

Complete Form Header

BFET Eligibility List			
Contract Name	Agency Name	Date	11/15/2018
Contractor Email	Barney.F@Mayberry.org	eJAS Code	6CZ
		<small>Revised 11/2/18</small>	
<small>Example:</small>			

Complete the header section by entering in:

- Your Agency's name
- Email addresses for all individuals to receive the completed copy
- Date request is made
- eJAS Contractor Code

Complete Client Information

Demographics			
Last Name	First Name	eJAS ID (if known)	SSN
Parker	Chuck		999551111
Tucker	Amos	1234567	
Toddleberry	Duane	9876543	

Complete the Demographic section by:

- Client's Last and First Name
- eJAS ID # or SSN

**Note: Please use the eJAS ID # if known.*

Enter Component Action Request

Complete the Component Action Request section to request changes. Enter all applicable information necessary that needs changing.

Demographics				Component Action Request				
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code
Parker	Chuck		999551111	BE	11/1/2018	12/31/2018	10	
				JT	11/1/2018	1/20/2019	5	
Tucker	Amos	1234567		VE	11/6/2018	1/2/2019	25	
Toddleberry	Duane	9876543		JS	10/15/2018	11/15/2018		EE
				BR	11/16/2018	2/2/2019	2	

The type of changes you can request are:

- Opening new components
- Updating components
- Closing components

**Note: You can request more than 1 type of case action for each client.*

For example, you can request a component to be closed and another to be opened at on the same Eligibility List. This is beneficial when requesting a BR component, so you do not lose access to the client's case while waiting for your request to be processed.

Processed List

BFET Operations will record action taken in BFET Eligible/Closure, Citizen, and DSHS Comments.

BFET Operations Team will provide comments for every "No" action.

Component Action Request					BFET Eligible/Closure (DSHS Use Only)	Citizen? (DSHS Use Only for ORIA)	DSHS Comments
Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code			
BE	11/1/2018	12/31/2018	10		No		Already Active
JT	11/1/2018	1/20/2019	5		Yes		
VE	11/6/2018	1/2/2019	25		Yes		
JS	10/15/2018	11/15/2018		EE	Closed		
BR	11/16/2018	2/2/2019	2		Yes		

Additional Instructions:

- Only submit 30 names per Eligibility List.
- All Eligibility Lists are processed in order received.
- All Eligibility Lists are processed within 10 business days from date received.

Need help completing your Eligibility List?

Contact a member of the BFET Operations Team for assistance.

Name	Phone	Email
Debbie Wilson	(509) 839-7219	Debra.Wilson@dshs.wa.gov
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Linda Dofelmire	(360) 688-8511	Linda.Dofelmire@dshs.wa.gov
Melissa Jones	(360) 529-6144	Melissa.Jones@dshs.wa.gov
Mike Hanratty	(206) 450-7251	Michael.Hanratty@dshs.wa.gov
Rick Lee	(206) 450-4874	Rick.Lee2@dshs.wa.gov
Robin Thrower	(425) 223-1419	Robin.Thrower@dshs.wa.gov
Tea'Launna Brown	(206) 716-2432	Tealaunna.Brown@dshs.wa.gov
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Terry Thomas	(509) 227-2643	Terry.Thomas@dshs.wa.gov