



BASIC FOOD EMPLOYMENT & TRAINING (BFET) PROGRAM BANKMOBILE POLICY

August 2024

Policy Change

Effective September 1, 2024, colleges are permitted to provide direct disbursements for support services issued from BFET via their established BankMobile process.

Intent

The intent of this policy memo is to provide guidance and support to the colleges in using their financial aid and business office BankMobile processes. Thus, enabling colleges to meet the needs of students quickly through timely processing of Support Services/Participant Reimbursements, and significantly reducing barriers to equitable access for students, as well as reducing administrative work for college staff.

Allowable Categories

Colleges providing BFET support services (also known as Participant Reimbursements) for the following categories may choose to use their college's BankMobile process for disbursing support services to eligible BFET students.

Allowable categories for direct disbursement include:

- Transportation,
- Personal Hygiene,
- Educational/Credential Testing,
- Clothing,
- Childcare,
- Medical,
- Digital Support,
- Phone and Internet,
- Books (this category includes supplies and tools).

Please note: Housing is not an allowable category for direct disbursement.

Process and Policies

To use the BankMobile process for direct disbursement of BFET support services, colleges will need to follow the policies and processes included within this policy memo.

Eligibility and Awarding

To be eligible to receive support services, the student must be enrolled in the BFET program and open on the college's contractor caseload in eJAS. Colleges will need to verify the student is eligible prior to issuing any support service.

All support service expenditures must meet the criteria and maximum amount limits as delineated in the [DSHS BFET Provider Handbook](#) and the [SBCTC BFET Program and Fiscal Guidelines](#).

BFET funds must be awarded through the ctcLink system using the SBCTC approved global item types for each type of award offered. This ensures awards are processed in alignment with each student's eligibility for aid, accounted for in the students' financial aid budget, and applied through the second journal sets process and attached to the BFET fund 146 general ledger. Colleges are not permitted to develop and use their own item types for BFET.

Item types may be used to pay off actual charges on a student account and/OR separate refundable item types may also be used to directly disburse funds to a student.

Effective September 1, 2024, the following *NEW* global item types are set up as refundable for BFET use.

Descr	Short Desc	Item Type
BFET Books Rf	BFETBOOKRf	912000002410
BFET Equipment Rf	BFETEQUPRf	912000002420
BFET Transportation Rf	BFETTRANRf	912000002430
BFET Child Care Rf	BFETCHDCRf	912000002440
BFET Digital Supports Rf	BFETDGSPRf	912000002443
BFET Phone & Internet Rf	BFETPHITRf	912000002446
BFET Testing Rf	BFETTESTRf	912000002470
BFET Clothing Rf	BFETCLTHRf	912000002490
BFET Vision/Dental Rf	BFETVSDNRf	912000002497
BFET Personal Hygiene Rf	BFETPHRf	912000002498

Non-disbursable and placeholder item types will remain active. Colleges not opting to use the refundable global item types will continue to use the non-disbursable global item types. For all expenditures paid for on behalf of the student (such as housing) colleges will continue to use placeholder item types for AP check, vendor, and/or other expenditures.

To request the new global item types be set for your BFET program or to update a global item type for your college, please open a ticket under the following: SolarWinds request type: ctcLink Support - Campus Solutions – SF FA - Item Types.

Please note that only designated college staff have permission to submit tickets. For more information on how to submit a ticket, visit the [SBCTC ORG](#).

Fiscal Tracking and Accountability

In alignment with state and federal fiscal requirements, colleges are responsible for tracking all expenditures and ensuring processes are in place for ongoing and consistent reconciliation of budget to actual expenditures and making necessary adjustments as needed. Tracking of expenditures includes records retention for items used in invoice creation, such as internal tracking documents, general ledgers, queries, and/or other spreadsheets that identify all funding sources, total amount of funds expended, staff and/or students funds were expended on, and the 50% reimbursement amount for the invoice.

All funds expended from the colleges' BFET fund 146 must be tracked in the Billing and Invoicing Workbook in the Reutilized Tracking Tab and submitted with the invoice in OBIS.

Colleges will be required to submit all backup documentation supporting expenditures for their invoice(s) to the SBCTC for the following reviews: SBCTC Internal System Audits, SBCTC BFET Fiscal Monitoring, and SBCTC Prepayment Review. Backup documentation such as receipts, participant reimbursement forms, etc. are to be included along with the colleges' internal expenditure tracking documents and should document the full 100% expenditure amount from all funding sources (BFET direct funds and leveraged funds) used to compile the 50% reimbursement amount on your invoice.

Colleges are not permitted to invoice BFET for reimbursement of funds they are unable to verify as actually expended. Colleges should take great care in awarding only the amount of funds needed for each type of request. Over awarding a student can result in the student owing funding back to the BFET program. Students are responsible for repayment of any misuse of funds.

Support Services/Participant Reimbursements

Colleges must track and record all support services using the DSHS or approved alternate Participant Reimbursement form, *including funding sources used for leverage*. Colleges may choose to continue to use the internal bookstore policy for creating bookstore accounts **only**.

Participant Reimbursement Forms (or approved alternates) must contain:

- Type and amount of support issued
- Justifications for each issuance
- Attestation of support received
- Signature and Date

The Participant Reimbursement form must be completed in eJAS once the support has been issued or within 7 business days of issuance. Per policy, issuance must be defined by each college and included in the local policy and procedure manual. Issuance can be defined as the time the support was received (not awarded or requested), at the time the receipt is collected, and/or at the time of reconciliation (monthly or quarterly). Colleges must reconcile the Participant Reimbursement forms in eJAS with actual expenditure amount to substantiate the invoiced amount. Please refer to the [DSHS BFET Provider Handbook](#) for Participant Reimbursement maximum limit amount workaround. For more information, visit *Participant Reimbursement Form in eJAS (Process Option: 1 or 2)* in the

[SBCTC BFET Fiscal and Program Guidelines.](#)

Per DSHS policies, colleges must collect:

- Copies of receipts for all participant reimbursements issues such as, but not limited to: Transportation, Books and Training Supplies, Clothing, Tools, Phone and Internet, and Digital Supports.

Colleges must have a process in place for missing receipts in alignment with the DSHS missing receipt policy outlined in the [DSHS BFET Provider Handbook](#).

Information and Questions

The SBCTC will be holding a series of open office hours and training for college staff to ask questions, share processes, and learn more about this policy change.

Open Office Hour

When: August 27th, 2024

Time: 1:30 pm to 2:30 pm

[Zoom Link](#)

Focus: Open Q&A

BFET Item Type Configuration Training

When: Thursday, August 29, 2024

Time: 9:00 to 10:00am

[Trumba Calendar Link](#)

[Webex Link](#)

Focus: Training on learning the ins and outs of the BFET Item Types, including understanding how they apply, configuration, how to clean up and set up charge priority, what to expect and look out for, reconciliation, etc.

Open Office Hour

When: October 24th, 2024

Time: 1:00 pm to 2:00 pm

[Zoom Link](#)

Focus: Space to bring colleges back together to share their experiences, highlight what is working, ask questions, identify challenges, etc.

Contacts

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