



March 10, 2020

TO: Basic Food Employment and Training Program (BFET) Providers

FROM: Department of Social and Health Services (DSHS) BFET Program

SUBJECT: **Updating Cases When BFA is Closed – Workaround**

Effective immediately, DSHS updated the procedure for managing Job Retention Services (JRS) and Job Retention Services Extension (JRSE) activities when Basic Food Assistance (BFA) has closed for greater than ninety days.

eJAS limits access to cases when Basic Food Assistance (BFA) has closed for greater than 90 days. These cases will not display on active caseloads in eJAS and prevent adding, updating or closing components. Use the following procedures to find and update these cases:

- Use the [BFET Contractor Historical Report](#) to search for clients when BFA has closed for greater than ninety days. eJAS will allow access to cases through the [BFET Contractor Historical Report](#) if the case contains an active FI component.
- Use the Eligibility List when adding, updating or closing the BR component. This is an appropriate use of the Eligibility List found on page 23 of the Provider's Handbook.

eJAS allows entering Client Notes and Participant Reimbursements on these cases. For documenting JRS and JRSE activities, see requirements on pages 18 – 20 of the Provider's Handbook.

This procedure change is a work around until eJAS is updated.

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

Thank you.

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