



February 27, 2020

**TO:** Basic Food Employment and Training Program (BFET) Providers  
**FROM:** Department of Social and Health Services (DSHS) BFET Program  
**SUBJECT: Participant Reimbursement Maximum Limits - Workaround**

The participant reimbursement (PR) limits in eJAS do not align with the policy outlined in the [Participant Reimbursement Directory](#). Consequently, you may not be able to enter in the total PR amount into eJAS.

There are 2 different scenarios you may encounter, listed below:

1. When entering in a PR that is greater than the maximum amount in eJAS:
  - 1) Enter the maximum amount eJAS will allow and document the total amount issued in the Justification.
  - 2) Enter a client note detailing the total PR amount.
  - 3) Use the [BFET Participant Reimbursement](#) form (07-103) to document the total amount issued, client signature and all required supporting documents.

OR

2. You will not be able to use the PR function in eJAS when the PR is already at the maximum amount.
  - 1) Enter a client note using the [Admin/Support Svcs](#) note type detailing the date issued, PR type, amount issued, and justification.
  - 2) Use the [BFET Participant Reimbursement](#) form (07-103) to document the total amount issued, client signature and all required supporting documents.

If you have any questions or need assistance entering this information into eJAS, please contact the Program Support Team at [BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov).