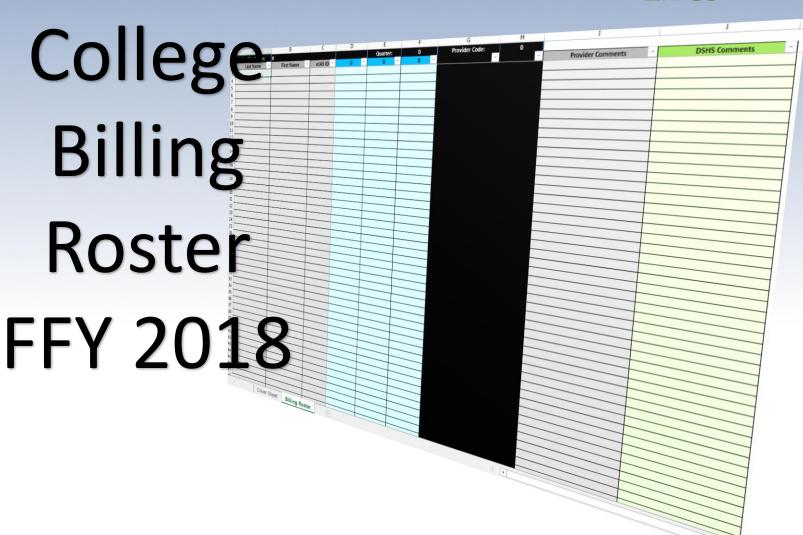
Transforming Lives





What's new for FFY 2018?

- New look
- Two separate worksheets
 - Cover Sheet to collect Provider Information
 - Billing Roster to collect client information
- Autofill functions
- Space for comments



Step 1: The Cover Sheet

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

Quarterly Invoice Information				
Invoice Quarter:				
Months in the Quarter:				

Next Quarter Information			
Do you want to include			
next quarter tuition?			
Next Quarter tuition is			
paid in:			
Next Quarter starts in:			

DSHS Use Only		
Completed By:		
Completed On:		

Instructions:

Completing this information on this page will autofill the Billing Roster on the next page. Please follow the instructions below so the roster is completed correctly.

- 1. Complete the Provider Information
 - a. Enter your College's Name
 - b. Enter your EJAS Contractor Code
 - c. Enter the email addresses of all individuals to receive the completed Billing Roster. *Do not include SBCTC.
- 2. Complete the Quarterly Invoice Information
 - a. Use the dropdown menu to select the Invoice Quarter
 - b. Use the dropdown menu to select the Months in the Invoice Quarter
 - c. Proceed to Step 3 IF you are including next quarter tuition on this Billing Roster
- 3. Complete the Next Quarter Information
 - a. Use the dropdown menu to select Yes or No if you are including next quarter tuition
 - b. Use the dropdown menu to select the month in which next quarter's tuition was paid
 - c. Use the dropdown menu to select the month in which next quarter starts
- 4. Save your Billing Roster using the following naming convention:
 - a. This naming convention will help us locate and process your roster.
 [eJAS Contractor Code] [Agency Name] [Billing Quarter]
 Examples:

6AE_SSC_Fall

2BH BTC Fall



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



Quarterly Invoice Information

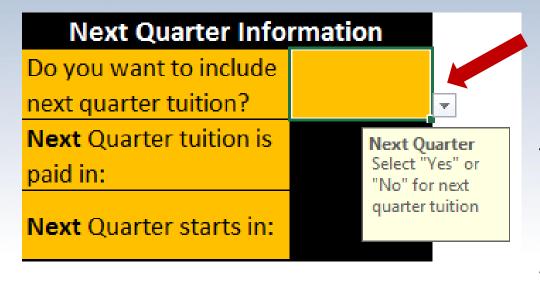
Quarterly Invoice Information				
Invoice Quarter:		<u> </u>		
Months in the Quarter:				

Complete the Quarterly Invoice Information section for this quarter's roster. Use the dropdown menu for <u>all</u> boxes.

- Select the Invoice Quarter
- Select the Months in this Invoice Quarter



Next Quarter Information



Use the dropdown menu to answer the "Do you want to include next quarter tuition?" question.

* A "Yes" answer will open the boxes for two boxes below.

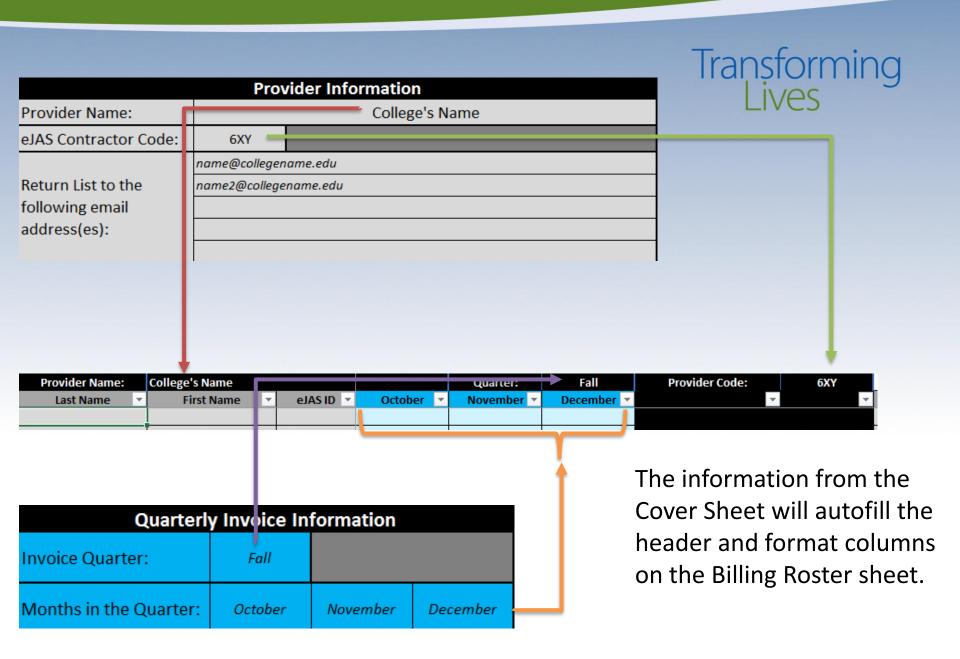


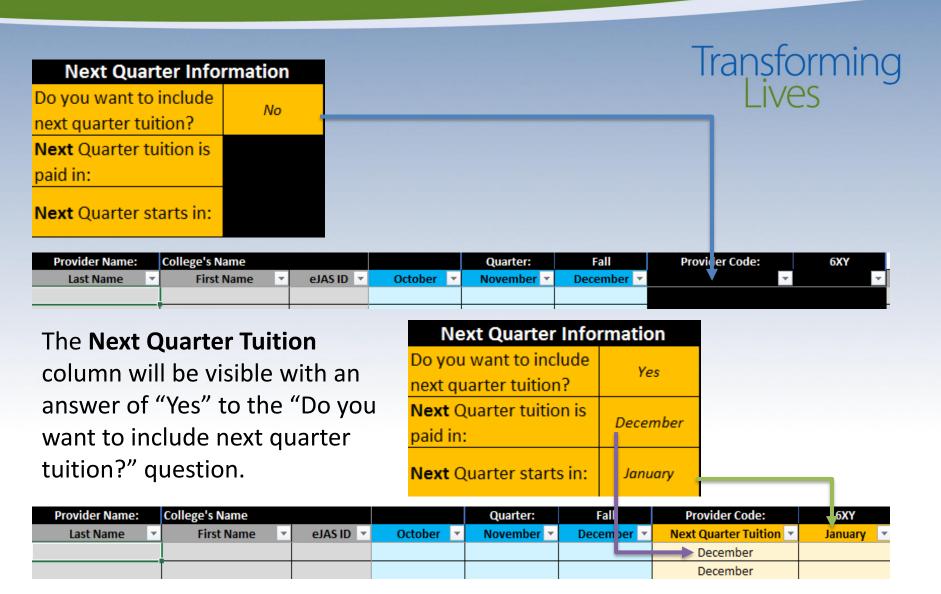
Next Quarter Information (cont)

Next Quarter Information				
Do you want to include	Yes			
next quarter tuition?	res			
Next Quarter tuition is	December			
paid in:	December			
Next Quarter starts in:	January	7		

- Use the dropdown menu to select the month next Quarter's tuition was paid.
- Use the drop down menu to select the month next quarter starts

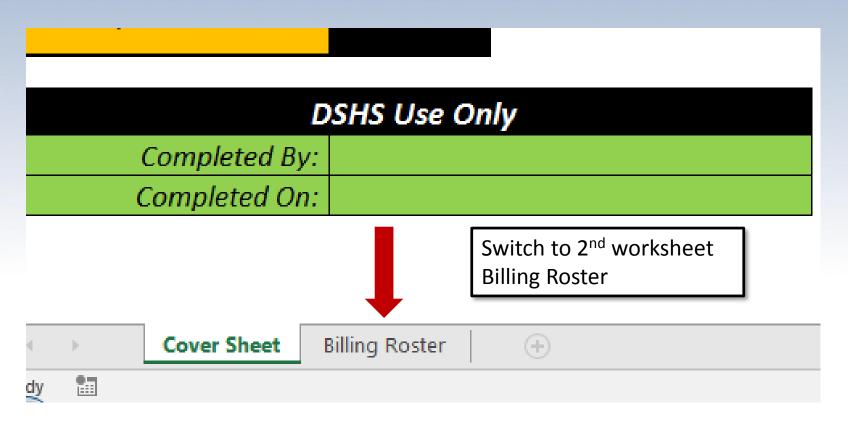
^{*} Only enter <u>NEXT</u> quarter information. The BFET Operations team must have this information to determine eligibility. Past quarter information is not necessary.







Step 2: The Billing Roster





Step 2: The Billing Roster (cont)

Provider Name:	College's Name			Quarter:	Fall	Provider Code:	6XY
Last Name ▼	First Name	eJAS ID ▼	October 🔻	November 🔻	December 🔻	Next Quarter Tuition 🔻	January 🔻
Furley	Ralph	87878787	X	X	X	December	Х
Applegate	Wheely	45454545		X	X	December	Х
Tucker	Amos	111222333				December	Х
Parker	Chuck	999888777	Х	X	X	December	
Toddleberry	Duane	666555444	Х	Х		December	Х
						D	

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

^{*}Please note: DSHS will only check for the months with 'X' in it.



Step 3: Save and Send

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

2. Send the Billing Roster to BFETBILLING@dshs.wa.gov

^{*}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.

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

Provider Name:	College's Name			Quarter:	Fall	Provider Code:	6XY
Last Name	First Name	eJAS ID ▼	October 🔻	November 🔻	December 🔻	Next Quarter Tuition 🔻	January 🔻
Furley	Ralph	87878787	Yes	Yes	Yes	December	Yes
Applegate	Wheely	45454545		Yes	No	December	No
Tucker	Amos	111222333				December	Yes
Parker	Chuck	999888777	Yes	Yes	Yes	December	
Toddleberry	Duane	666555444	No	No		December	Yes

Provider Name:	College's Name		
Last Name	First Name	eJAS ID ▼	DSHS Comments
Furley	Ralph	87878787	
Applegate	Wheely	45454545	No BFA in Dec & Jan
Tucker	Amos	111222333	
Parker	Chuck	999888777	
Toddleberry	Duane	666555444	No comps in Oct & Nov

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	<u>Debra.Wilson@dshs.wa.gov</u>
Linda Dofelmire	(360) 501-2449	<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) 339-3923	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