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| Basic Food Employment and Training |
| 100 Percent Funds Application |
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| **FFY 2020** |
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# Program Overview

# The Basic Food Employment and Training (BFET) Program helps Basic Food (BF) recipients to obtain employment with a livable wage and to provide opportunity for individuals to reach their full potential through support, education and training. The program delivers service through a third party reimbursement model.

# Use of 100 Percent Funds in FFY20

100 percent funds must be used for the following services:

1. Develop and deliver a life skills (LS)/Strategies for Success curriculum for LEP participants with a primary focus on ESL levels 1, 2 and 3. The final product must be a LS curriculum which could be utilized by other BFET providers to enhance life skills services. You must also expand the organization’s LS opportunities.
2. Increase BFET program capacity in rural and underserved areas.
3. Serve individuals re-entering the community.

There are limited funds available for distribution. This request does not commit DSHS to provide additional funding for FFY20. DSHS reserves the right to approve or deny any submission.

# Role and Responsibilities

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## *Washington State’s Role and Responsibilities*

Department of Social and Health Services (DSHS) is the state agency administering the BFET program and is responsible for submitting Federal funding request, ensuring regulatory program compliance, and reporting to Food and Nutrition Services (FNS). The primary role of FNS is to ensure the BFET program is performing in alignment with federal regulations and provide funding opportunities.

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## *Partner Agency’s Role and Responsibilities*

Partner agencies are responsible for providing BFET services to participants, including an assessment to determine BFET activities, tracking of participant activities, providing coaching, guidance, and supportive services.

Partner agencies are responsible for ensuring program compliance, achieving performance goals, tracking costs, maintaining records, and invoicing according to Federal and State regulations.

# BFET Services

Basic Education

Basic education includes education provided to participants to increase employability, such as education in basic computer skills, basic education for Adults (BEdA), English as a Second Language (ESL), and high school equivalency.

#### Job Retention

Job retention services provide assistance and support to employed participants to achieve satisfactory job performance and increase earnings over time. Services are allowable when the participant’s earnings exceed the BF income limit or when the participant chooses not to continue in another activity beyond their new employment.

#### Job Search Training

Job search training includes education and assistance provided to participants to assist in employment readiness. This could include occupational assessment, customized and institutional skill training, and improvement training.

#### Life Skills/Strategies for Success Training

Life skills are abilities for adaptive and positive behavior that help individuals respond effectively to the demands and challenges of everyday life. Activities can include preparing for work, health and well-being, effective communication, financial empowerment, personal strength builders, and community engagement.

#### Supervised Job Search

Job search identifies activities in which an individual is actively searching for employment. Activities may include the use of computer, email, fax, telephone, search of job listings, and participation in a job club.

Vocational Education

Vocational education is education or instruction that leads to a certificate or degree in an occupational field. Vocational education activities are organized educational programs that directly relate to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree.

# 100 Percent Funds Application

**Organization Name:** Click or tap here to enter text.

**Contractor Code(s):** Click or tap here to enter text.

**Organization Point of Contact:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

*Minimum Requirements to Apply*

The minimum requirements to apply for funds include the following:

1. You must have completed at least one full contract year of BFET services and met annual enrollment goals as identified in the Exhibit D of the FFY19 contract (15 percent variance allowed).

1. Enrollment must increase.
2. You must be willing to train and share developed materials and best practices with LEP providers in the delivery of LS and/or Strategies for Success for the LEP population (ORIA only).

*Service Capacity*

* + - 1. 100 percent funds must be used for the following services:

1. Develop and deliver a life skills (LS)/Strategies for Success curriculum for LEP participants with a primary focus on ESL levels 1, 2 and 3. The final product must be a LS curriculum which could be utilized by other BFET providers to enhance life skills services. You must also expand the organization’s LS opportunities.
2. Increase BFET program capacity in rural and underserved areas.
3. Serve individuals re-entering the community.

Please identify and detail the services your agency intends to provide.

Click here to enter text.

* + - 1. What is your agency’s intended service area (to include county)? If you intend to provide services in multiple locations, please indicate which location(s) including the address of any satellite sights.

Click here to enter text.

* + - 1. How many new LS enrollments does your agency propose to serve (this should match the increase of unduplicated enrollment goals in your proposed budget) (ORIA only)?

Click here to enter text.

1. Please specify your agencies plan to monitor performance goals?

Click here to enter text.

1. What is your agency’s experience in developing and providing LS or Strategies for Success programming for LEP participants (ORIA only)?

Click here to enter text.

1. When could your agency complete the development of the LS curriculum (ORIA only)?

Click here to enter text.

1. What is your agency’s capacity to provide training and technical assistance to other providers to utilize the final LS curriculum (ORIA only)?

Click here to enter text.

*Program Management*

1. How will your agency communicate the potential approval of additional funds and performance requirements to staff?

Click here to enter text.

1. How will your agency select staff to manage the increase in work?

Click here to enter text.

1. How will your agency ensure the LS content is appropriate for LEP participants in Levels 1, 2 and 3 (ORIA only)?

Click here to enter text.

1. How will your agency ensure the accuracy of translated materials (ORIA only)?

Click here to enter text.

1. What is the average cost per client requested? If cost exceed $2,000 per person, provide additional justification below.

Click here to enter text.

1. Please share your project timeline and deliverables, which should include an overview of LS topics to be developed (ORIA only).

Click here to enter text.

*Fiscal Capacity*

1. How will your agency monitor funds to ensure fiscal conditions of this contract are upheld? Click here to enter text.
2. Does your agency have the cash flow to support a reimbursement model? (Contractors must incur costs for services first and then bill DSHS for reimbursement. DSHS has 60 days to reimburse expenses from the date of approval of complete invoices).

Click here to enter text.

*Application Submission Requirements*

1. Respond to all questions within this document that are applicable.
2. Complete the enclosed FFY20 100 Percent Budget Workbook.
3. Save the FFY20 100 Percent Budget Workbook in the following format:

FFY20\_100FundsAgencyName\_Application.

1. Send the Application and Budget Workbook to [SWBFETPolicy@dshs.wa.gov](mailto:SWBFETPolicy@dshs.wa.gov) with the subject line “Agency Name FFY20 100 Percent Funds Application”. For ORIA providers, send application and budget workbooks to Ashley Mai at [Ashley.Mai@dshs.wa.gov](mailto:Ashley.Mai@dshs.wa.gov).

**Application Due Date**

Applications must be received no later than **5:00 p.m. on February 28, 2020.**