

AUTOMATION / BFET ELIGIBILITY

Automation / BFET Eligibility

The screenshot shows the E-Jas Information Technology Division interface. At the top left, it says "E-Jas Information Technology Division". Below that, it displays "User Id : AGFE300 Model : BFET" and a "Logoff" link. In the center, there is a "BASIC FOOD E&T CONTRACTORS" section with a "BFET Eligibility" link highlighted in yellow. To the right of this link is a "What's New" link. Below the "BFET Eligibility" link is a "WorkFirst Reports" link. In the center, there is a search area with the text "To work with a particular Client, enter the ID here:" followed by an input field and a "Go Find It" button. Below this is a "Manuals" button. At the bottom, there is a highlighted orange box containing the text "To see your possible client list, click on one of the links below:" followed by a "6AL" link and "OLYMPIC COLLEGE BFET". Below this box is a "Password Reset/Help Desk" link.

Before checking eligibility through BFET Authorization, make sure a signed consent form have been completed.

Automation/BFET Eligibility is used to check BFET eligibility for NEW participants only

Automation / BFET Eligibility

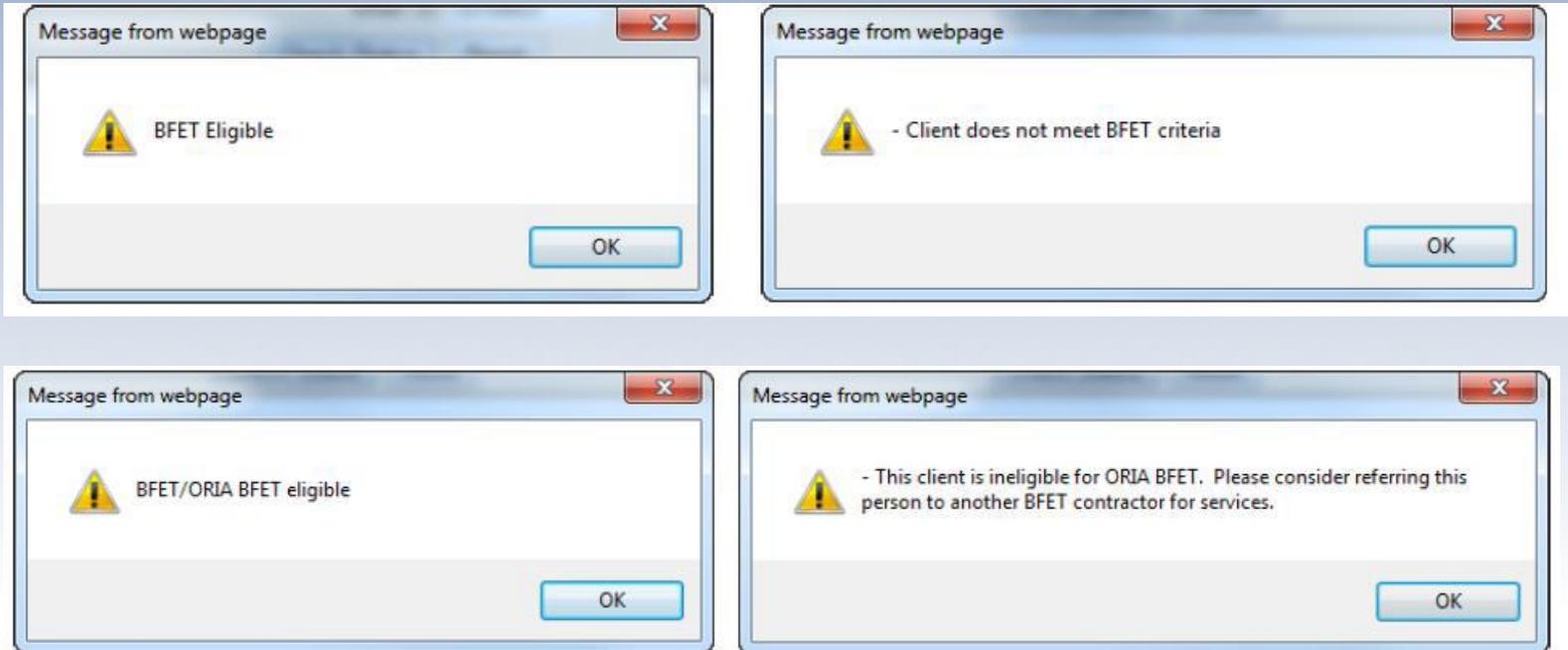
Transforming
Lives

The screenshot shows a web interface for BFET Authorization. At the top left is the 'E-Jas Information Technology Division' logo. To its right is a blue button labeled 'eMessage Center'. Below the logo, it says 'User Id [redacted] Model : BFET' and a 'Logoff' link. The main heading is 'BFET Authorization' with 'Home' and 'Help' buttons. The form area is orange and contains three input fields: 'Enter Contractor Code' with a help icon, 'Enter SSN', and 'Enter ID'. Below these is an 'Or' label. At the bottom of the form are 'Check Status' and 'Reset' buttons.

Before checking eligibility through BFET Authorization, make sure a signed consent form have been completed.

Enter contractor code and either the SSN or eJAS ID number of the potential participant and then check status.

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Eligibility results show in a pop-up message. These results will generate an auto-note in the case notes.

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There are a few pop up messages that will require components to be manually checked.

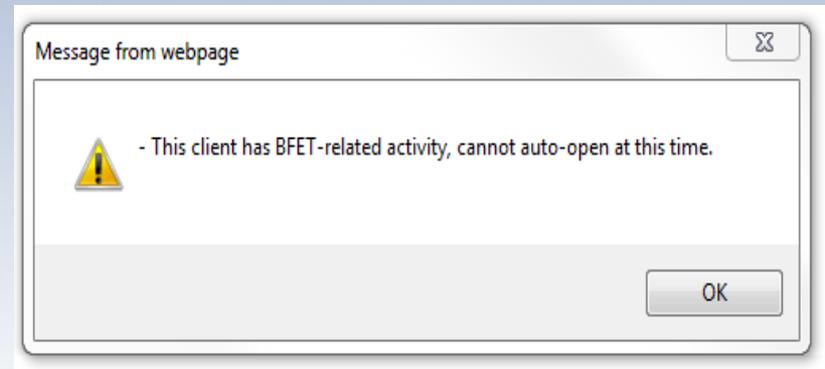
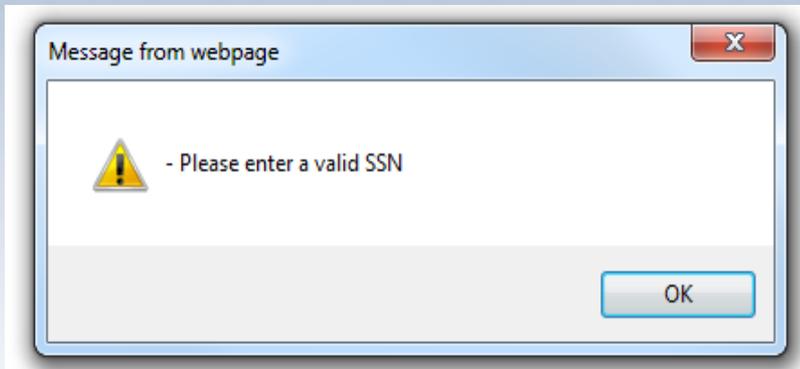
- Client not auto opened on BFET due to existing BFET-related activity
- Client not auto-opened on BFET due to not meeting BFET criteria
 - Client may be a non-member on an active TANF case.
 - Client may be active FAP

If any of the two pop up listed above happens, send a completed eligibility list to BFETHelp@dshs.wa.gov for manual eligibility to happen.

Youth Services - Youth ages 16 to 17 may participate in BFET programs even if they receive Basic Food benefits through their parent's case. They may also participate in BFET programs if they receive Basic Food benefits on their own.

The participation expectation for young participants is secondary education or High School Equivalency classes (see High School Equivalency section). Page 27 BFET Handbook

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Eligibility results show in a pop-up message. These results will generate an auto-note in the case notes.

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BFET Authorization

Enter Contractor Code Enter SSN

Or

Enter ID

Component	Start Date	Hours	Scheduled End
<input type="text" value="VE"/> ▼	<input type="text" value="01/14/2014"/>	<input type="text" value="20"/>	<input type="text" value="03/15/2014"/>
<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the potential participant is eligible, you will be sent to this screen to open BFET components. The FI component will auto open.

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JAS Notes

[Add New JAS Notes](#) | [Notes Summary](#)

[Open General Search Options](#) | [Note/CE/Assessment Search](#)

Notes

Participation Ongoing Observation
Your Name BFET Contractor Name 07/20/2015 09:45:04
Enrolled Felicia into BFET JS for 10 hrs/week, 6/25/15-8/7/15 for job search activities related to employment in Culinary field. She will update resume, follow job leads, apply in-person and online, 5 applications per week.

BFET Eligibility Auto-checked
Your Name BFET Contractor Name 07/20/2015 09:38:58
Client eligible for BFET

The automated note will be documented in the client notes.

Add your case note and make sure to follow the standards outlined in the BFET Handbook

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Quick Quiz

1. What form is signed by the potential participant BEFORE you can enter any client information in eJAS?
2. If the automated eligibility system does not approve the applicant in eJAS, what is your next step?
3. What is the email address to submit your eligibility lists?
4. When opening components using automation, should you still make a case note in addition to the auto-generated note?

Thank you!