPORTUNITIES FOR ENGAGEMENT

Colleges not selected are asked to participate in:

- Implementing supports
- Learning Community
- Data Collection

Contact:

Jessica Porter, SBCTC, 360-704-3902,
jporter@sbctc.edu

GRANT TIMELINES

- **FY21 WorkFirst**
 - Release: February 20, 2020
 - Applications due: March 19, 2020
 - Funding available: July 1, 2020
- **FFY21 ABAWD**
 - Release: May 21, 2020
 - Applications due: June 18, 2020
 - Funding Available: October 1, 2020
- **FFY21 BFET**
 - Release: July 2, 2020
 - Applications due: August 13, 2020
 - Funding available: October 1, 2020

BREAK 10:00 – 10:15



FY20 WORKFIRST TRAINING

Winter Quarter Training

Deana A. Rader – WorkFirst Program Administrator

February 10, 2020



WORKFIRST UPDATES

- WorkFirst (WF) Spring Funding Survey
- Department of Social and Health Services (DSHS) Approved Attendance Form
- FY21 WorkFirst Delivery Agreement Grant Application
- Funding Formula
- Washington State Secure Email System
- Workforce Forum—WorkFirst—Training

WORKFIRST COMPLIANCE, PT 1

WorkFirst (WF) Key Compliance Elements

WF Laws & Policies

- WF Handbook (HB) Sections 1, 3 and 7
- Student Services (SS) and Administration (Admin) Policy and Procedure Manual
- Local Planning Areas (LPAs)
- Fraud and Abuse Reporting

Fiscal Policies and Procedures

- Time and Effort (T&E)
- Program Income

WORKFIRST COMPLIANCE, PT 2

Records, Data Security & Confidentiality

- Maintenance of Records
- Maintaining Confidentiality
- Security of Data

Participant Records & Reporting

- Referrals and Engagement
 - Referrals (RA)
- Activities/Stacking Components
 - Components: BE (Basic Education), Life Skills (LS) Vocational Education (VE) Job Skills Training (JT) Part-Time Employment (PT) High Wage High Demand/Degree Completion (HWHD/DC)

WORKFIRST COMPLIANCE, PT 3

- Participant Records & Reporting
 - eJAS Records and Student File Documentation
 - Education and Training (E&T) WorkSheet, Immediate Notify (IN), Financial Aid Eligibility (FA), Individual Responsibility Plan (IRP) and Department of Social and Health Services (DSHS) Approved Attendance form and Consent Form

WORKFIRST COMPLIANCE, PT 4

Participant Records & Reporting: VE Extensions, Work-Based Learning & WorkFirst (WF) Work Study (WS)

- 24-Month Vocational Education Extension
- Work-Based Learning
- WorkFirst Work Study (WFWS)

Coding & Quarterly Reports

- WorkFirst Coding
- State Board for Community and Technical College (SBCTC)



WORKFIRST QUESTIONS

- Erin Frasier, Policy Associate
efrasier@sbctc.edu
- Deana Rader, Program Administrator
drader@sbctc.edu
- Dylan Jilek, Program Coordinator
djilek@sbctc.edu
- Thank you WorkFirst Team!!!



BREAK LUNCH 11:30 – 12:30



BASIC FOOD EMPLOYMENT & TRAINING (BFET)

Winter Quarter Meeting 2020

Jennifer Dellinger, Program Administrator
Workforce Education, SBCTC

February 10, 2020



Basic Food Employment & Training

Building Strong Partnerships that
Transform Lives and Communities in
Washington State



Overview

- Opening components for new students
- eJAS reports
 - Overdue Components/Activity End Preview Report
 - Historical Report
- Client Note Audits and Audit Reports

Opening Components: New Students

The new procedure allows the component to cover the academic quarter and the gap before the start of the next quarter.

(Selecting Component Dates Memo, Dec 5, 2019)

What about new students?

- Open the component(s) to cover the gap **before** and **after** the quarter, as long as it does not exceed 150 days.

eJAS tools - Reports

BASIC FOOD E&T CONTRACTOR

[BFET Eligibility](#)
[What's New](#)



[E&T Reports](#)
[WorkFirst Reports](#)

, enter the ID here:

Go Find It

Home

E&T Reports

- [Basic Food FI Component History Report](#)
- [Basic Food CLMR Report](#)
- [BFET Auto-Enrollment Report](#)
- [Clients with Anticipated Employment Goal Completion Dates](#)
- [Clients with Anticipated Work-Based Learning Completion Dates](#)
- [Client Contact Report](#)
- [Component History Report](#)
- [Contractor to Contractor Referral Report](#)
- [Overdue Components/Activity End Preview](#)
- [Participant Employment Report](#)
- [Participant Reimbursements Report](#)
- [Strategies for Success Report](#)



Home

Overdue Components/ Activity End Preview Report

Overdue Components/Activity End Preview

Search

Contractor Code ▼

Needs action now

Overdue

| Client Name | JasID | Worker ID | Component Code | Component Start Date | Component Scheduled End Date |
|-----------------------------|-----------------------|---------------------------|--------------------------------|--------------------------------------|--|
| SO | | 010K | JS | 09/03/2019 | 12/01/2019 |
| RO | | 024C | SL | 01/13/2020 | 01/13/2020 |
| DE | | 024R | SL | 01/28/2020 | 01/28/2020 |

Active End Preview

| Client Name | JasID | Worker ID | Component Code | Component Start Date | Component Scheduled End Date |
|-----------------------------|-----------------------|---------------------------|--------------------------------|--------------------------------------|--|
| LO | | 024 | BR | 11/12/2019 | 02/09/2020 |
| MA | | 024 | JT | 11/19/2019 | 02/16/2020 |
| GO | | 024 | JT | 11/26/2019 | 02/23/2020 |
| KE | | 024 | VE | 12/03/2019 | 03/01/2020 |
| DE | | 013 | JS | 12/16/2019 | 03/14/2020 |
| LO | | 024 | JS | 12/16/2019 | 03/14/2020 |

Upcoming end dates

Historical Report

From the Home Page, Click on your contractor code to view your active caseload.



Home

Basic Food E&T Contractor Caseload

Model: BFET

Number of Clients: 0002

Caseload Month Year(mmyyyy)

| Name Search | | Id Search | CSO Search | Component Search |
|-----------------------------|----------------------------|--------------------------|---|---|
| First: <input type="text"/> | Last: <input type="text"/> | Id: <input type="text"/> | CSO: <input type="text"/>  | Component: <input type="text"/>  |

Find



[BFET Contractor Historical Report](#)

| Referral Date | Case Mgr. | Id Name | TANF Status | Food Stamp Status | Comp | Comp Hours | Sched Start | Sched End | Monthly Progress | Benefit History |
|---------------|------------------------------|---|-------------|-------------------|------|------------|-------------|------------|--|-----------------|
| 03/07/2014 | 018CHF CHANDELLE FRICK | 000000 <u>Last name, First</u> | Closed | Open | VE | 06 | 03/31/2014 | 08/21/2014 | <input checked="" type="radio"/> Yes <input type="radio"/> No | History |

Historical Report

Home

BFET Contractor Historical Report

Model: BFETCEN

Number of Clients: 002

Start Date:

End Date:

First Name:

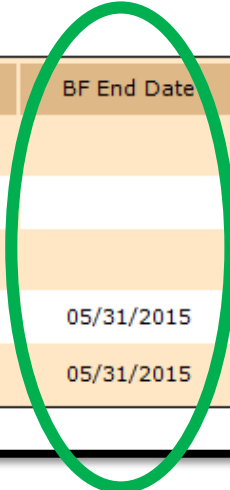
Last Name:

Social Security Number:

ID:

Find

| Id Name | Comp | Comp Hours | Sched Start Sched End | BF End Date | BF Closure reason |
|--|------|------------|--------------------------|-------------|---------------------------|
| 000000 Last name, first 1 | FI | 00 | 10/07/2014 10/07/2015 | | |
| 000000 Last name, first 1 | JT | 05 | 10/07/2014 04/28/2015 | | |
| 00000000 Last name, first 2 | JT | 05 | 04/29/2015 09/29/2015 | | |
| 00000000 Last name, first 2 | BR | 01 | 03/09/2015 06/06/2015 | 05/31/2015 | 559 CLIENT ALREADY RECEIV |
| 00000000 Last name, first 2 | FI | 00 | 02/03/2015 02/03/2016 | 05/31/2015 | 559 CLIENT ALREADY RECEIV |



Client Note Audits

- New look
- New feedback
- New process for the Program Support team

Client Note Requirements

| Type of Note | When? | Requirements |
|----------------------------|---|---|
| Initial Client Note | In the initial month of participation. <ul style="list-style-type: none"> - When IEP is created and components are opened. - At re-enrollment | Records the employment goal and planned BFET activities to overcome barriers to reach the goal |
| Ongoing Client Note | At least once each month Best practice is to update case notes for each participant interaction | Details the participant's monthly activities and addresses: <ul style="list-style-type: none"> - Progress in the BFET activity - Reason for delay in progress - if additional barriers have been identified and need to be addressed - Any changes to plan (IEP or comps) - If unable to make contact, document attempts to contact and unable to assess progress |
| Closing Client Note | When BFET participation ends When you close a component <i>without</i> opening a new one | Document the outcome of BFET participation and explain why the participant left BFET |

Client Note Audit Report

| | A | B | L | M | N | O | P |
|----|-----------------------------------|---------------------|------------|------------|------------|-----------------------|-------------------|
| 2 | Agency Name | | | | | Annual Summary | |
| 3 | EJAS Code | | Jul | Aug | Sep | Total Count | Percentage |
| 4 | Initial Note | Correct | 1 | 0 | 0 | 2 | 50.0% |
| 5 | | No Note | 0 | 0 | 1 | 2 | 50.0% |
| 6 | | Insufficient | 0 | 0 | 0 | 0 | 0.0% |
| 7 | # of cases requiring Initial Note | | 1 | 0 | 1 | 4 | |
| 8 | Ongoing Note | Correct | 1 | 1 | 1 | 6 | 75.0% |
| 9 | | No Note | 0 | 0 | 1 | 2 | 25.0% |
| 10 | | Insufficient | 0 | 0 | 0 | 0 | 0.0% |
| 11 | # of cases requiring Ongoing Note | | 1 | 1 | 2 | 8 | |
| 12 | Closing Note | Correct | 0 | 0 | 0 | 0 | 0.0% |
| 13 | | No Note | 0 | 1 | 0 | 2 | 100.0% |
| 14 | | Insufficient | 0 | 0 | 0 | 0 | 0.0% |
| 15 | # of cases requiring Closing Note | | 0 | 1 | 0 | 2 | |
| 16 | Confidential Information | | 0 | 1 | 0 | 2 | 14.3% |
| 17 | Totals | # of Cases Reviewed | 2 | 2 | 3 | 14 | |
| 18 | | # of Errors | 0 | 1 | 2 | 6 | |
| 19 | | Accuracy | 100.0% | 50.0% | 33.3% | 57.1% | |

Client Note Audit Trends

- No monthly note
- Incorrect case note type entered
- Not addressing all components that the client participates in

Questions about Client Note Audit

If you have any questions about the audit results or want an audit reviewed,

Please contact the Program Support Team.

FISCAL

- Contract Update
 - Under Negotiations
 - Contract Terms

Upon Receiving a Final Contract:

- Billing/Invoicing
 - Pending October Invoices will be processed
 - November and December Invoices – Notification email to system with timeline for submission and processing
- Budget Workbooks and Grant Changes
 - Grants Updated
 - Workbooks Updated and Revisions Emailed to Colleges

FUNDING SURVEY TIMELINE

Spring: February/March

Summer: May/June

Fall: July/August

FEDERAL FISCAL YEAR 21 GRANT

- Grant Release: July 2nd, 2020
- Grant Due: August 13th, 2020

Important Things To Keep In Mind:

- Grant Budget: 50% Reimbursable Amounts
- Grant Narrative: 100% of Expenditures
- Narrative must reflect Budget Workbook and Include:
 - Expected number of students (for support services)
 - Cost per student (for support services)
 - How funds will be expended
 - Sources you will be leveraging

EXAMPLE:

| TOTALS | Life Skills/ SFS | Job Search | JS Training | Basic Ed | Voc Ed | Job Retention |
|--|---------------------|------------|-------------|----------|---------|------------------|
| TRANSPORTATION - MAX \$1400 per client per year | | | | | | |
| <i>\$ amount per client</i> | \$100.00 | | | | | |
| <i>Enter estimate of # of recipients</i> | 95 | | | 20 | 75 | |
| Funds allocated to category per | \$9,500 | \$0.00 | \$0.00 | \$0 | \$2,000 | \$7,500 |
| | | | | | | \$0.00 |

- Example of Narrative Explanation: Transportation cost for eligible students. 20 Basic Education (BE) and 75 Vocational Education (VE) students at \$100 per student to total \$9,500. Sources leveraged are Worker Retraining, Opportunity Grant, and Reimbursed Funds

DATA REVIEW

Federal Fiscal Year 19:

- 9,999 students served*
 - 1,341 Basic Education (BE)
 - 8,120 Vocational Education (VE)
 - 244 Other
 - 1,085 Transfer
- Funding:
 - Total Budget \$13,734,202
 - Funds Expended \$11,957,182
 - Funds Left Unleveraged \$1,777,021

REVIEW

Secure Email Portal

Entering Employment

Participant Reimbursement

Component Hours, Homework, and Additional
Study Time

ABLE BODIED ADULTS WITHOUT DEPENDENTS (ABAWDS) IN BFET

Once enrolled in an activity as a student they are exempt and no longer have to submit an Activity Verification Form

- Basic Education and Vocational Education Components Meet Requirements
- Life Skills Components Meet Requirements During Break

ABAWDS IN BFET, PT 2

Case Note Requirements:

- The following elements must be included in the 1st Initial Case Note and are in addition to the normal requirements for the initial case note for Basic Food Employment and Training enrollment:
 - Identify that the client was an ABAWD and is now a student
 - Breakdown of the total amount of hours the client is expected to participate
- The following elements must be included in the ongoing case note and are in addition to the normal requirements for the ongoing case notes for Basic Food Employment and Training Enrollment:
 - Number of hours participated that month
 - Any changes or barriers with participation must be clearly documented

BFET QUESTIONS

Erin Frasier, Policy Associate

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Jennifer Dellinger, Program Administrator

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Dylan Jilek, Program Coordinator

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Susan Wanager, Fiscal Policy Associate

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Michele Rockwell, Contracts Specialist

mrockwell@sbctc.edu

BREAK 2:30 – 2:45



ABLE BODIED ADULTS WITHOUT DEPENDENTS (ABAWD)

Winter Quarter Meeting 2020

Kathi Medcalf, Program Administrator

February 10, 2020



ABAWD UPDATES

- Waivers list published.
 - <https://www.dshs.wa.gov/esa-1>
- What this means:
 - 3 colleges in completely waived areas.
 - All others either no waivers or partial waivers.
 - ABAWDS will still be referred even though in waived counties.

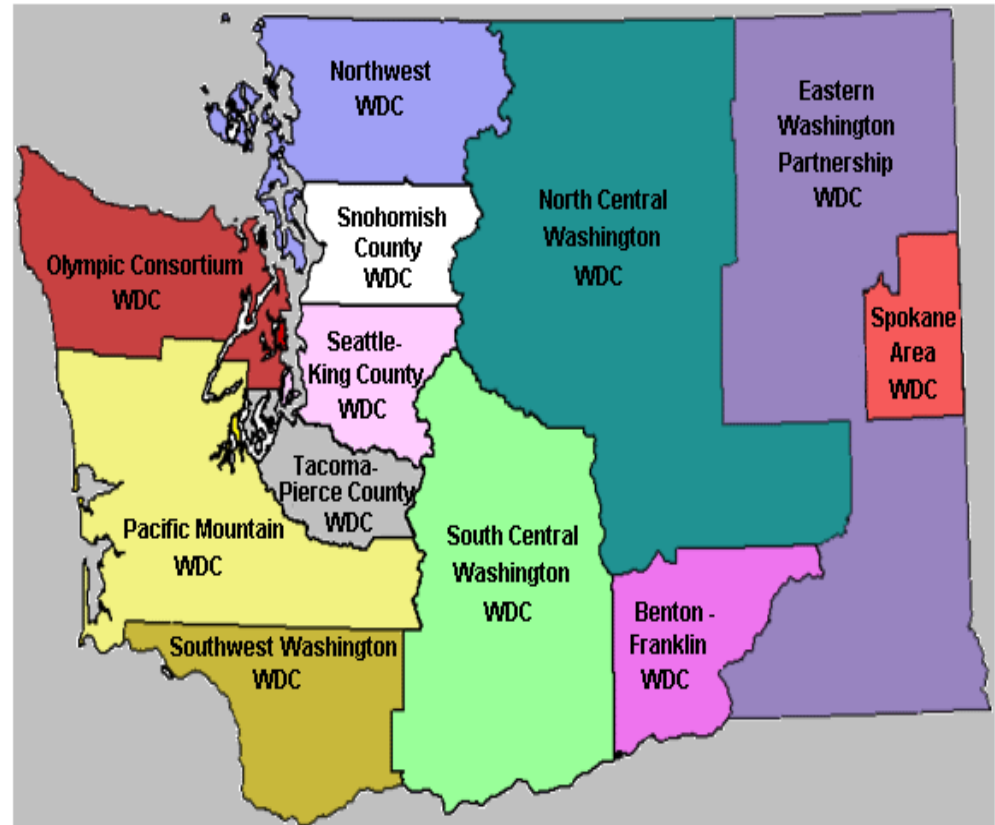
DSHS moving to complete all processes for referrals to start March 1.

ABAWD UPDATES, PT 2

- Trumba still being negotiated.
- Keep spreadsheet updated on Google Drive.
- Life Skills, Strategies for Success, count.
- Still waiting on start date for Workfare applications;
 - Send Kathi numbers of programs and counties they are in, if you know of any that want to apply, DSHS looking for data.
- Volunteer/Workfare should be last resort, and or in case of volunteer work in combination to make 20 hours wk/80 month requirement.
- Have asked for list of ABAWD contacts at local CSO's.

WIOA ACTIVITIES

- Workforce Development Councils
- <http://www.washingtonworkforce.org/wdcdirectory.html>



WIOA ACTIVITIES CONTINUED

- WIOA Activities
 - Contact local WDC to find out which programs in your WDC are WIOA funded.
 - Not all clients who are referred to a program will be able to be enrolled because each region and WIOA program site has their own capacities and program goals.
 - ABAWD Navigators should speak with their individual WIOA providers to learn about the specific programs, target populations, and capacities in their area.

ABAWD IN BFET

- eJas Caseload for ABAWDS
- ABAWDS once enrolled in BFET are no longer ABAWDS
- Important case notes and component requirements, quarterly break
- Need to track ABAWDS that become BFET locally
- IEP questions

IEP'S

- Can the IEP be used for BFET and the ABAWDS
 - Yes, maybe....
 - Needs to be approved by Jennifer, and if approved can be uploaded to OGMS as an alternative form for BFET
 - <M:\Forms\Olympic College ABAWD IEP.pdf>

WORK STUDY

- If a client is enrolled in school half time or more, they are a student and therefore exempt from ABAWD status (this is for non-BFET programs). However, the student must also meet Student Status work requirement rules which are under WAC 388-482-000.
- <https://apps.leg.wa.gov/WAC/default.aspx?cite=388-482-0005> *How does being a student of higher education affect my eligibility for the Washington Basic Food Program?*



WORK STUDY CONTINUED

- What do we do if an ABAWD doesn't want a BFET program but wants to go to school in another program?
 - If the ABAWD qualifies for work study they should be referred to DSHS to try and get classified as a student; again see WAC 388-482-0005. As usual, you can not determine if the ABAWD will qualify for student status, that is done by DSHS.
 - If the ABAWD does not qualify for work study or Student Status then they would stay an ABAWD and need to meet the activity requirements to keep their Basic Food Assistance.

WHAT IS GOING ON WITH THE ESD NAVIGATORS?

- When are they starting and where will they be?
- ESD Answer:
 - Potentially April 1st but the contract hasn't been executed yet. It definitely won't be prior to 4/1 though.
 - Our ABAWD staffing resources will line up with offices serving counties required to participate. Exact locations in counties with multiple WorkSource sites has yet to be determined. We're working through this with DSHS.

WHAT WILL ESD NAVIGATORS DO?

- ESD ABAWD Program elements will include:
 - Orientation to program services
 - Completion of Individual Employment Plan (IEP)
 - Explanation of monthly ABAWD participation and reporting requirements
 - Case management
 - Assistance registering in WorkSourceWA.com
 - Work Skills Assessments
 - Development of employment portfolio
 - Referrals to SFS, other workshops, services and resources
 - Participant Reimbursements (AKA support services)
 - Weekly check-in with Employment Specialist

QUESTION #1

- Will DSHS be able to assist with transportation to meet with their Navigators like a 24 hour bus pass from CSO to campus?
 - At this time, DSHS does not have support assistance to help a customer for transportation. We will however be working on this. We will keep you informed.

QUESTION #2

- Several areas are working on job/resource fairs. Example South King county navigators are planning a fair on March 24 at the Kent library. They are wondering if the job fair can count as a Job search activity for King County ABAWDS or what they would need to do to make it happen.
 - This is a great idea, however job search or resource fairs is not a stand-alone activity that counts toward participation. If the individual was in a program such as BFET or WIOA and it was a monitored part of their program- it can count. Of course, we want to encourage job fairs because an ABAWD who begins working, even half time with our minimum wage, will likely not be an ABAWD anymore!

QUESTION #3

- Can a person under the age of 23 qualify for Basic Food Assistance if they are living with their parents but have to pay rent and buy their own food? If so, what is best way to make this happen. The navigators seem to feel that is dependent on which DSHS person they get. Sometimes these people are approved and sometimes not.
 - WAC 388-408-0035 requires that an individual residing in the home of their parent(s) and under the age of 22, regardless if they are responsible for their own food, must be in the assistance unit with their parents and any minor siblings, half siblings. There is one exception to this rule, which is where the confusion can happen. If that person between 18 and 22 lives at the same address as their parents, but they have a separate living, cooking and sanitation facilities, they could be considered separate. They may be required to provide further verification of this living arrangement.

QUESTION #4

- We heard that everything done at **WorkSource** is supposed to count towards hours. How are they going to be tracked and signed off? When I visited one of our locations their Supervisor had no way of really tracking them and was not on board to having her people sign off on ABAWD hours. I'm curious to how the **WorkSource** piece is going to work for us.

ESD Answer:

- Process – We're still working on those details. We haven't provided any training to the field so neither staff nor supervisors could answer questions from your Navigators yet. We anticipate rolling out training in Mid-March/early April.

QUESTION #5

- We have been telling you that ABAWDS only have the 3 months of eligibility within a 36 month period. However.....

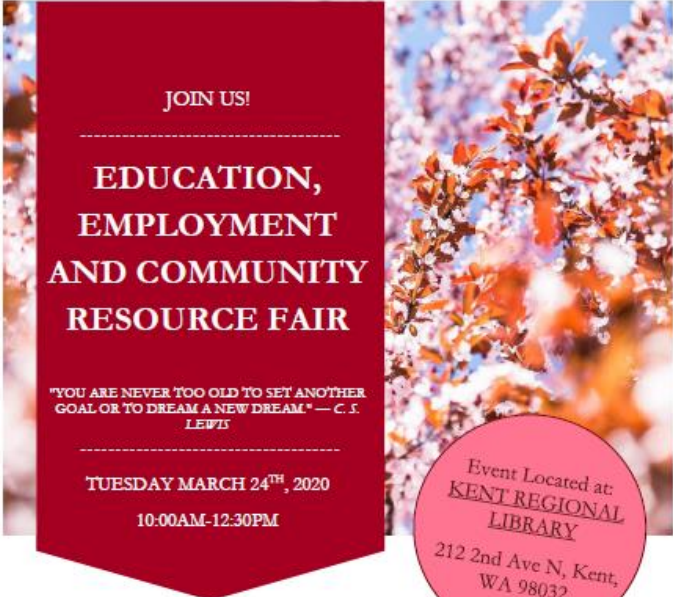
DSHS answer:

- ABAWDs can receive a second set of non-qualifying months after their initial three if they requalify. This is a one-time occurrence. After the second set, the client has to participate and prove they are participating monthly in order to remain eligible. It is a nuance our staff are familiar with. The most important thing for ABAWD Navigators to know is how to engage clients in activities that help them to requalify and stay engaged so they do not get to the point of exhausting these months.

FFY21 ABAWD GRANT TIMELINE

- Release Date 5/21/2020
- Due Date 6/18/2020
- Grant will begin 10/01/2020

SOUTHERN KING COUNTY ANNOUNCEMENT



JOIN US!

**EDUCATION,
EMPLOYMENT
AND COMMUNITY
RESOURCE FAIR**

"YOU ARE NEVER TOO OLD TO SET ANOTHER
GOAL OR TO DREAM A NEW DREAM" — C. S.
LEWIS

TUESDAY MARCH 24TH, 2020
10:00AM-12:30PM

Event Located at:
**KENT REGIONAL
LIBRARY**
212 2nd Ave N, Kent,
WA 98032

- Open to ALL community members including individuals potentially affected by changes to SNAP/Basic Food Assistance
- Access to local hiring agencies
- A variety of organizations will be onsite to discuss services and resources
- Connect with representatives from local colleges
- Opportunities available for adults of all ages including refugees, immigrants and second chance job seekers.

EXPLORATION

◆

CONNECTIONS

◆

POSSIBILITIES

ABAWD QUESTIONS?

THANK YOU & CONTACT INFORMATION

- Kathi Medcalf: kmedcalf@sbctc.edu
- Dylan Jilek: djilek@sbctc.edu
- Jennifer Dellinger: jdellinger@sbctc.edu

WRAP UP

- Call for Training/Meeting Requests
 - Topics and Ideas – please use the [Google Form](#) to provide these to us
- Upcoming Dates and Deadlines