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| Basic Food Employment & Training (BFET) |
| Employment & Training Renewal Application |
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| **FFY 2019** |
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# Program Overview

The Basic Food Employment and Training (BFET) program helps Basic Food (BF) recipients improve their employment prospects through voluntary participation in job search, training, education, or workfare activities. The goal of the BFET program is to assist BF recipients in obtaining living wage employment leading toward self-sufficiency. The program delivers services through a third party reimbursement model consisting of contractual partnerships between the Department of Social and Health Services (DSHS), Washington State Board for Community and Technical Colleges (SBCTC), Employment Security Department (ESD) and several community-based organizations (CBO).

# Role and Responsibilities

## *Washington State’s Role and Responsibilities*

DSHS is the State agency administering the BFET program and is responsible for submitting Federal funding request and reporting to Food and Nutrition Services (FNS). The primary role of FNS is to ensure the BFET program is performing in alignment with federal regulations. Recruitment of BFET participants is shared by DSHS and partner agencies.

## *Partner Agency’s Role and Responsibilities*

Partner agencies are responsible for providing BFET services to participants, including an assessment to determine BFET activities, tracking of participation in the assigned activities, and case management. The assessment is an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment.

The partner agency is responsible for tracking costs, maintaining records, and invoicing according to Federal and State regulations.

In the third-party reimbursement model, the partner agency invoices DSHS for 50 percent repayment of monies already spent providing services including:

* Assessment;
* Case management;
* BFET activities; and
* Participant reimbursements.

The funds used to leverage the program **cannot be Federal.**

# BFET Services

#### Job Search

Job Search identifies activities in which an individual is actively searching for employment.

#### Job Search Training

Job Search Training includes education and assistance provided to participants to assist them in becoming employment ready. This could include occupational assessment, customized and institutional skill training, and improvement training.

#### Education

The education component includes a wide range of activities improving the basic skills and employability of BF recipients. Acceptable educational activities are programs with a direct link to the local job market. DSHS uses two different types of education components.

Vocational Education improves the employability of participants by providing education or instruction that leads to a certificate or degree in an occupational field. Vocational education activity is organized educational programs that directly relate to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree.

Basic Education includes education provided to participants to raise their overall employability, such as Basic Education for Adults (BEdA), literacy, English as a Second Language (ESL), and high school equivalency.

Case Management

This activity captures time providing additional ongoing assistance, support coordination, and advocacy provided to participants to overcome barriers to employment and remain engaged in the BFET program. This includes referrals to additional programs and services not covered by the BFET program, and one-on-one coaching. This does not include services that are part of other BFET activities.

#### Job Retention

Job Retention services provides assistance and support to employed participants to achieve satisfactory job performance and increase earnings over time. Services are allowable when the participant’s earnings are over the SNAP income limit or when the participant chooses not to continue in a JS/JT/BE/VE activity beyond their new employment.

#### Life Skills/Strategies for Success Training (NEW)

Life skills (LS) are abilities for adaptive and positive behavior that enable us to deal effectively with the demands and challenges of everyday life. Previously, LS training was captured in job search training, but will now be a standalone activity. If you do not offer this training, DSHS in partnership with BFET providers designed a LS training curriculum, called Strategies for Success (SFS). Strategies for Success is a series of workshops that focus on topics such as:

1. Preparing for Work
2. Health and Well-Being
3. Effective Communication
4. Personal Strength Builders
5. Community Engagement

If your agency offers a LS training that includes resume writing and job clubs, this would not meet the criteria for the use of a LS /SFS activity. If your agency chooses to offer LS/SFS internally, it must be a standalone activity.

Life Skills/Strategies for Success is captured using an SL component.

#### Participant Reimbursements

Participant Reimbursements are designed to assist participants in overcoming barriers preventing them from engaging in employment and training components. These services can include:

* Transportation assistance;
* Safety clothing;
* Temporary housing and utility assistance;
* Child care subsidy;
* Personal hygiene and grooming;
* School supplies; and
* Tools or equipment needed to secure employment.

For additional informaiton on BFET services and participant reimbursement please visit the [BFET website](http://www.dshs.wa.gov/bfet).

# BFET Provider Renewal Application

**Organization Name:** Click or tap here to enter text.

**Contractor Code(s):** Click or tap here to enter text.

**Completed By:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

*Service Capacity*

1. What is your agency’s intended service area? If you intend to provide services in multiple locations, please indicate which location(s) including the address of any satellite sights.

Click here to enter text.

1. What outreach methods will your organization use to reach potential BFET clients?

Click here to enter text.

1. What is your agencies plan to monitor performance and outcome goals?

Click here to enter text.

1. Explain your organizations experience serving the hard-to-serve population with employment barriers. Be specific about the population(s).

Click here to enter text.

1. Does your organization have any pending lawsuits or litigations in the past two years? If yes, describe.

Click here to enter text.

1. Has your agency had a contract terminated for default in the last five years? If yes, provide details of the terms for default, including the other party’s name, address, and phone number. Present the Applicant’s position on the matter.

*(Termination for default is defined as notice to stop performance due to the Applicant’s non-performance or poor performance, the issue of performance was either not litigated due to inaction on the part of the Applicant or litigated, and such litigation determined that the Applicant was in default).*

Click here to enter text.

*Program Management*

1. Describe your organization’s procedures to ensure that all applicable terms, conditions, and requirements of the potential contract with DSHS are upheld.

Click here to enter text.

1. How many years has your agency held a BFET and/or RISE contract?

Click here to enter text.

1. Describe how your organization will circulate information and train staff internally regarding communications and information relevant to this program, during the duration of the DSHS contract.

Click here to enter text.

1. Detail how your organization will evaluate staff performance, continuous improvement, and program knowledge and compliance as it pertains to this contract.

Click here to enter text.

1. Will your agency be requesting the use of alternate forms for the Individual Employment Plan, Consent, and/or Participant Reimbursement, in lieu of DSHS provided forms? If so, please include copies for approval with this application.

Click or tap here to enter text.

1. Will your agency be requesting to use laptops to provide and/or access BFET participant information/services? If yes, please include your agencies laptop use policy. If approved, you will receive an email approving your request. Per the contract, please retain it in your records.

Click or tap here to enter text.

*Data Confidentiality*

To access DSHS client information and engage in the BFET program, providers must have the ability to access and communicate electronically with DSHS via Electronic Jobs Automation System (eJAS). *For example, the capacity to communicate electronically with DSHS to determine if participants are receiving SNAP (Basic Food) benefits and not receiving Title IV-A (TANF) cash benefits.* Granting access to outside DSHS staff requires the department ensure confidentiality of client information.

1. Does your agency have data security policies in place, which uphold Exhibit A of the BFET Contract? Please explain.

Click here to enter text.

*Fiscal Capacity*

1. How will your organization appropriately monitor funds to assure fiscal conditions of this contract are upheld?

Click here to enter text.

1. BFET 50% match funding cannot be from a Federal Source. What sources of funding will you be using as match (grants, donations, retail, etc.)*?*

Click here to enter text.

1. Does your agency have the cash flow to support a reimbursement model? (Contractors must incur costs for services first and then bill DSHS for reimbursement. DSHS has 60 days to reimburse expenses from the date of approval of complete invoices).

Click here to enter text.

1. Will your agency be billing monthly or quarterly?

Click or tap here to enter text.

1. Will your organization be using *Reutilized Funds? (Reutilized Funds* are funds received from reimbursement of BFET expenditures as “local” match for future BFET invoices.) If yes, please explain?

Click here to enter text.

1. Is there a process in place for participant reimbursements?
   1. What process do you have in place for retrieving receipts from clients?
   2. Do you have a lost receipts policy?

Click or tap here to enter text.

**Application Due Date**

Applications must be received no later than 5:00 p.m. on June 15th, 2018.

Please send **VIA E-MAIL, Subject line: 2019 BFET Contract Renewal – [Organization Name]** to Sandra Daniels/DSHS CSD Contracts Officer at: [Sandra.Daniels@dshs.wa.gov](mailto:Sandra.Daniels@dshs.wa.gov) **and**

BFET Policy Inbox at: [SWBFETPolicy@dshs.wa.gov](mailto:SWBFETPolicy@dshs.wa.gov).

Please complete this document and return it via email with any additional documents (as described below), the *Contractor Information Update* form and Budget Workbook.

E-mail Subject line: **2019 BFET Contract Renewal – [Organization Name]**

**Application Submission Format**

All proposals must:

* Be submitted **via email only** as a PDF or Word document with no less than 1 inch margins;
* Times New Roman or Calibri 12-point font;
* Provide information clearly and succinctly, avoiding lengthy narratives;
* Include Contractor Information Update form (DSHS 27-044A)and
* FFY 19 Budget Workbook