

Guide to Complete Eligibility Lists

Complete Form Header

- Form Header must be filled out completely for all requests

BFET Eligibility List FFY 2016			
Contract Name	Agency Name		
Contractor Email	Barney.F@Mayberry.org ; Theodore.Ogelvie@appledumpling.org ; Rfurley@3Company.org ; Wheely.Applgate@Herbie.org		
Date	6/30/2015		
eJAS Code	6CZ		

Request to Open Components

- The following information must be included on the list:
 - Client name
 - Client eJAS or SSN
 - Component type(s)
 - Component scheduled start
 - Projected end date
 - Hours per week (for each component type)

Demographics				Component Action Request				
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code
Parker	Chuck		999887777	BE	6/30/2015	8/31/2015	6	
				VE	6/30/2015	8/31/2015	10	

* If client is participating in more than one component type, list all as noted above.

* The employment information must be entered on the Employment Tab in eJAS when requesting a BR component.

Request to Update Components

- The following information must be included on the list:
 - Client's name
 - Client eJAS or SSN
 - Component type(s)
 - New scheduled start
 - New projected end date
 - Hours per week (for each component type)

Demographics				Component Action Request				
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code
Tucker	Amos	1234567		JS	6/29/2015	8/15/2015	10	

Request to Close Components

- The following information must be included on the list:
 - Client's name
 - Client's eJAS or SSN
 - Component Type(s)
 - Actual component(s) end date
 - Closure code

Demographics				Component Action Request				
Last Name	First Name	eJAS ID (if known)	SSN	Type (use multiple lines if more than one)	Start Date	[Projected] End Date	Hours Per Week	Closure Completion Code
Toddleberry	Duane	9876543		JT		6/25/2015		EE

Lists cannot exceed 30 names per list