

Common Acronyms

Acronyms	Meaning
BFA	Basic Food Assistance (aka Federal SNAP Food Assistance)
FAP	Food Assistance Program (aka State Food Assistance)
RE	Federal Food Recipient
RN	State Food Recipient
NM	Non-Member status on Basic Food case
APP	Application
MCR	Mid-Certification Review (6 month review)
ER	Eligibility Review (annual review)
Hrs	Hours
Comp	Component
Sent Referral	Case review message sent to contactor's e-Message box in eJAS

Common Audit Errors

DSHS Comments	Meaning
Backdate Component Error	Component was opened prior to BFET eligibility
Incorrect Start Date	Component start date was backdated to precede the FI component start date
Incorrect End Date	End date exceeds the maximum days allowed for component type
No Note	Case note was not entered following case action (opening, updating, or closing components)
Note does not meet Handbook Standard	See Handbook for details

Common Language on Billing Rosters

DSHS Comments	Meaning
Active FAP	Client actively receives state food assistance
No Active BFA	Client does not an active recipient on a BFA case
Active TANF	Client is an active recipient on a TANF case
No Comp	Contractor has no active components

Common Language on Eligibility Lists

DSHS Comments	Meaning
No – BFA closed for no MCR	Client must complete MCR
No – BFA closed for no ER	Client must complete ER, or reapply for BFA
No – not BFA	Not active on BFA case
No – unable to find client	SSN or eJAS does not match client's name
No – not eligible for BFA	Not eligible for BFA due to living arrangements, or undocumented, or intentional program violation, or other reason
No – NM in BFA	Client is a non-member status on BFA case due to student status. Colleges can provide the BFET Referral Form 10-501 to the client.
No – active FAP	Active recipient of state food assistance
No – active TANF	Active member on the TANF case
No – Pending TANF	Client has a pending TANF application
No – Comp Hrs	Hours requested exceeds 40 hours maximum for BFET participation
No – Future start date for JS comp	JS component cannot be started with a future start date
No – for BR comp	Employment information in not entered, or client did not previously participate in BFET
No – Future end date	Unable to close with a future end date
No – Client already active (comp) with (Contractor code)	Requested component is opened with another contractor
No – Already closed on (date)	Component is already closed
Yes – changed end date	Component scheduled end date changed to the new date
Yes – changed start date	Component start date changed to the new date due to BFA effective date
Yes – changed comp hours	Changed component hours so the hours does not exceed 40
Yes – BFA closed (date) or set to close (date). Sent referral	Check e-Messages for details of BFA closure