

BFET Providers Desk Aid

Workaround for Participant Reimbursement limits in eJAS

For some Participant Reimbursement (PR) categories, eJAS has a maximum limit programmed. The eJAS maximums do not align with the BFET Participant Reimbursement Directory. eJAS changes have been requested, but will take some time. Below is the procedure to follow until eJAS has been updated.

1. Whenever possible enter the full amount of the PR.
2. When the PR you are entering will exceed the eJAS limit you will get an error message stating “Your request exceeds the remaining FFY balance for [Reimbursement Type]...”
3. Go back to the client’s Participant Reimbursements Summary screen to review the chart showing the FFY Payments and FFY Remaining Balance

Participant Reimbursements Summary

Create Participant Reimbursements		
Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$0.00	\$800.00
Education/Books/Supplies	\$800.00	\$0.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$200.00	\$1,000.00
Transportation - Auto Repair	\$1,000.00	\$0.00

If there is an eJAS FFY Remaining Balance available:

1. Create the Participant Reimbursement and enter the FFY Remaining Balance for the Reimbursement Type as the Total Amount issued. In the Justification field write your required justification and add that the actual amount of the PR was \$XXX but eJAS only allowed \$XX to be entered.
2. Use the BFET Participant Reimbursement form (07-103), or printout form eJAS, to document the PR details including the total amount issued, signatures and all required supporting documents.
3. Enter a client note using the Admin/Support Svcs note type to document the workaround. The client note should state:
“The actual amount for [Reimbursement Type] PR issued on [date] was \$XXX. eJAS only allowed a maximum of \$XX amount to be entered but the total PR issued for this client does not exceed BFET program limits.”

If there is **not** an eJAS FFY Remaining Balance available, you will not be able to use the Participant Reimbursement function in eJAS. Follow these steps to document the Participant Reimbursement:

1. Review the client notes to see all of the PR’s that have been issued to the participant for the current FFY and confirm that the PR you are issuing will not exceed the BFET program limits for the Reimbursement Type.
2. Use the BFET Participant Reimbursement form (07-103) to document the PR details including the justification, total amount issued, signatures and all required supporting documents.
3. Enter a client note using the Admin/Support Svcs note type to document the PR issuance. The client note should state:

“PR issued for [Reimbursement Type] on [date] in the amount of [\$XX.XX]. PR is for [Justification of what PR is for and why it is reasonable and necessary]. Unable to enter PR in eJAS due to eJAS limits but total PR issued for this client does not exceed BFET program limits.”