

# Module 7: Participant Reimbursements

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# Participant Reimbursements

The BFET program allows for the use of participant reimbursement (PR) to support approved activities.

- PR's are transitional by nature and are not an ongoing supplement.
- They are intended to help an individual during their participation in any BFET activities including employment.
- PRs are not an entitlement, and must be carefully managed.
- PRs cannot be available through another government program or private source.
- PRs cannot be used to pay bad debt such as outstanding fines or fees or make on-going regular payments.
- Providers cannot use personal funds to pay for PR's.

The PR categories, allowable support services, guidance and reimbursement limits are detailed in the [Participant Reimbursement Directory](#) found in the BFET Provider's Handbook.

# Participant Reimbursements

The BFET program allows for the use of participant reimbursement (PR) to support approved activities.

- PR should be reasonable and necessary for a participant to engage in a BFET activity.
  - A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would pay under the circumstances.
  - Necessary costs are incurred to carry out essential functions, cannot be avoided without adversely affecting participant outcomes and do not duplicate existing efforts.

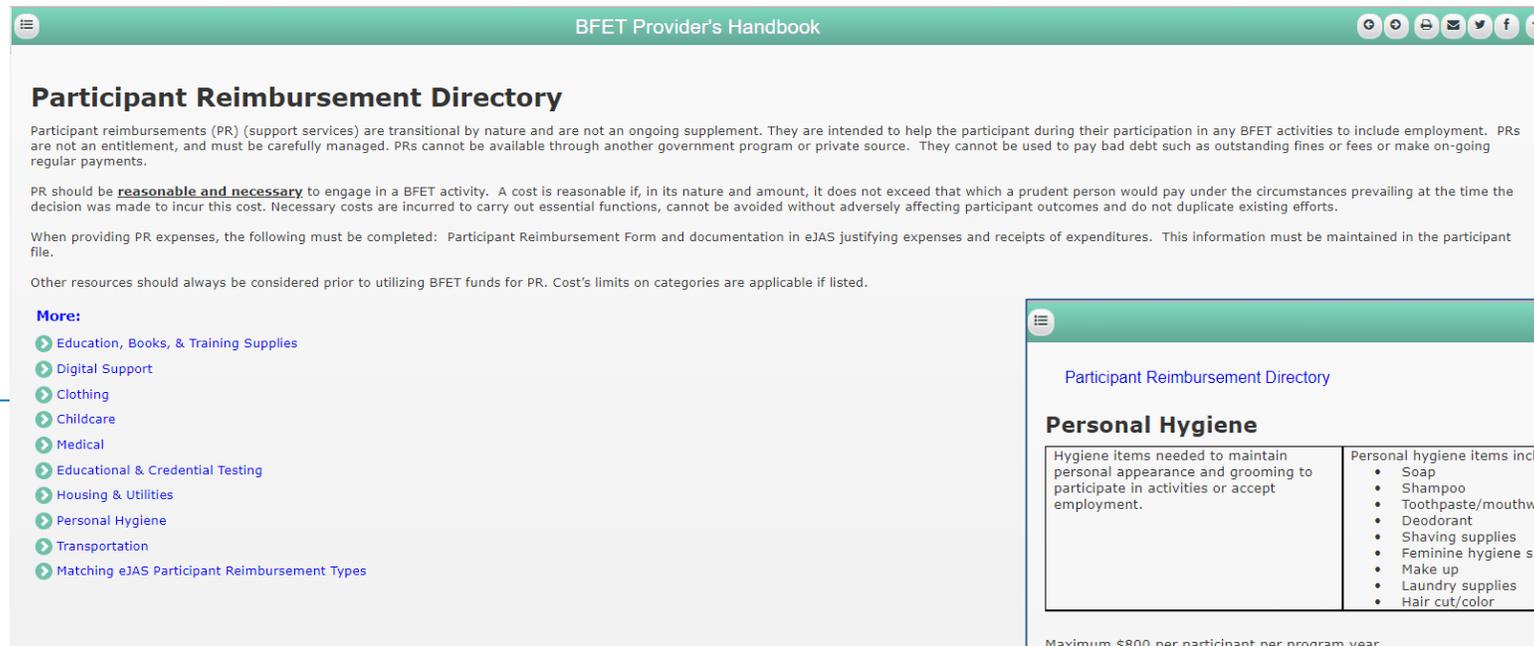
Suggested questions to ask when considering the issuance and level of participant reimbursement include the following:

- Is the participant reimbursement reasonable and necessary for participation in the BFET component?
- What resources does the participant have available?
- Are there other resources in the community that can help with this cost?
- Is there a lower cost alternative available?
- For reimbursements such as tools or assistance with licenses and fees, will these issuances result in employment?

# Participant Reimbursements

Participant Reimbursement services may be provided to the participant, as stated up to the prescribed limits in the [Participant Reimbursement Directory](#)

The PR Directory can be found in the BFET Provider’s Handbook. It includes a breakdown of the PR types, description of the support services allowed, guidance for allowable PR within each PR type, and if applicable annual limits for the PR category.



# Participant Reimbursements

All allowable PR's are listed in the Participant Reimbursement Directory.

If an individual need exceeds the stated limits in the PR Directory, providers can submit a participant reimbursement Exception to the Rule (ETR) Request.

- An ETR request form is available on the BFET Provider Resource website.
- ETR's must indicate the client eJAS number, amount requested, if other community funding sources have been exhausted and justification of PR need.
- Prior to submitting an ETR, be sure that eJAS components and client notes are updated to show participation and progress.

**ESA** Employment and Training Programs  
Created on: Jul 05 2020

Basic Food Employment & Training (BFET)

Provider Resources

BFET Provider Laptop Request Form

**BFET Provider Participant Reimbursement Exception to Rule**

Eligibility

Find a Provider

Publications

**BFET Provider Participant Reimbursement Exception to Rule**

Agency Name

Contractor Code

Requestor

Email

Phone

Participant Name

EJAS No.

Participant Reimbursement Type

Amount of Request

Does request exceed maximum limit for participant reimbursement type?

yes

no

If yes, by how much?

Are you an ORIA provider?

yes

Have all other community-funding sources been exhausted?

yes

no

Justification

Math question \* 6 + 13 =

Submit

# Participant Reimbursements

All participant reimbursements must be tracked using the PR form and receipts must be maintained in the participant file.

When issuing a support service, the PR form in eJAS must be completed.

*If you are unable to issue, print and obtain signature at time of issuance, you must use the BFET Participant Reimbursements (07-103) form to collect signatures.*

The information must be entered into eJAS within 7 business days.

Whenever possible, it is best to enter the PR information directly in eJAS and print the PR form from there.

If necessary, the form BFET Participant Reimbursements (07-103) is available on the BFET Provider Resources website

**Organization Staff Portion**

CHECK THE TYPE(S) OF REIMBURSEMENT(S)	ENTER AMOUNT
<input type="checkbox"/> Transportation: Bus pass / ticket - <b>How many:</b> <input type="checkbox"/> daily / <input type="checkbox"/> weekly / <input type="checkbox"/> monthly Bus pass / ticket identifying number(s):	\$
<input type="checkbox"/> Transportation: Fuel card(s) - <b>Card number:</b>	\$
<input type="checkbox"/> Transportation: ORCA Card / ORCA Refill - <b>Card number:</b>	\$
<input type="checkbox"/> Transportation: Uber / Lift / Taxi	\$
<input type="checkbox"/> Clothing (e.g., interview clothes, shoes, boots, uniforms, necessary tools)	\$
<input type="checkbox"/> Child Care (e.g., CCSP copay or non-CCSP)	\$
<input type="checkbox"/> Medical	\$
<input type="checkbox"/> Educational / Credential Testing (e.g., high school equivalency test, Literacy level test, Aptitude testing, CNA test, short-term contracted training)	\$
<input checked="" type="checkbox"/> Personal Hygiene and Grooming (e.g., toothpaste, shampoo, haircut)	\$
<input type="checkbox"/> Books and training supplies	\$
<input type="checkbox"/> Housing / Utilities (cell phones / minutes)	\$

**OPTIONAL:** Check below if a gift card or similar payment type was issued.  
 Client was given a "Gift Card Receipt Attachment" and a prepaid envelope to return receipt(s) for all purchase.

**MANDATORY:** Enter justification for each type of reimbursement given (i.e., reason needed and other details such as: non-CCSP child care due to temporary ineligibility, for interview pants, mandatory training uniform, shirt, shoes, books, etc.):

AUTHORIZED PROGRAM APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ AUTHORIZED PROGRAM APPROVAL PRINTED NAME \_\_\_\_\_

**Client Declaration and Signature**

I understand and agree that:

- I received the above issuance(s).
- I have not received the same type of assistance in the current month from any other organization including but not limited to other BFET organizations, WorkFirst, LEP Pathways, etc.
- I can only use the assistance provided (including gift cards) for work or training related purposes as described above.
- Selling or misusing the benefit may result in BFET disqualification and I would have to pay back the funds.
- I will return the receipt(s) for all fuel and gift card purchases if I received a "Gift Card Receipt Attachment."**

CLIENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ CLIENT'S PRINTED NAME \_\_\_\_\_

# Entering PR in eJAS

Access the participant's information in eJAS through your Caseload screen by clicking on the Participant's name. You may also find participants by using the BFET Contractor Historical Report or the Search feature from the home page.

Before issuing a Participant Reimbursement, review the client demographic information to be sure that BFA is Open and TANF or RCA is not open.

Also check that the participant's component is current and not expired.

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">MORNING, MONDAY</a>	2860063	2860063	2	047	\$	004659231	
<b>Two Parent :</b>	<b>Required Part? :</b>	<b>LEP :</b>	<b>EA : No</b>			<b>Email ID:</b>	
<b>HOH :</b>	<b>Total: 000</b>	<b>Recip: 000</b>	<b>Inelig: 000</b>	<b>Sngl Parent W/Child(ren) &lt; 6 : No</b>			
<b>TANF :</b>	<b>BFA: Open</b>	<b>RCA:</b>	<b>Refugee Months:</b>				

<b>TANF Status:</b>	UNKNOWN	<b>Open Date:</b>		<b>Close Date:</b>	
<b>Adult Recipient Months:</b>	000	<b>Ineligible Parent Months:</b>	000	<b>Total TANF Months:</b>	000
<b>Consecutive Months in Sanction:</b>	000	<b>NCS Terminations:</b>	000	<b>Fed Qual Stat:</b>	
<b>Client Status Reason:</b>		<b>Participation Status:</b>			
<b>AU Status Reason:</b>					
<b>TANF Exempt Reason:</b>					
<b>Basic Food Type:</b>	ABD-ABAWD (Able Bodied Adults without Dependents)				
<b>Basic Food Status:</b>	1 - Open	<b>Open Date:</b>	05/11/2020	<b>Close Date:</b>	
<b>Relationship to HOH:</b>	SE-Head of Household/Self				
<b>Financial Responsibility:</b>	RE-Recipient				
<b>Work Registration Basic Food E&amp;T Exempt Reason:</b>	EA-Exempt Area	<b>Basic Food Participation Status:</b>	AB - Able Bodied Adults without Dependents		
<b>RCA Status:</b>		<b>Open Date:</b>		<b>Close Date:</b>	
<b>Client Status Reason:</b>		<b>RCA Sanction Terminations:</b>	000		
<b>AU Status Reason:</b>				<b>Refugee Months:</b>	

# Entering PR in eJAS

1

- [E&T Component Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#)
- [Individual Employment Plan](#)

From the client screen, click the Payments link. Then click the link for Participant Reimbursements.

**Review**

[Client Transportation](#)

[Client Payments](#)

**Payments**

**Authorization**

[Client Voucher Review](#)

**2** [Participant Reimbursements](#)

[Auto-Pay](#)

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">MORNING, MONDAY</a>	2860063	2860063	2	047	\$	004659231	

<b>Two Parent :</b>	<b>Required Part? :</b>	<b>LEP :</b>	<b>EA : No</b>	<b>Email ID:</b>
<b>HOH :</b>		<b>Total: 000</b>	<b>Recip: 000</b>	<b>Inelig: 000</b>
<b>TANF :</b>	<b>BFA: Open</b>		<b>RCA:</b>	<b>Sngl Parent W/Child(ren) &lt; 6 : No</b>
				<b>Refugee Months:</b>

**Participant Reimbursements Summary**

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$0.00	\$800.00
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

**ZXZ-BFET & CONTRACTOR**

Summary for period (MM/YYYY):

No Participant Reimbursements have been issued for 11/2020



# Entering PR in eJAS

**Name** MORNING, MONDAY  
**JAS Id** 2860063  
**ACES Id** 2860063  
**Reg** 2  
**CSO** 047  
**Pgm** \$  
**AU** 004659231  
**Telephone**

**Two Parent :** Required Part? : LEP : EA : No  
**HOH :** Total: 000 Recip: 000 Inelig: 000 Sngl Parent W/Child(ren) < 6 : No  
**TANF :** BFA: Open RCA: Refugee Months:

**Participant Reimbursements Summary**

3 

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$0.00	\$800.00
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

ZXZ-BFET & CONTRACTOR  
 Summary for period (MM/YYYY): 11/2020

No Participant Reimbursements have been issued for 11/2020

3. From the Participant Reimbursements Summary screen, click the “Create Participant Reimbursements” button.

- 4
- Select the Component that this PR is supporting.
  - Select the PR type.
  - Enter the amount of the PR.
  - Enter a Justification including why this PR is **necessary** to support the participant’s BFET activity and that the support and amount are **reasonable**.
  - Enter the date reimbursement was issued.

**Participant Reimbursements**

ZXZ-BFET & CONTRACTOR

**Issuance Date:** 11/06/2020  
**Component:** 4 JS-03  
**Program Type:** BFET  
**Participant Reimbursements type:** Clothing  
**Total amount for Clothing**   
 Clothing(\$800.00 FFY maximum)

**Created By:** CUME300 - MELISSA JONES -  
**Canceled By:**  
**Updated By:**

**Justification (mandatory)** Maximum 420 characters

Participant is applying for several jobs which require steel toed boots as mandatory safety gear. Participant does not have these and does not have resources to purchase them. Approving PR so they will be work ready when offered a position. Voucher issued for local store with lowest priced boots that meet requirements. PR issued 11/5

5 

# Entering PR in eJAS

After saving the PR entry you will be back at the Participant Reimbursements Summary screen.

Your new PR will now show in the PR Summary and a link to the PR entry details will show below.

## Participant Reimbursements Summary

Create Participant Reimbursements

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$100.00	\$700.00
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

### ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY):  

### Participant Reimbursements for 11/2020

Number of records: 1

<a href="#">Issuance Date</a> ▼	<a href="#">Participant Reimbursement Type</a>	No of Tickets or Cards	Total Amount	Component/Hours	Created by	canceled by	Status
<a href="#">11/06/2020</a>	Clothing		\$100.00	JS-03	CUME300 -JONES, MELISSA		Issued

5. Click link to view PR details and print the PR form.

5



# Entering PR in eJAS

**Participant Reimbursements**

Save Cancel Participant Reimbursements **Print** 6

ZXZ-BFET & CONTRACTOR Status: Issued

<b>Issuance Date:</b> 11/06/2020	<b>Program Type:</b> BFET
<b>Component:</b> JS-03	<b>Participant Reimbursements type:</b> Clothing
<b>Created By:</b> CUME300 - JONES, MELISSA - 11/06/2020	<b>Total amount for Clothing:</b> <input type="text" value="100.00"/>
<b>Canceled By:</b>	Clothing(\$800.00 FFY maximum)
<b>Updated By:</b>	

**Justification (mandatory)** Maximum 420 characters

Participant is applying for several jobs which require steel toed boots as mandatory safety gear. Participant does not have these and does not have resources to purchase them. Approving PR so they will be work ready when offered a position. Voucher issued for local store with lowest priced boots that meet requirements.

Save Cancel Participant Reimbursements **Print**

6. Click "Print" which will open a new window with 2 pages to print.

**Participant Reimbursements**



**Name:** MORNING, MONDAY    **Contractor:** ZXZ-BFET & CONTRACTOR  
**JAS Id:** 2860063    **Status:** Issued  
**ACES Id:** 2860063

<b>Issuance Date:</b> 11/06/2020	<b>Program Type:</b> BFET
<b>Component:</b> JS-03	<b>Participant Reimbursements type:</b> Clothing
<b>Created by:</b> CUME300 - JONES, MELISSA - 20201106	<b>Total Amount Issued:</b> \$100.00
<b>Updated by:</b>	

**Justification :** 8

Participant is applying for several jobs which require steel toed boots as mandatory safety gear. Participant does not have these and does not have resources to purchase them. Approving PR so they will be work ready when offered a position. Voucher issued for local store with lowest priced boots that meet requirements.

Client was given a 'Gift Card Receipt Attachment' and a prepaid envelope to return receipts for all purchases.

Organization approval signature \_\_\_\_\_ Date \_\_\_\_\_

**Client Declaration and Signature**

I understand and agree that:

- I received the above issuance(s).
- I have not received the same type of assistance in the current month from any other organization, including but not limited to other BFET and/or RISE organizations, WorkFirst, LEP Pathways, etc.
- I can only use the assistance provided (including all Gift Cards) for work or training related purposes as described above.
- I will return the receipt(s) for all Gift Card purchases.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

If the client's primary language is not English, this form and contents were explained in their primary language by (Required if this form was interpreted to the client):

Interpreter's signature \_\_\_\_\_ Interpreter's printed name and Date \_\_\_\_\_

7. Complete Organization Approval Signature and date.

8. Have Client Sign and Date

- Interpreter must also sign and date if one was used.

9. Review receipt return policy with the participant.

10. Save the signed PR form and receipt in the Participant File.

# Entering PR in eJAS

**JAS Notes**

[Open General Search Options](#) [Note/CE/Assessment Search](#)

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**Notes**

**Created Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 11/06/2020 10:59:29**  
Clothing ; Amount \$100.00 [Click here to view Participant Reimbursement](#)

When the PR entry is saved a note will automatically be entered on the client note screen documenting the issuance date, PR type and amount. It will also include a link to the full PR details with the justification.

This auto-note meets the PR documentation requirements *unless* the date the PR was actually issued and the date it is entered in eJAS are different. In this case please enter a client note to document the date PR was actually issued to the participant.

**Participant Reimbursements**

**ZXZ-BFET & CONTRACTOR** **Status: Issued**

<b>Issuance Date:</b>	11/06/2020	<b>Program Type:</b>	BFET
<b>Component:</b>	JS-03	<b>Participant Reimbursements type:</b>	Clothing
<b>Created By:</b>	CUME300 - JONES, MELISSA - 11/06/2020	<b>Total Amount Issued:</b>	\$97.56
<b>Canceled By:</b>			
<b>Updated By:</b>	CUME300 - JONES, MELISSA - 11/06/2020		

**Justification (mandatory)** Maximum 420 characters

Participant is applying for several jobs which require steel toed boots as mandatory safety gear. Participant does not have these and does not have resources to purchase them. Approving PR so they will be work ready when offered a position. Voucher issued for local store with lowest priced boots that meet requirements.

# PR documentation

As review, a complete Participant Reimbursement issuance requires:

- PR must be entered into eJAS.
- PR form must be signed and dated by provider and participant.
  - Kept in Participant File.
- Must have a receipt confirming PR use and actual amount.
  - Kept in Participant File attached to PR form if possible.

## **Missing Receipts:**

A receipt is considered missing when a monetary value is exchanged for goods and/or services and a receipt was requested and failed to be returned.

If a participant fails to submit a receipt, providers must document the attempts in eJAS that were made to encourage the client to return the receipt, and a Lost/Stolen Receipt affidavit kept in the individual's file.

If a participant fails to return two receipts, PR can no longer be issued to that individual.

# Modify a PR in eJAS

## Participant Reimbursements Summary

Create Participant Reimbursements

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$100.00	\$700.00
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

You can modify the amount of the Participant Reimbursement if the actual amount is different than issued amount.

### ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY):  

1. Click link to view PR details and modify the PR.

### Participant Reimbursements for 11/2020

Number of records: 1

1 

<a href="#">Issuance Date</a> ▼	<a href="#">Participant Reimbursement Type</a>	No of Tickets or Cards	Total Amount	Component/Hours	Created by	canceled by	Status
<a href="#">11/06/2020</a>	Clothing		\$100.00	JS-03	CUME300 -JONES, MELISSA		Issued

# Modify a PR in eJAS

**Participant Reimbursements**

**ZXZ-BFET & CONTRACTOR** **Status: Issued**

<b>Issuance Date:</b> 11/06/2020	<b>Program Type:</b> BFET
<b>Component:</b> JS-03	<b>Participant Reimbursements type:</b> Clothing
<b>Created By:</b> CUME300 - JONES, MELISSA - 11/06/2020	<b>Total amount for Clothing:</b> <input type="text" value="100.00"/> <b>2</b>
<b>Canceled By:</b>	Clothing(\$800.00 FFY maximum)
<b>Updated By:</b>	

**Justification (mandatory)** Maximum 420 characters

Participant is applying for several jobs which require steel toed boots as mandatory safety gear. Participant does not have these and does not have resources to purchase them. Approving PR so they will be work ready when offered a position. Voucher issued for local store with lowest priced boots that meet requirements.

**3**

**2.** Change the amount to the correct amount to match the receipt.

You can only modify the amount.

- If you need to change the PR type you will be required to cancel the PR and enter a new one.
- If you need to modify or add information to the Justification you can enter a Client Note.

**3.** Click "Save"

You do not need to re-print and have the participant sign again if only the amount has changed.

# Modify a PR in eJAS

After you click “save”, the updated amount will show on the Participant Reimbursement Summary.

The PR details will also show the modified amount and the date it was updated.

**Participant Reimbursements Summary**

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$97.56	\$702.44
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

**ZXZ-BFET & CONTRACTOR**

Summary for period (MM/YYYY):

Participant Reimbursements for 11/2020 Number of records: 1

Issuance Date	Participant Reimbursement Type	No of Tickets or Cards	Total Amount	Component/Hours	Created by	canceled by	Status
<a href="#">11/06/2020</a>	Clothing		\$97.56	JS-03	CUME300 -JONES, MELISSA		Issued

**Participant Reimbursements**

**ZXZ-BFET & CONTRACTOR** **Status: Issued**

<b>Issuance Date:</b>	11/06/2020	<b>Program Type:</b>	BFET
<b>Component:</b>	JS-03	<b>Participant Reimbursements type:</b>	Clothing
<b>Created By:</b>	CUME300 - JONES, MELISSA - 11/06/2020	<b>Total Amount Issued:</b>	\$97.56
<b>Canceled By:</b>			
<b>Updated By:</b>	CUME300 - JONES, MELISSA - 11/06/2020		

**Justification (mandatory)** Maximum 420 characters

Reminder - you can only modify a PR once. If you need to change the amount after it has already been modified, you will need to cancel the PR and enter a new one.

# Modify a PR in eJAS

**JAS Notes**

[Open General Search Options](#) [Note/CE/Assessment Search](#)

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**Notes**

**MODIFIED Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 11/06/2020 11:25:01**  
Clothing ; Amount \$97.56 [Click here to view Participant Reimbursement](#)

**Created Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 11/06/2020 10:59:29**  
Clothing ; Amount \$100.00 [Click here to view Participant Reimbursement](#)

When the PR entry modification is saved a note will automatically be entered on the client note screen documenting the modification date, PR type and amount. It will also include a link to the full PR details with the justification.

# Cancel a PR in eJAS

You can Cancel the Participant Reimbursement if it was created in error or not used.

You will also need to Cancel and re-create if the PR needs to be modified more than once.

## Participant Reimbursements Summary

Create Participant Reimbursements

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$100.00	\$700.00
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

### ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY):  

### Participant Reimbursements for 11/2020

Number of records: 1

<u>Issuance Date</u> ▼	<u>Participant Reimbursement Type</u>	No of Tickets or Cards	Total Amount	Component/Hours	Created by	canceled by	Status
<a href="#">11/06/2020</a>	Clothing		\$100.00	JS-03	CUME300 -JONES, MELISSA		Issued

1. Click link to view PR details and cancel the PR.



# Cancel a PR in eJAS

**Participant Reimbursements**

Save Cancel Participant Reimbursements **2**

ZXZ-BFET & CONTRACTOR Status: Issued

<b>Issuance Date:</b> 11/06/2020	<b>Program Type:</b> BFET
<b>Component:</b> JS-03	<b>Participant Reimbursements type:</b> Clothing
	<b>Total amount for Clothing:</b> 100.00
	Clothing(\$800.00 FFY maxim

**Created By:** CUME300 - JONES, MELISSA - 11/06/2020

**Canceled By:**

**Updated By:**

**Justification (mandatory)** Maximum 420 characters

Participant is applying for several jobs which require steel toed boots as mandatory safety gear. Participant does not have these and does not have resources to purchase th work ready when offered a position. Voucher issued for local store with lowest priced boots that meet requirements.

Save Cancel Participant Reimbursements Print

2. Click "Cancel Participant Reimbursement" button.

Message from webpage

Are you sure you wish to cancel this participant reimbursement? Select OK to cancel, or Cancel to return to the Participant Reimbursement.

**3** → OK Cancel

3. Click "OK" button to confirm cancelation.

# Cancel a PR in eJAS

**Participant Reimbursements Summary**

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$0.00	\$800.00
Education/Books/Supplies	\$0.00	\$800.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$0.00	\$1,000.00

**ZXZ-BFET & CONTRACTOR**

Summary for period (MM/YYYY):

Participant Reimbursements for 11/2020 Number of records: 1

Issuance Date	Participant Reimbursement Type	No of Tickets or Cards	Total Amount	Component/Hours	Created by	canceled by	Status
11/06/2020	Clothing		\$97.56	JS-03	CUME300 -JONES, MELISSA	CUME300 -JONES, MELISSA	Canceled

When the PR is canceled the Participant Reimbursement Summary screen will update to reflect the change. The PR status will show as Canceled.

**JAS Notes**

[Open General Search Options](#)
[Note/CE/Assessment Search](#)

**Notes**

**Case Review Ongoing Observation**  
**MELISSA JONES CSD BFET TEAM 11/07/2020 15:22:12**  
 Canceled PR issued on 11/6/2020 for clothing in the amount of 97.56. Canceled because client did not use voucher and has accepted a job that does not require the steel toed boots.

**Cancelled Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 11/07/2020 15:18:50**  
 Clothing ; Amount \$97.56 [Click here to view Participant Reimbursement](#)

**MODIFIED Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 11/06/2020 11:25:01**  
 Clothing ; Amount \$97.56 [Click here to view Participant Reimbursement](#)

**Created Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 11/06/2020 10:59:29**  
 Clothing ; Amount \$100.00 [Click here to view Participant Reimbursement](#)

When the PR entry is canceled a note will automatically be entered on the client note screen.

It is helpful for invoicing if you enter an additional client note to explain why the PR was canceled.

# eJAS Participant Reimbursement Types

The eJAS Participant Reimbursement Type does not always align with the PR category names in the Participant Reimbursement Directory. There is a chart in the Participant Reimbursement Directory to determine which type to use in eJAS.

**Participant Reimbursements**

Save

ZXZ-BFET & CONTRACTOR

Issuance Date: 10/07/2021

Component:

Created By: CUME300 - MELISSA JONES - 00000000

Canceled By:

Updated By:

Program Type: BFET

**Participant Reimbursements type:**

Total amount for undefined

- Child Care CCSP Co-Pay
- Child Care Non-CCSP
- Clothing
- Education/Books/Supplies
- Gift cards
- Housing/Utilities
- Medical
- Personal Hygiene
- Transportation - Auto Repair
- Transportation - Bike Repair
- Transportation - Bus Pass
- Transportation - Bus Tickets
- Transportation - Car Insurance
- Transportation - Driver's License Extract
- Transportation - Driver's License Fee
- Transportation - Ferry

Justification (mandatory) Maximum 420 characters

PR Directory Category		eJAS PR Type
Education / Books / Training Supplies	Tools/Books/Supplies	Education/Books/Supplies
	Reasonable Accommodation Supplies	Education/Books/Supplies
	Tools	Education/Books/Supplies
	Training Materials	Education/Books/Supplies
Digital Support	Portable Digital Devices	Education/Books/Supplies
	Digital Device Accessories	Education/Books/Supplies
Clothing		Clothing
Child Care		Child Care CCSP Co-Pay
		Child Care Non-CCSP
Medical		Medical
Educational / Credential Testing	All expenses related to participating in an educational or training program	Education/Books/Supplies
	Testing fees	Education/Books/Supplies
	Course Training Registration Fees	Education/Books/Supplies
	ID/Citizenship	Education/Books/Supplies
	Drug Testing	Education/Books/Supplies
	Fingerprinting	Education/Books/Supplies
	Permits and Fees	Education/Books/Supplies
Housing / Utilities	Student Activity Fees	Education/Books/Supplies
	Housing	Housing/Utilities
	Cell Phones/Cell Phone Minutes	Housing/Utilities
Personal Hygiene	Internet Services	Housing/Utilities
		Personal Hygiene
Transportation		Transportation - Bus Pass Transportation - Ferry Transportation - Fuel Transportation - Train Transportation - Vanpool
	Public Transportation/Fuel Cards	
	Bike Repair	Transportation - Bike Repair
	Auto Repair	Transportation - Auto Repair
	ID/Driver's License	Transportation - Driver's License Fee

Do not use the following PR Type in eJAS:

# eJAS Workaround for PR Maximum Limits

The PR limits in eJAS do not align with the policy outlined in the Participant Reimbursement Directory. Because of this, you may not be able to enter in the total PR amount into eJAS.

There are two different scenarios you may encounter:

1. Entering in a PR that is greater than the maximum amount allowed in eJAS.

- Enter the maximum amount eJAS will allow and document the total amount issued in the PR Justification.
- Use the BFET Participant Reimbursement form (DSHS 07-103) to document the total amount issued, client signature and all required supporting documents.

2. You are unable to use the PR function in eJAS when the PR is already at the maximum amount.

- Enter a client note using the Admin/Support Svcs note type detailing the date issued, PR type, amount issued and justification.
- Use the BFET Participant Reimbursement form (DSHS 07-103) to document the total amount issued, client signature and all required supporting documents.



Desk Aid - PR  
limit workaround

For questions, review the Desk Aid and contact the BFET Field Operations Team

# Questions??

For any eJAS related questions or for assistance please don't hesitate to contact your assigned BFET Field Operations team member or email [BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov)

