

Contracts – Amendments:

3/9 Presented by Felicia Talbot – currently working with providers on amendments to begin in April. 3rd month of quarter 2, goals are changing so amendments are needed. If you are needing updates to enrollments please speak to your agency contract signer. Please let us know of any changes by May so they can be implemented in June. We had some agencies with lower balances. Encourage agency to track expenditures. If you need to request funds or adjust funding, please do so now.

We will not be processing any amendments in the last quarter.

3/12 Presented by Bessie Williams – Cannot do any amendments after June

BFET Handbook Item:

3/9 Presented By Felicia Talbot – want to refer to a chart on page 6 of the Handbook. This Chart speaks to the supports offered by DSHS and Operations, if you are not sure where to send a question please refer to the chart. We mention this because many emails are being sent to where they really should not go. Each part of the Policy and Operations team have specific emails to send questions to. If we receive an email that should go elsewhere, we will forward it to the correct email for response.

3/12 Presented by Bessie Williams – providers are sending in information or inquires to incorrect email address. Reminder to use the contact chart in Provider Handbook.

BFET Policy Memos:

3/9 Presented by Felicia Talbot - On the BFET website there are policy memo, it is on the resource page at the very bottom. Currently we have policy memos dating back a year ago.

New and updated policy is messaged through a memo including workarounds. We only update the Handbook once per year, so these memos are how policy is communicated.

We send out a mass email to the contract signer and the 3 points of contact for your agency. Please refer to the resources page for access to memos.

3/12 Present by Bessie Williams – the reason we do the policy memos because we only update the handbook once per year. If policy changes we send out a memo.

BFET Referrals from DSHS CSO:

3/9 Presented by Felicia Talbot - BFET referrals from DSHS CSO, beginning March 17th you may have clients walking through the door saying they have received a referral from DSHS.

DSHS BFET program now has a referral process for CSO to refer clients to a BFET provider. The Public Benefit Special can pull up contact information for all local BFET providers in relation to the clients housing. The client than can choose which provider they would like to receive information for. Client is given their food letter; the letter will have the chosen agencies contact information. This will be phone number and address for the provider and not a specific staff person. You will not be notified of any client receiving your provider information. Clients have the option to decline to choose a provider to contact and ask for a brochure.

Questions:

- The contract information provided will ne to the office, not the staff specifically, correct?
Answer: Bessie: yes, correct.
- How do we update the BFET provider contact information on the website?
Answer: Bessie: if your information has changed, please send that information to SWBFETPolicy.

Invoicing:

3/9 Presented By Billy Malcom: Reminder, when you send in the Workbook. Please make sure you send it to the SWBFETPolicy email. Please do not send to Billy, send them straight to SWBFET

Contract Monitoring:

3/9 and 3/12 Presented by Kim Stelly: Brief update in regards to monitoring visits. We are underway with these from Feb to April.

There has been a little delay in FFY19 CAPs. There has been a change in staff at DSHS. If you have any concerns or have not heard from us, please send an email to DSHS monitoring email.

Leaner process: the monitoring notice contains several attachments. DSHS IT will process the data security from now on. Shannon Williams will do monitoring visits for the east side of the state and Kim Stelly will do monitoring visits for the west side of the state. Additionally, 20 files have been request for FFY20 instead of the normal 10. This will give them a broader look at what is happening.

Goal is to provide report to agency within 60 days.

Additional information provided on 3/10: possibly rescheduling March site visits due to Virus.

Questions:

- Will the colleges submit their monitoring docs to DSHS?
Answer: Jennifer Dellinger: No, your monitoring will be conducted through the SBCTC as normal.

Annual Training Forum:

3/9 Presented by Felicia Talbot - We are projected to having the training in August this year. 1st week of August in Vancouver (4th -6th). Nothing is confirmed yet. They are in contract negotiations, once things are confirmed they will send out an outlook invite and registration.

3/12 Presented By Bessie Williams - Aug 3rd through 6th in Vancouver hotel confirmed.

Annual Training Forum:

3/9 Presented by Shannon Williams - Workgroup is underway; they have met a few times. They are reviewing provider feedback from surveys and comments.

FFY20:

3/9 Present by Felicia Talbot: Projected date to release application for FFY21 will be in May with due date of June 15th. We will have a WebEx in May as we send out the application packets. We will invite all agencies to attend. This will go over application, budget, crosswalk etc. along with timeline.

Questions:

- Any chance the WebEx for new contract be about a week from being sent so we can review and prep questions?
Answer: Felicia: I think that is a great idea. We will look into that.

ABAWD Update:

Corinna Adams & Cindy Stallsworth: Presentation: ABAWD in Washington State.

3/12 – Corinna – delays or soft process for COVID-19, leadership is reaching out to FEDs for guidance and working to come up with a response.

ABAWD Policy: Review requirements to participate

- 18-49
- No dependent children living with them

Work Registrant Vs ABAWD: All work registrants are ABAWD but not all ABAWDs are work registrants.

Unable to Work – Interview can take up to an hours and staff are asking specific targeted questions to talk about client about work and their ability to work.

Client is stating they cannot work the average of 20 hours a week due to a disability.

In order to be eligible for BFET the client must be “work Ready”

Students: When a client is enrolled in half time or more and at a school, they are meeting both requirements at the same time and exempt; however, there are additional requirements under ABAWD rule.

3/12 – Corinna - Separate rule for student status (referral to WAC) just because they are exempt from ABAWD rule they must meet the student work requirement. BFET and Work-study meet this requirement and meet student status and ABAWD rule

College should be using Reverse referral form to alert DSHS that the client is enrolled in BFET and meets requirements.

3/12 – Corinna – this will help DSHS process the client’s case faster and know they meet the requirements.

There are two rules at play when meeting requirements as a student. ABAWDs have to be participating in work, work-like activities or volunteering 80 hours per month. For work registrants there is job quiet penalties, for ABAWDs there is a bit stricter penalties.

Review of Basic Food Eligibility Requirements Document: What You Need to Know (11-034)

eJAS: You can identify and ABAWD in the Client Demographics Screen. Students will say ST for student once updated in eJAS

NOT for colleges and is for NON WIOA CBOS – if a client is doing JS or JT, the hours have to less than half of the total hours they are participating for the week (max 9 hours).

Questions:

- (College) Where should we be sending those referrals? Is there a general fax number that those reverse referrals can be sent to? Or does each CSO have their own fax number?

Answer: Corinna: you can send them to DSHS the following ways:

- Faxing to: 1-888-388-7410, or
- Taking it to your local Community Services Office (CSO), or
- Mailing to:
DSHS CSD Customer Service Center
PO Box 11699
Tacoma WA 98411-6699

Waivers: Leadership has decided to use “discretionary waivers” to waive mandatory ABAWDs in the 9 (orange colored) counties to give DSHS extra time to establish options in those areas. 36 month and non-qualifying months. Began Jan 1, 2018 and new one begins Jan 2021.

Clients can receive 3 non-qualifying months (does not have to be consecutive) before termination. They must participate to regain eligibility. State has elected to have a subsequent 3 months (these are consecutive months). They must meet qualification to gain eligibility again.

Activities and Reporting:

Cindy Stallsworth: Approvable Activities for ABAWDs are

- State Approved E&T opportunities
- E&T (BFET)
- WIOA programs
- AmeriCorps
- DVR

If you manage an agency that you believe meets the requirement, please let DSHS know. Used SJI as an example.

UnPaid Work (New):

- Volunteer at State or Local Gov agency
- Non-Profit
- Religious Org
 - Clients must find site on own
 - Must meet 80 hours per month
 - This can be combined with work or employment training activities

Workfare: Contracted with DSHS, clients must be referred from DSHS. Clients can ask for a referral from the ABAWD navigators. Cannot be combined with other work activities.

Review of contract requirements to become a workfare site. If you would like to be a workfare site please let me know.

Reporting requirements: There is an ABAWD Activity Report. Individuals can use this form to report activities on a monthly basis and are due by the 10th of the following month.

Student will complete, agency will review and signoff on form. Only if they are not half-time or more in school.

Colleges, if a client is enrolled half time or more they are not required to complete this form.

ABAWD Navigators: Corinna Adams

- Provides intake and assessment of skills and goals
- Refer to local resources to assist client in meeting goals
- Support access to state approved community employment and training programs
- Assist clients in understanding the ABAWD work requirements, how to report participation to DSHS and provide assistance when appropriate
- Provide ongoing support for engagement

Note: Using same BFET IEP, using standard IEP. If referred to BFET provider, the IEP will go to the BFET provider.

- Staff at DSHS will initially run through requirements with client and set up direct referral to Navigator. Currently working on support service to help get the client to the Navigator. It is the client responsibly to engage with Navigator. Navigators will reach out after a few weeks if they have not heard from the client whom was not referred.
- Navigators will do a warm hand off to provider or resources that is needed.
- How does the Navigator do the warm hand-off? By phone or email. College Navigators will not be case managers. However, if the client becomes a BFET student, the Navigator may take on that case load and provide case management through BFET
- Notices will be sent out to ABAWDs beginning March 16th.
- Termination will go out a month early to prevent DSHS sending out overpayments to clients who are not participating. This should allow for plenty of time for the client to be engaged to keep benefits.
- As long as they are not terminated, they can be enrolled in BFET. You cannot requalify using BFET because they will not have open food. They will need to complete another activity to requalify.
- As of Jan 1st 2021 any client who was terminated the slate is wiped clean and they can reapply.
- Return verification form to DSHS fax 188838887410 or local CSO office.

Questions:

- If a client stops participation in BFET and their case closes, how do they begin BFET participation again for ABAWD requirements, as they will not be eligible for BFET if they do not have open food benefits?

Answer: Corinna: Clients cannot use BFET to requalify, they can do workfare for reduce amount of hours, or volunteer or work for 80 hours per month. Could use a different E&T program that is not BFET.

- My understanding for Workfare as an ABAWD Navigator was that if a participant wanted to do Workfare, I should have them talk to DSHS. This is the first I have seen that I should be doing a Workfare referral?

Answer: Corinna: Workfare is a referral from DSHS to the site. DSHS contracts to the workfare site and has access to the requirements for each site. If they go the Navigator, the Navigators will have the Unit contact to provide a warm hand-off

- So, even when an ABAWD is in school (so complying) they will still need to complete the reporting form? There has been conflicting information on this

Answer: Corinna: No, not if they are meeting half-time enrollment and considered a student.

- From a college standpoint, who is signing that form?

Answer: Corinna: if they client is doing a few hours, they need someone to verify they are participating this could be an instructor or other staff.

- Why isn't eJAS sufficient for verifying this information? This seems really inefficient for clients who already have to navigate this tangled web...

Answer: Corinna: not all staff have eJAS access; this is our case management record for BFET providers for that specific work. We are working on how to provide this information in the future. But for now we need to use the activity report form.

- Will there be a list of the colleges/locations with ABAWD Navigators available ?

Answer: Corinna: Yes we can send out the Navigator list with notes from this meeting.

- How will King county ABAWDs be notified of ABAWD Navigator services if letters are not going out to them?

Answer: Corinna: any time an ABAWD is contacting us, like for a review, whenever our staff if in contact with the client, they will be told about the referral.

- Can you explain the 9 hours of max JS situations? Does the 9 hours apply to JT activities as well?

Answer: Corinna: for a CBO non-BFET provider. The federal requirements state that only 9 hours can be job search or job training. Unless you are WIOA or BFET provider enrolled in one-stop you can count all hours.

- Do you have a plan for this temporary situation in which some colleges/agencies are not open and are working remotely? We will not be able to meet in person with ABAWDs for the foreseeable future.

Answer: Corinna: Leadership is discussing this and we will get information out as soon as possible.

Questions asked but not answered:

- Could electronic signature requirement also be addressed in plan for temporary closures?
- Please explain any steps we should take to have an ABAWD re-looked at if they appear to not be able bodied or potentially have a mental illness
- To be clear, the first time I've heard that I would be referring an ABAWD participant directly to a Workfare site, rather than back to DSHS

Fiscal Update:

3/9 Presented By Anni Smith - Please send in your federally approved indirect letter asap if you have not yet.

Continue to update contract summary report when sending in your invoice. If you save the contract summary report: remaining balance to your internal system, you can copy and paste.

- Printing, supplies etc. should be in admin services line item if they are the direct cost to run your program.
- If they are direct cost to the client then include them in the client service.

Updated the Ret. Funds Tracking. If you are using Ret Funds Georgina should have sent out the new form already.

PR – moving funds between categories. If you are moving funds, please send an email to the policy team, wait for confirmation, than when you invoice you can send in the changes with invoice.

State year-end is coming. Please make sure you're A-19 is submitted by July 24th for June.

Ensure that beginning and ending balances are correct and the A-19 form is signed.

Next Fiscal WebEx – March 16th at 9 am

BFET Support:

Melissa Jones:

JRS – Opening BR Components – reminder please check to make sure that all other active components are closed (including co-enrollment). BR is used when the client has employment. LS can overlap with BR. eJAS won't prevent you from opening so be sure to double check.

Procedure for Opening SL component for new clients – when you use the BFET eligibility for client it will not allow you to open a SL component. Send on eligibility list to BFET help. For current client you can edit and add component.

Closure Code: do not use DI. If you have questions please contact support team.

Common Client Note Error Trends: Many Case Audits are highlighting a few error trends. First is no monthly note. PR entered into eJAS does not count as progress notes.

Incorrect note type – page 23 and 24 outline different types of notes. Please review these and enter the correct note needed. Closing note is often missed.

Not addressing participation and progress for ALL components you have open for the client. Make sure all activities have notes.

SBCTC Updates:

Changes in Fiscal:

- Susan Wanager has moved into the Finance Department
- Currently reviewing applications for her position
- CC Michele Rockwell or Myself (Jennifer Dellinger) on emails

eJAS:

Brief reminder to not use DI closure codes

- For a list of approved closure, codes please see the DSHS Provider Handbook Pg. 25.
 - Closure Codes: CS, EE, IC, LC, 12 and NS (used by DSHS ONLY)
 - Make sure you are entering in a closing note

Expired Components:

- Please make sure you are working your expired components to ensure DSHS Support Team is not going in and administratively closing components with an NS.

Component Coding:

Recently the BFET Support Team has noticed an error trend happening within coding. Example: Notes indicate that the student is completing their high school equivalency and pursuing Ability to Benefit. Yet the student only has a VE component.

- For students that are enrolled in and participating through ability to benefit please make sure that you code the college level classes as VE and the GED, HS21 etc as BE.

SBCTC eJAS Access:

- Notice of Non-Disclosures, Access, Password Rests and Revokes:
 - Email to Dylan Jilek djilek@sbctc.edu

DSHS Next Quarterly Meeting:

June is the next meeting time; the week is already posted on the website. They will keep the same times as normal. Stay tuned for more information on whether or not there will be in-person or WebEx.