

## BFET Eligibility Check – Streamlining the Process

A new function has been added to eJAS that will streamline the process of getting new BFET clients into the system.

Our current process has BFET contractors compiling lists in Excel and then sending them to DSHS BFET staff to check ACES, confirm BFET eligibility and then open the FI – Food Indicator component, and other components requested by the BFET contractor, in eJAS. The list is then notated and returned to the BFET contractor to get the client enrolled in BFET and set up with the appropriate components in eJAS. This takes a lot of time and delays BFET start dates for our clients.

An update to eJAS includes a new page – BFET Authorization – which provides a portal to automate the process of checking for BFET eligibility criteria. Both BFET Contractors and DSHS BFET Staff will use the new function. The step of DSHS Staff checking for case status and BFET eligibility will no longer be necessary as data about client age, citizenship and BF eligibility will be read through the BFET Eligibility check. When BFET eligibility is checked the system will auto-stamp a note under Eligibility Determination indicating that eligibility was checked, along with the result of the check. There are 4 possible outcomes for that note:

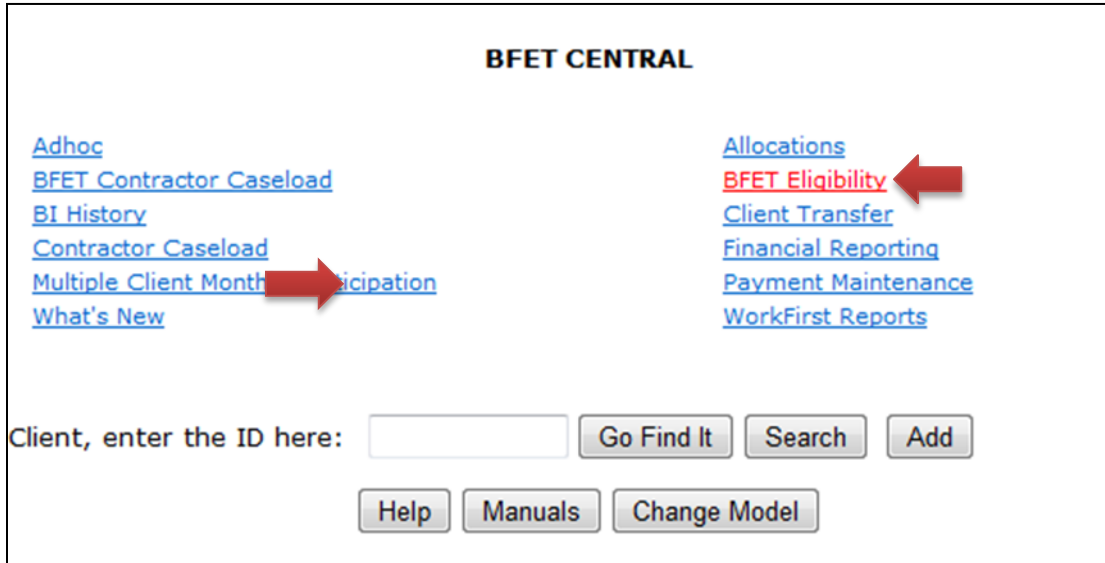
- BFET Eligibility Auto-Checked: Client not auto-opened on BFET due to existing BFET-related activity. (When the client has an active or expired FI component)
- BFET Eligibility Auto-Checked: Client not auto-opened on BFET due to not meeting BFET criteria.
- BFET Eligibility Auto-Checked: Client eligible for BFET.
- BFET Eligibility Auto-Checked: Client eligible for BFET/ORIA BFET.

If the client is eligible, and not already a BFET client, the new process will auto-open the FI component for 12 months when a component is selected. If no component is selected, the FI will not auto-open. Users can't backdate beyond the first of the current month using the auto process, however DSHS staff can still use the manual process to backdate further, when necessary.

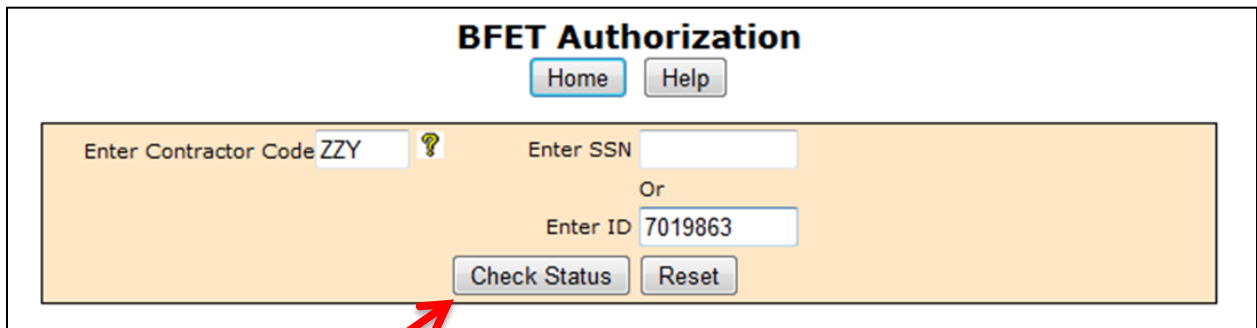
Contractors will use their existing eJAS model. DSHS BFET staff will use a new eJAS model. Although BFET contractors will be able to check eligibility and open eJAS components on their own, not all will choose to do so. Both contractors and DSHS staff can check eligibility and open the contractor specified component(s) from the drop down list. When this step is taken, the FI component will be automatically opened, too. When the components have been added, the user (DSHS or the BFET Contractor) will access the case notes to document the case action.

Please see the attached desk aid regarding the process.

1. From your home page, select BFET Eligibility

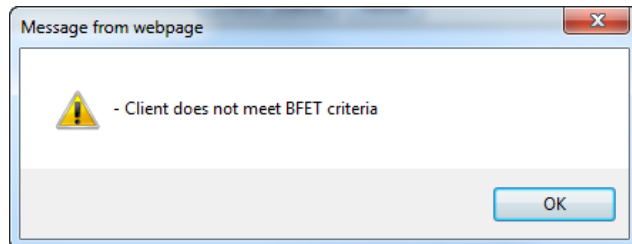
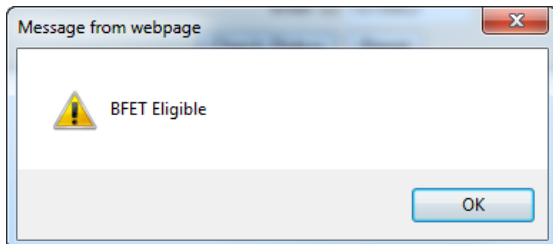


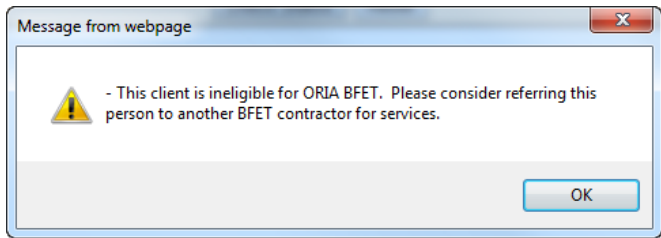
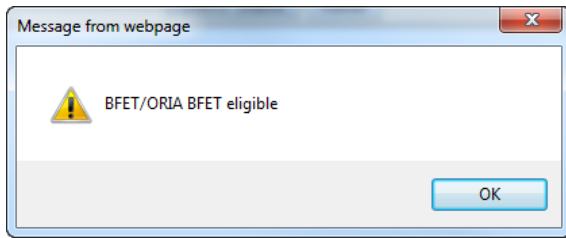
2. Check Eligibility: Enter the Contractor ID and the client's SSN or eJAS ID



3. Click on Check Status

Eligibility Results show in a pop-up message. These results also generate an auto-note to eJAS notes.





4. Complete the eJAS process:

a. If the client is eligible for BFET,

i. Open the contractor requested component in eJAS. Doing so will auto-generate the FI component for 12 months from the system date or the activity start date (if earlier than the system date).

Component	Start Date	Hours	Scheduled End
VE	01/14/2014	20	03/15/2014

Contractors and DSHS Staff can skip this step if no component is needed at this time.

ii.

iii. Complete the client notes: Enter the component type, hours of participation, start and end dates and the contractor name. *(The auto-note alone is not sufficient.)*

**JAS Notes**  
 Add New JAS Notes | Notes Summary | Print  
[Open General Search Options](#) | [Note/CE/Assessment Search](#)

**Notes**

**Literacy/Learning Referral**  
 JOYCE HENSEN CSD 01/14/2014 09:56:05  
[Click here to view Literacy/Learning Referral](#)

**Literacy/Learning Referral**  
 JOYCE HENSEN CSD 01/14/2014 09:55:54  
[Click here to view Literacy/Learning Referral](#)

**BFET Eligibility Auto-Checked**  
 JOYCE HENSEN CSD 01/14/2014 09:29:20  
 Client eligible for BFET

Auto-note added when eligibility was checked.  
 Add a component note, too.

b. If the client is not eligible for BFET the auto-note will be added to eJAS

QUESTIONS? EMAIL [BFETHELP@DSHS.WA.GOV](mailto:BFETHELP@DSHS.WA.GOV)

## eJAS Authorization FAQs

### **Can I open a BR component through eJAS Authorization?**

No. Contractors cannot open a BR component through eJAS Authorization. You must submit the BR request on an Eligibility Roster to [bfethelp@dshs.wa.gov](mailto:bfethelp@dshs.wa.gov).

### **Can I backdate a component?**

Yes. Contractors can back date components through eJAS Authorization to the 1<sup>st</sup> of the current calendar month as long as the Basic Food was open. However, contractors cannot open components if the start date is the previous month. These requests must be submitted on an Eligibility Roster to [bfethelp@dshs.wa.gov](mailto:bfethelp@dshs.wa.gov).

### **Since eJAS Authorization determined a participant eligible, do I still need to check a participant's eligibility before I serve them?**

Yes. eJAS Authorization opens components for a participant in the calendar month eligibility is checked. The components will close without warning if BFA closes at the end of the month. Contractors are required to check a participant's components at the beginning of each month prior to serving the participant.

### **Will eJAS Authorization allow me to open a component for a BFET participant who is active with another contractor?**

No. Contractors cannot use eJAS Authorization to open components for a BFET participant who already has active components. These requests must be submitted on an Eligibility Roster to [bfethelp@dshs.wa.gov](mailto:bfethelp@dshs.wa.gov).

### **Can I update components through eJAS Authorization?**

No. You cannot update existing components through eJAS Authorization.

### **Can I open components for a client that is under the age of 18 years old?**

eJAS Authorization will permit you to open components for youth. However, please submit these requests on an Eligibility Roster to [bfethelp@dshs.wa.gov](mailto:bfethelp@dshs.wa.gov) because there are additional eligibility factors to be considered before approval.

### **Can I reopen my client whose components just expired?**

No. When a component expires, the FI remains open for 30 days (unless DSHS manually closes it before 30 days). Since eJAS will recognize this client as still active, it will not allow you to reopen the client until the 30 days have passed. Submit your request with the Eligibility Roster to [bfethelp@dshs.wa.gov](mailto:bfethelp@dshs.wa.gov). To prevent this issue in the future, be sure to use the CLMR – where you can find the clients' components that will expire through the Activity End Preview report.