

Updating the BFET Skill Gains & Credentials Screen

Before closing a BB, BG, or BL component, update the BFET Skill Gains & Credentials screen when a skill or credential has been gained.

From the Client screen, click on the [BFET Skill Gains & Credentials](#) link to add skills/credentials.

The screenshot shows a client information screen for ADAMS, EVAN. The top section contains fields for Name, JAS Id (2879184), ACES Id (2879184), Reg (1), and CSO (003). Below this are various status indicators: Two Parent: Yes, Required Part?, LEP: No, EA: No, Total: 002, Recip: 002, Inelig: 000, BFA: Open, and ABAWD Status: Non-ABAWD. A blue arrow points from the left-hand menu to the 'BFET Skill Gains and Credentials' link in the 'Screening/Evaluation' section. A tooltip is visible over this link, stating 'Click here to view/update BFET Skill Gains and Credentials.'

NOTE: If the BFET Skill Gains and Credentials screen is not updated before the component is closed, the skill or credential cannot be captured.

For examples, please visit the [Provider's Handbook chapter Case Management: Entering Skill Gains and Credentials.](#)

Updating the BFET Skill Gains & Credentials Screen

The screenshot shows a web interface for updating BFET Skill Gains and Credentials. At the top, there are navigation buttons for Home, Main, and Help. Below that is a header section with fields for Name (ADAMS, EVAN), JAS Id (2879184), ACES Id (2879184), Reg (1), CSO (003), Pgm (\$), AU (004490752), and Telephone. A sub-section contains various status indicators: Two Parent: Yes, Required Part?, LEP: No, EA: No, Email ID, HOH: ADAMS, EVAN, TANF: Closed 12/01/2012, Total NCS Months: 000, BFA: Open, ABAWD Status: Non-ABAWD, Total: 002, Recip: 002, Inelig: 000, RCA, Sngl Parent W/Child(ren) < 6: No, and Refugee Months. The main section is titled "BFET Skill Gains and Credentials" and contains a form with the following fields: Contractor Code (dropdown), Component (dropdown), Skill/Credential (dropdown), and Received Date (text input with a calendar icon). A "Save" button is located to the right of the Received Date field. A message at the bottom of the form states "The client does not have any skills or credentials." Four numbered blue arrows point to the Contractor Code (1), Component (2), Skill/Credential (3), and Received Date (4) fields.

1. Select the contractor code from the drop down menu

2. Select either the BB, BG, or BL component in the drop down menu

3. Select a Skill/Credential associated to the component from the drop down menu.

4. Enter the date the Skill/Credential was received. Then click save.

NOTE: BFET Skill Gains and Credentials can be entered for clients who have an active or closed FI component. BFET Skill Gains and Credentials can be entered for up to 90 days after Basic Food Assistance has closed.

BFET Skill Gains & Credentials

Skills and credentials are specific to the accompanying components:

- **Job Search Training (BL)**
 - Computer Training for Job Search
 - Job Search Preparation

- **Basic Education (BB)**
 - Basic Skills
 - General Digital Literacy
 - General Non-Credential Training
 - Secondary Education

- **Vocational Education (BG)**
 - Certificate
 - Degree
 - Diploma

BFET Skill Gains & Credentials: Examples

Participant is active on BL and BG components. The participant successfully completed the BG component when they obtained their CDL, but is continuing in the BL component.

- In the client Demographics, enter the date the CDL was obtained.
- In the Skill Gains and Credentials section, select Certificate for the Vocational Education activity and enter the achievement date.
- Close the BG component with the appropriate completion code, but leave the BL open.

Participant completed BB and BG components when they obtained their secondary education and AA degree.

- In the client Demographics, enter the date the secondary education and AA degree were obtained.
- In the Skill Gains and Credentials section, select Secondary Education for the Basic Education activity and Degree for the Vocational Education activity and enter the achievement dates for both.
- Close both the BB and BG components with the appropriate completion codes.

BFET Skill Gains & Credentials: Examples

Participant completed a year of Vocational Education but chose not to re-enroll for the next academic year.

- Because no certificate or credential was earned, do not enter a skill or credential.
- Close the component as normal.

It is not necessary for a component to close with CS for Skill Gains and Credentials to be obtained.

For example: A student is working towards a Business Management degree. Through this program, the student earned a project management certificate. The student's BFA closes prior to earning their degree, making them ineligible for BFET.

- In the client Demographics, enter the date the certificate was obtained
- In the Skill Gains and Credentials section, select Certificate for the Vocational Education activity and enter the achievement date.
- Close the BG with IC effective the date that BFA closed.

