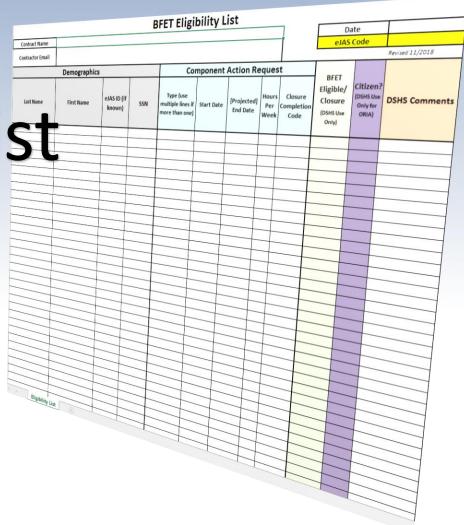
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Eligibility List FFY 2019





Complete Form Header

BFET Eligibility List							
Contract Name	Agency Name		Date	11/15/2018			
Contractor Email	Barney.F@Mayberry.org		eJAS Code	6CZ			
Contractor Email	barriey.r@iviayberry.org			Revised 11/2 Example:			

Complete the header section by entering in:

- Your Agency's name
- Email addresses for all individuals to receive the completed copy
- Date request is made
- eJAS Contractor Code



Complete Client Information

Demographics						
Last Name	First Name	eJAS ID (if known)	SSN			
Parker	Chuck		999551111			
Tucker	Amos	1234567				
Toddleberry	Duane	9876543				

Complete the Demographic section by:

- Client's Last and First Name
- eJAS ID # or SSN

*Note: Please use the eJAS ID # if known.

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Enter Component Action Request

Complete the <u>Component Action Request</u> section to request changes. Enter all applicable information necessary that needs changing.

Demographics			Component Action Request							
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)		[Projected]	Hours Per Week	Completion	The type of changes you can request are:	
Parker	Chuck		999551111	BE	11/1/2018	12/31/2018	10	4	•	Opening new components
				JT	11/1/2018	1/20/2019	5			Sharring man sampanian
Tucker	Amos	1234567		VE	11/6/2018	1/2/2019	25	4	•	Updating components
Toddleberry	Duane	9876543		JS	10/15/2018	11/15/2018		EE_		opaating components
				BR	11/16/2018	2/2/2019	2		•	Closing components

*Note: You can request more than 1 type of case action for each client.

For example, you can request a component to be closed and another to be opened at on the same Eligibility List. This is beneficial when requesting a BR component, so you do not lose access to the client's case while waiting for your request to be processed.



Processed List

BFET Operations will record action taken in BFET Eligible/Closure, Citizen, and DSHS Comments.

Con	nponent A	Action Re	DEET				
Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Completion	Closure	Citizen? (DSHS Use Only for ORIA)	DSHS Comments
BE	11/1/2018	12/31/2018	10		No		Already Active
JT	11/1/2018	1/20/2019	5		Yes		
VE	11/6/2018	1/2/2019	25		Yes		
JS	10/15/2018	11/15/2018		EE	Closed		
BR	11/16/2018	2/2/2019	2		Yes		

BFET Operations Team will provide comments for every "No" action.

Additional Instructions:

- Only submit 30 names per Eligibility List.
- All Eligibility Lists are processed in order received.
- All Eligibility Lists are processed within 10 business days from date received.



Need help completing your Eligibility List?

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