

Eligibility List User Guide

eJAS code:		Contact Phone #:					BFET Eligible	DSHS Comments
Demographic Information		Component Action Request						
Client Name	eJAS ID/SSN	Component	Start Date	End Date	Hours	Closure Code		



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Add Eligibility List Table to Email

eJAS code:		Contact Phone #:						
Demographic Information		Component Action Request					BFET Eligible	DSHS Comments
Client Name	eJAS ID/SSN	Component	Start Date	End Date	Hours	Closure Code		

Step 1: Paste the Eligibility List table into the body of your email. DO NOT attach it.

Complete Provider Information

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Step 2: Enter in your

1. eJAS Contractor Code, and
2. Your phone number in case we need to contact you about your request.

eJAS code: ZXZ	Contact Phone #: 306-555-5555
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Add Client Information

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Demographic Information	
Client Name	eJAS ID/SSN
Templeton Peck	134679
Elaine Benes	24680
Chris Kyle	999553333
Selina Meyer	111223333

Step 3: Complete the Demographic portion of the table:

1. Client Name, and
2. eJAS ID # or SSN

Enter Component Action Request



Step 4: Complete the Component Action Request section. Enter all applicable component information needed to make required changes.

Step 5: Email List to BFETHelp@dshs.wa.gov

Demographic Information		Component Action Request				
Client Name	eJAS ID/SSN	Component	Start Date	End Date	Hours	Closure Code
Templeton Peck	134679	BB	10/1/22	12/25/22	10	
Elaine Benes	24680	BL	10/5/22	12/25/22	5	
		SL	10/3/22	11/30/22	5	
Chris Kyle	999553333	BB		10/31/22		CS
		BG	10/1/22	1/5/23	30	
Selina Meyer	111223333	BK		10/15/22		EE
		BR	10/16/22	1/15/23	2	

Note: You can add as many rows to the table as you need.

Processed Eligibility List

Step 6: BFET Operations will record their action in BFET Eligible/Closure and DSHS Comments columns.

Component Action Request					BFET Eligible	DSHS Comments
Component	Start Date	End Date	Hours	Closure Code		
BB	10/1/22	12/25/22	10		No Action	Already Active
BL	10/5/22	12/25/22	5		Yes	
SL	10/3/22	11/30/22	5		No	No BFA
BB		10/31/22		CS	Closed	
BG	10/1/22	1/5/23	30		Yes	
BK		10/15/22		EE	Closed	
BR	10/16/22	1/15/23	2		Yes	

BFET Operations Team will provide comments for every “No” action.

Need help with Eligibility Lists?

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Contact a member of the BFET Operations Team for assistance at:

BFETHelp@dshs.wa.gov

