# Transforming Lives

College FFY 2019 **DSHS Comments** Tuition Roster FFY 2019



#### What's new for FFY 2019?

- Changed to a Monthly Roster
- Cover Sheet updated
- Billing Roster layout updated to capture monthly expenses



#### Step 1: The Cover Sheet

Provider Information					
Provider Name:	College Name				
eJAS Contractor Code:	6PG				
Return List to the following email address(es):					

Billing Information					
Are you billing Participant Reimbursement or Tuition for <b>THIS</b> Quarter?	Yes				
Select the FFY for this Billing	FFY 2019				
Select the month for this Billing	December				
Select the current Quarter for this Billing	Fall				
Are you billing Tuition for <b>NEXT</b> Quarter?	Yes				
Select month when the <b>NEXT</b> Quarter begins	January				

DSHS Use Only						
Completed By:						
Completed On:						

Revised (10/2018)

Billing Roster







#### **Provider Information**

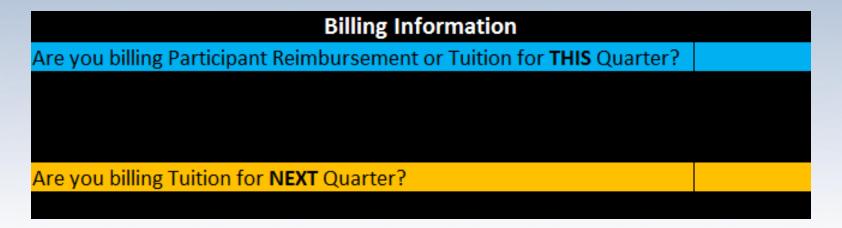
Provider Information					
Provider Name:					
eJAS Contractor Code:					
Return List to the following email address(es):					

#### Complete the Provider Information section by:

- Your College's name
- eJAS Contractor Code
- Email addresses for all individuals to receive the completed copy



### Billing Information



- Complete the Billing Information section for the roster.
- Use the dropdown menu to answer these questions.

<sup>\*</sup>A "Yes" answer will open up the blacked out rows.



## **Billing Information**

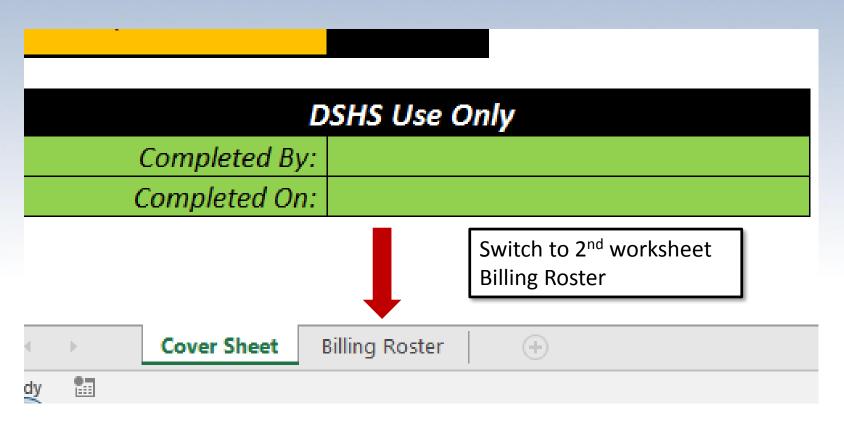
Billing Information					
Are you billing Participant Reimbursement or Tuition for <b>THIS</b> Quarter?	Yes				
Select the FFY for this Billing	FFY 2019				
Select the month for this Billing	December				
Select the current Quarter for this Billing	Fall				
Are you billing Tuition for <b>NEXT</b> Quarter?	Yes				
Select month when the <b>NEXT</b> Quarter begins	January				

- Use the dropdown menu to select the FFY, month and current quarter for this billing.
- Use the dropdown menu to select the month next Quarter's tuition was paid.

<sup>\*</sup>This information will autofill on the Billing Roster.



#### Step 2: The Billing Roster



# Transforming Lives

### Step 2: The Billing Roster (cont)

Provider Name: College Name			Provider Code:	6PG	FFY 2019
Demographics		Fall	<b>Next Quarter Tuition</b>	DSHS Comments	
Last Name	First Name	eJAS ID ▼	December 🔻	January 🔻	D3H3 Collillelits
Tribbiani	Joseph	111222333	Х	X	
Buffay	Phoebe	444555666		X	
Geller	Monica	777888999	Х		

- 1. Enter the student's name and eJAS ID
- 2. Enter an 'X' in the applicable column you want DSHS to review.

<sup>\*</sup>Please note: Only enter the students that you issued participant reimbursement or tuition.



#### Step 3: Save and Send

- 1. Save your Billing Roster using the following naming convention:
  - (eJAS contractor code)\_(billing quarter)
  - For example:
    - 6AE Fall
    - 2BH Winter

2. Send the Billing Roster to <a href="mailto:BFETBILLING@dshs.wa.gov">BFETBILLING@dshs.wa.gov</a>

<sup>\*</sup>This naming convention helps us sort and find your rosters faster.



#### Returned Billing Roster

This is what you will receive back from the BFET Operations Team.

D	SHS Use Only	DSHS will complete GREEN
Completed By:	Dave	columns.
Completed On:	11/28/17	eorannis.

Provider Name: College Name			Provider Code	:	6PG	Π	FFY 2019			
Demographics		Fall		<b>Next Quarter Tuition</b>		DSHS Comments				
Last Name	¥	First Name	¥	eJAS ID	¥	December	¥	January	¥	D3H3 Collillelits
Tribbiani		Joseph		111222333		Yes		No		No comps for next quarter
Buffay		Phoebe		444555666				Yes		
Geller		Monica		777888999		No				No BFA
	$\neg \top$									



DSHS will provide a denial reason in the **DSHS Comments** column.



#### Need help completing your Billing Roster?

Contact a member of the BFET Operations Team for assistance.

Name	Phone	Email
Debbie Wilson	(509) 839-7219	Debra.Wilson@dshs.wa.gov
Kellyn Westra	(206) 716-2465	Kellyn.Westra@dshs.wa.gov
Linda Dofelmire	(360) 688-8511	<u>Linda.Dofelmire@dshs.wa.gov</u>
Melissa Jones	(360) 529-6144	Melissa.Jones@dshs.wa.gov
Mike Hanratty	(206) 450-7251	Michael.Hanratty@dshs.wa.gov
Rick Lee	(206) 450-4874	Rick.Lee2@dshs.wa.gov
Robin Thrower	(425) 223-1419	Robin.Thrower@dshs.wa.gov
Tea'Launna Brown	(206) 716-2432	Tealaunna.Brown@dshs.wa.gov
Terra Gilmore	(253) 428-3269	Terra.Gilmore@dshs.wa.gov
Terry Thomas	(509) 227-2643	Terry.Thomas@dshs.wa.gov