

Participant Reimbursement in eJAS

Issuing Participant Reimbursements to Clients

PARTICIPANT REIMBURSEMENTS IN THE CLIENT'S EJAS CASE

Navigating eJAS

	Name AG000, ADWOA
Two Parent :	Required Part? :
HOH :	
TANF :	

1. Click on [Payments](#) on the Client Main page

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



2. Select [Participant Reimbursements](#) on the Payments page

	Name AG000, ADWOA	JAS Id 2666452	ACES Id 2666452	R
Two Parent :	Required Part? :	LEP :	EA :	
HOH :		Total: 000	Recip: 000	Inelig: 000
TANF :	BFA: Open			RCA:

Review

Payments

- [Client Transportation](#)
- [Client Payments](#)

[Client Voucher Review](#)



[Participant Reimbursements](#)

Creating a Participant Reimbursement

Participant Reimbursements Summary

Create Participant Reimbursements



Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$0.00	\$700.00
Clothing	\$0.00	\$800.00
Education/Books/Supplies	\$750.00	\$50.00
Housing/Utilities	\$0.00	\$3,500.00
Transportation	\$45.00	\$1,155.00
Transportation - Auto Repair	\$0.00	\$1,000.00

Note: You can search different months by changing the month in the Summary for Period field.

ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY):

Participant Reimbursements for 09/2018

Number of records: 5

Issuance Date	Participant Reimbursement Type	No of Tickets or Cards	Total Amount	Component/Hours	Created by	canceled by	Status
09/28/2018	Education/Books/Supplies		\$250.00	BE-20	SKDA300 -SKAAR, DAVID		Issued
09/27/2018	Transportation - Bus Tickets	3	\$45.00	BE-20	SKDA300 -SKAAR, DAVID		Issued
09/27/2018	Education/Books/Supplies		\$500.00	VE-25	SKDA300 -SKAAR, DAVID		Issued
09/26/2018	Transportation - Bus Tickets	2	\$20.00	BE-20	SKDA300 -SKAAR, DAVID	SKDA300 -SKAAR, DAVID	Canceled
09/26/2018	Education/Books/Supplies		\$49.99	VE-25	SKDA300 -SKAAR, DAVID	SKDA300 -SKAAR, DAVID	Canceled

[Home](#) [Main](#) [Back](#) [Help](#)

On the Participant Reimbursement Summary page, click on [Create Participant Reimbursements](#)

Creating a Participant Reimbursement

(continue)

The screenshot shows a form for creating a participant reimbursement. It includes fields for Issuance Date (09/28/2018), Component (VE-25), Program Type (BFET), Participant Reimbursements type (Personal Hygiene), Total amount for Personal Hygiene (25.00), and a Justification text area. A Save button is located at the bottom. Red arrows and circles numbered 1 through 5 indicate the sequence of steps to complete the form.

1. Select the Component for this reimbursement
2. Select the type of reimbursement
3. Enter the amount issued
4. Document the justification for issuing the reimbursement
5. Click Save

Printing a Participant Reimbursement

1. Select the Participant Reimbursement from the Summary Page
2. Click Print

ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY):

<u>Issuance Date</u> ▼	<u>Participant Reimbursement Type</u>	No o or
09/28/2018	Personal Hygiene	
09/28/2018	Education/Books/Supplies	
09/27/2018	Transportation - Bus Tickets	
09/27/2018	Education/Books/Supplies	
09/26/2018	Transportation - Bus Tickets	
09/26/2018	Education/Books/Supplies	

Participant Reimbursements

ZXZ-BFET & CONTRACTOR

Status: Issued

Issuance Date:	09/28/2018	Program Type:	BFET
Component:	VE-25	Participant Reimbursements type:	Personal Hygiene
Created By:	SKDA300 - SKAAR, DAVID - 09/28/2018	Total amount for Personal Hygiene	<input type="text" value="25.00"/>
Canceled By:			Personal Hygiene(\$100.00 FFY Per request)
Updated By:			

Justification (mandatory) Maximum 420 characters

Enter the justification for issuing this Participant Reimbursement here.

Printing a Participant Reimbursement

(continue)



Participant Reimbursements

Name AGOOO, ADWOA **Contractor** ZXZ-BFET & CONTRACTOR
JAS Id 2666452
ACES Id 2666452 **Status** Issued

Issuance Date:	09/26/2018	Program Type:	BFET
Component:	BE-20	Participant Reimbursements type:	Transportation - Bus Tickets
No. of bus tickets issued:	002	Total Amount Issued:	\$20.00
Created by:	SKDA300 - SKAAR, DAVID - 20180926	Amount of each bus ticket issued:	\$10.00
Updated by:			

Justification :

enter in the justification for bus tickets

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



The Printed Participant Reimbursement has lines for you and the client to sign. Once signed, place the completed form in the Participant File.

Modifying a Participant Reimbursement

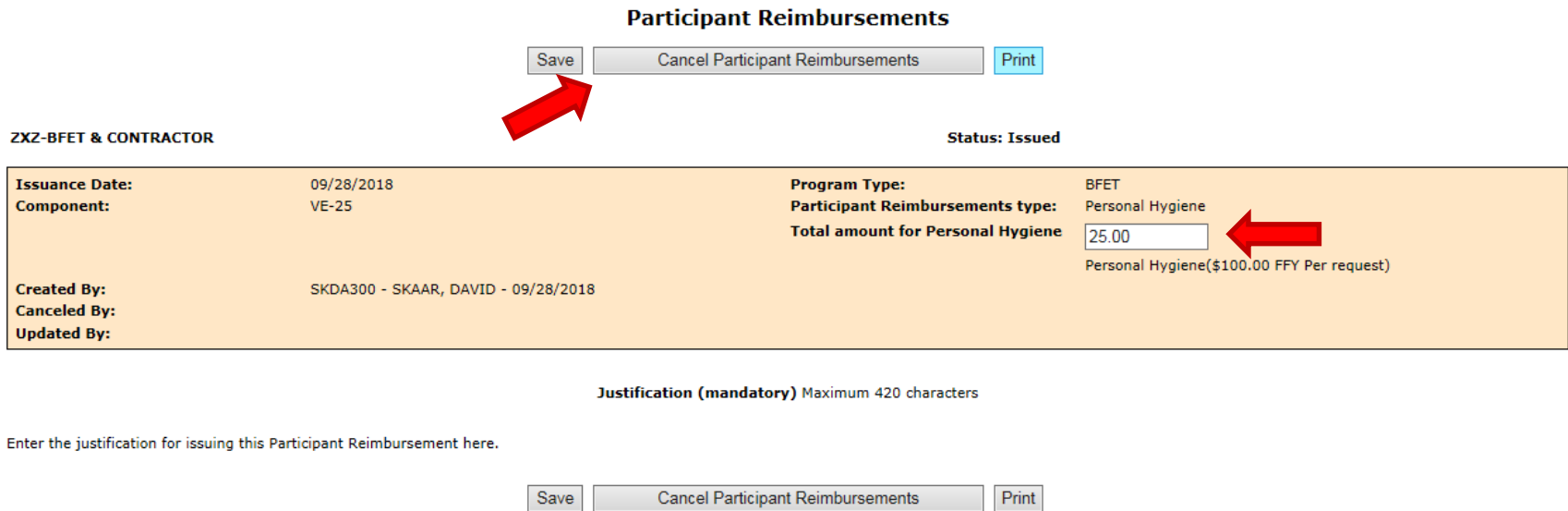
Participant Reimbursements

ZX2-BFET & CONTRACTOR **Status: Issued**

Issuance Date: 09/28/2018 Component: VE-25	Program Type: BFET Participant Reimbursements type: Personal Hygiene Total amount for Personal Hygiene <input type="text" value="25.00"/> Personal Hygiene(\$100.00 FFY Per request)	
Created By: SKDA300 - SKAAR, DAVID - 09/28/2018 Canceled By: Updated By:		

Justification (mandatory) Maximum 420 characters

Enter the justification for issuing this Participant Reimbursement here.



1. You can modify the amount of the Participant Reimbursement if the actual amount is different than issued amount.
2. You can Cancel the Participant Reimbursement if created in error or not used.

Documenting a Participant Reimbursement

JAS Note
Add New JAS Notes Notes
[Open General Search Options](#) [Note](#)

Notes

Created Participant Reimbursement
DAVID SKAAR ESA/CSD BFET 09/28/2018 14:41:14
Personal Hygiene ; Amount \$25.00 [Click here to view Participant Reimbursement](#)

Created Participant Reimbursement
DAVID SKAAR ESA/CSD BFET 09/28/2018 14:31:42
Education/Books/Supplies ; Amount \$250.00 [Click here to view Participant Reimbursement](#)

Created Participant Reimbursement
DAVID SKAAR ESA/CSD BFET 09/27/2018 13:51:17
Transportation ; Amount \$45.00 [Click here to view Participant Reimbursement](#)

Cancelled Participant Reimbursement
DAVID SKAAR ESA/CSD BFET 09/27/2018 13:45:52
Education/Books/Supplies ; Amount \$49.99 [Click here to view Participant Reimbursement](#)

MODIFIED Participant Reimbursement
DAVID SKAAR ESA/CSD BFET 09/27/2018 13:45:03
Education/Books/Supplies ; Amount \$49.99 [Click here to view Participant Reimbursement](#)

Created Participant Reimbursement
DAVID SKAAR ESA/CSD BFET 09/27/2018 13:42:18
Education/Books/Supplies ; Amount \$500.00 [Click here to view Participant Reimbursement](#)

Creating, modifying or canceling a Participant Reimbursement creates the required documentation in the Client Notes.

Reviewing Participant Reimbursements for your Caseload

E&T REPORT:

PARTICIPANT REIMBURSEMENTS

Participant Reimbursement Report

E&T Reports

- [Basic Food FI Component History Report](#)
- [Basic Food CLMR Report](#)
- [BFET Auto-Enrollment Report](#)
- [Clients with Anticipated Employment Goal Completion Dates](#)
- [Clients with Anticipated Work-Based Learning Completion Dates](#)
- [Client Contact Report](#)
- [Component History Report](#)
- [Overdue Components/Activity End Preview](#)
- [Participant Reimbursements Report](#) ← 1
- [Strategies for Success Report](#)

Participant Reimbursements Report Selection

The screenshot shows a form titled "Search Options" with the following fields and annotations:

- Contractor Id:** A dropdown menu with "ZXZ - BFET & CONTRACTOR" selected. A red arrow points to this field, which is circled with a red "2".
- From Date:** A date input field containing "09/01/2018". A red arrow points to this field, which is circled with a red "3".
- To Date:** A date input field containing "09/28/2018". A red arrow points to this field, which is also circled with a red "3".
- Get Report:** A blue button located below the date fields.

In the E&T Reports, click on [Participant Reimbursements Report](#).

Then, select your Contractor Id and enter your search dates.

Participant Reimbursement Report

(continue)

Participant Reimbursements Report Summary

Report Run Date: 09/28/2018
ZXZ -BFET & CONTRACTOR

From Date: 09/01/2018 To Date: 09/30/2018

Number of Participant Reimbursements issued to date	21
Clients with Participant Reimbursements issued to date	3
Participant Reimbursements issued during the selected date range	12
Clients with Participant Reimbursements issued during selected date range	3

Export to Excel

Participant Reimbursement Type	Total Number of Records	Total Amount
Child Care CCSP Co-Pay	0	\$0.00
Child Care Non-CCSP	0	\$0.00
Clothing	1	\$25.00
Education/Books/Supplies	3	\$950.00
Gift cards	0	\$0.00
Housing/Utilities	1	\$750.00
Medical	0	\$0.00
Personal Hygiene	1	\$25.00
Transportation - Auto Repair	0	\$0.00
Transportation - Bike Repair	0	\$0.00
Transportation - Bus Pass	1	\$10.00
Transportation - Bus Tickets	1	\$45.00
Transportation - Car Insurance	0	\$0.00
Transportation - Driver's License Extract	0	\$0.00
Transportation - Driver's License Fee	0	\$0.00
Transportation - Ferry	0	\$0.00
Transportation - Fuel	0	\$0.00
Transportation - Train	0	\$0.00
Transportation - Vanpool	0	\$0.00

This page provides a summary of all Participant Reimbursements issued in the searchable months.

Select a Participant Reimbursement type to view all issuances for your eJAS Contractor Code.

Participant Reimbursement Report

(continue)

This page is a detailed report of all Participant Reimbursements issued for the selected type.

Participant Reimbursements Report Details

Export to Excel

Report Run Date: 09/28/2018

ZXZ-BFET & CONTRACTOR
 Type: Education/Books/Supplies

From Date: 09/01/2018
 Number of records: 5

To Date: 09/30/2018
 Total Issued: \$950.00

Issuance Date	Jas ID	Contractor	No of Tickets or Cards	Total Amount	Component/Hours	Created by	Canceled by	Status	FP Start Date
09/26/2018	2666452	ZXZ-BFET & CONTRACTOR		\$49.99	VE-25	SKDA300 -SKAAR, DAVID	SKDA300 -SKAAR, DAVID	Canceled	
09/26/2018	52253033	ZXZ-BFET & CONTRACTOR		\$200.00	VE-15	SKDA300 -SKAAR, DAVID		Issued	
09/26/2018	52253033	ZXZ-BFET & CONTRACTOR		\$500.00	BE-10	SKDA300 -SKAAR, DAVID	SKDA300 -SKAAR, DAVID	Canceled	
09/27/2018	2666452	ZXZ-BFET & CONTRACTOR		\$500.00	VE-25	SKDA300 -SKAAR, DAVID		Issued	
09/28/2018	2666452	ZXZ-BFET & CONTRACTOR		\$250.00	BE-20	SKDA300 -SKAAR, DAVID		Issued	

Click on either hyperlink to view the specific Participant Reimbursement.

This report will show all (issued and canceled) Participant Reimbursements.

Need assistance?

Contact a member of the BFET Operations Team for assistance.

Name	Phone	Email
Debbie Wilson	(509) 839-7219	Debra.Wilson@dshs.wa.gov
Linda Dofelmire	(360) 688-8511	Linda.Dofelmire@dshs.wa.gov
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