



November 15, 2018

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

Below are the changes in the Participant Reimbursement (PR) Policy and Invoice Submission Requirements.

Change to Participant Reimbursement Policy

Effective October 1, 2018, DSHS added new requirements to the BFET Participant Reimbursement Policy.

1. All PR must be entered into eJAS, using the PR function, within 7 days of disbursements; and
2. All PR must be tracked by entering participant PR information on the new form titled, "Participant Reimbursement Tracking Roster".

Best practice for implementing policy:

If a participant is in office, enter PR into eJAS, print PR form and participant signs at that time of receiving PR. The completed paper PR form is then saved in the participant case file.

In instances when printing PR with participant is not available, then PR can be disbursed, though it is a requirement to enter the PR into eJAS within 7 days. The completed paper PR form is then saved in the participant case file.

Update to A-19 Invoice Packet Requirements

Effective October 1, 2018, BFET has a new form that replaces the prior billing roster, Participant Reimbursement Tracking Roster, used to properly track all PR. This form is required to be completed for all active participants within a billing month who received a PR. The following is the procedure when submitting monthly invoices:

Submit invoice packets with the following documents:

- a. A-19 with authorized signature
- b. Cost Summary Sheet
- c. Lease Calculation Tool
- d. Match Certification form
- e. * **New*** Participant Reimbursement Tracking Form
 - i. List all individuals that you are billing for PR reimbursement.

If you have any questions, please send them to SWBFETPolicy@DSHS.WA.GOV.

Thank you.

cc:

Bessie Williams

Kim Stelly

Felicia Talbott

Gus Williams

Anni Smith

Tami Davidson

Priscilla Johnson

Tameka Maxwell

Shavana Howard

Attachment: Participant Reimbursement Q&A