



March 25, 2019

TO: Basic Food Employment & Training (BFET) Program Providers
FROM: Department of Social & Health Services (DSHS) BFET Program
SUBJECT: Laptop Usage Policy and Procedure Changes

Effective March 25, 2019, DSHS has updated policy and procedures to standardize laptop usage.

Procedure to Request Laptop Usage:

1. All request for the use of laptops must be submitted through the BFET Provider Resource Website. Please complete the electronic submission form under the BFET Provider Resources menu tab. You will receive a confirmation email verifying BFET policy has received your request.
2. Please send a copy of your agency's laptop policy, which are subject to the requirements of DSHS Special Terms and Conditions and Exhibit A - Data Security Requirements, to SWBFETPolicy@dshs.wa.gov.
3. Obtain written approval from DSHS, prior to using any laptops or portable devices or media for purposes related to providing services under your BFET contract.

The BFET policy team will respond to all request within 72 hours. To expedite the review process, ensure the form is completed in its entirety.

If you have any questions, please contact SWBFETPolicy@dshs.wa.gov.

Thank you.

cc:
Shavana Howard
Gus Williams
Bessie Williams
Felicia Talbott
Kim Stelly
Linette Davis
Shannon Williams

