Module 1: Tour of eJAS

This section reviews:

[How to Access eJAS and Tech Tips](#)

[A Basic Tour of eJAS Pages](#)

eJAS: Electronic Jobs Automation System

eJAS is a major part of how we document a BFET participant's enrollment, activities, progress and support services.

This section will be a quick tour of eJAS to introduce the system. We will cover each area in more detail in subsequent sections.

eJAS Tips

- eJAS is not exclusive to BFET. Other DSHS programs also use eJAS, so there are some features and codes available in eJAS that BFET will not use.
  - Refer to the BFET Provider's Handbook and eJAS training materials for the component codes, closure codes and reports BFET does use.
  - Anything not covered in the BFET Provider's Handbook and eJAS training materials is used by a different DSHS program and should not be used by BFET.

BFET Provider's Handbook FFY25

eJAS Tips

- Web browsers: eJAS does not work with all web browsers.
    - Internet Explorer works **best.**
    - Chrome works pretty well.
    - Microsoft Edge works pretty well.
    - Firefox works so-so.
    - Safari does not work.

- When navigating eJAS, **do not** use your browser's ***back*** button. Use the eJAS navigation buttons.
    - If you use the back button, select "refresh" and eJAS should return.

- Many links open in a new window, so turn off pop-up blockers.

eJAS Tips

The BFET components being used are the following:
- BI - Basic Food E&T Referral.
- FI - Food Indicator.
- BK - BFET Supervised Job Search.
- BL - BFET Job Search Training.
- SL - Life Skills.
- BR - Job Retention Services.
- WL - Work-Based Learning – Subsidized.
- WN - Work-Based Learning – Non-Subsidized.
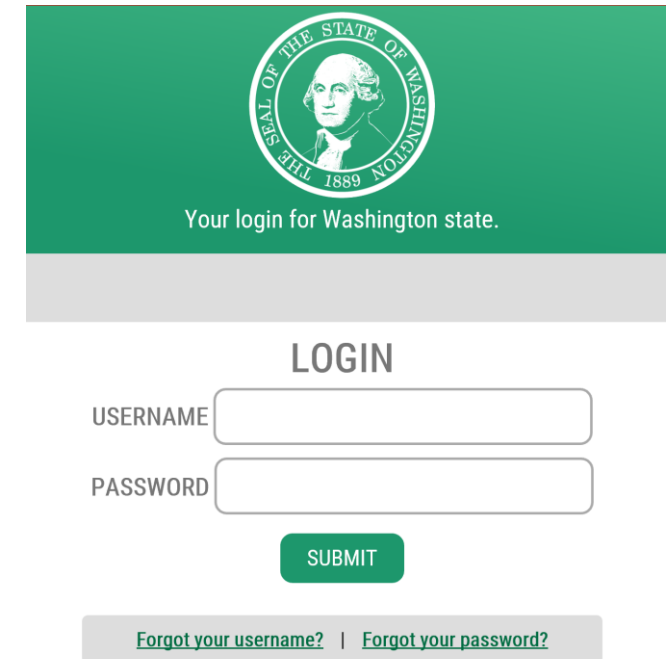
eJAS Tips

Educational components:

- BB - BFET Basic Education

- BG - BFET Vocational Education

- EN - English Language Acquisition

- IA - IET Vocational Ed/English Language Acquisition

- IB - IET Vocational Ed/Basic Ed

- IC - IET Vocational Ed/English Language Acquisition/Basic Ed

Logging Into eJAS

You access eJAS through the Secure Access Washington portal, secureaccess.wa.gov.

When you receive your eJAS login information, you will also receive detailed instructions for how to create a SAW account and add the eJAS service code to your SAW profile.

The SAW eJAS Service Code for eJAS access changes periodically. Please contact SWBFETPolicy@DSHS.WA.GOV for the latest eJAS service code.

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![DSHS logo]

Please enter your User ID and Password

| User Id : | |
| Password : | |

OK

This is the *Training* Site.

A job, a better job, a better life

to possible system monitoring for law enforcement
ubject you to criminal prosecution and penalties, or other disciplinary action.

Password Reset/Help Desk

eJAS access is automatically deactivated after 30 days of inactivity. Log in frequently or set a reminder.

If you have issues logging into eJAS or need a password reset, click the Password Reset and Helpdesk link for a list of the phone numbers to call for reset help.

Password Reset/Help Desk

Department of Social & Health Services
Password Reset for User IDs ending in 300:
360-902-7700
1-888-329-4773
etoc@dshs.wa.gov
DSHS - eJAS Questions
360-664-4560, press 2
jashelp@dshs.wa.gov

Employment Security Department
WorkFirst Program Staff with User IDs ending in 540
Password Resets: ESD Help Desk 1-877-397-1212

SFS Instructors/BFET Staff with User IDs ending in 300
Password Resets: ETSD 360-902-7700
or 1-888-329-4773
eJAS Help: 360-664-4560, press 2 or jashelp@dshs.wa.gov

Department of Commerce - WorkFirst
Password Reset for User ID ending in 103
comworkfirst@commerce.wa.gov
Robb Iyall: 360-764-0006
Rachel Maheshwari: 206-454-2265
Commerce (COM) WorkFirst eJAS Questions/Help
comworkfirst@commerce.wa.gov
Rachel Maheshwari: 206-454-2265

State Board of Community & Technical Colleges
Password Reset for User IDs ending in 352:
SBCTC Student Support at StudentSupport@sbctc.edu

SBCTC - eJAS Questions:
Workfirst: Becky Wood 360-704-1837 bwood@sbctc.edu
BFET: Sheila Acosta 360-704-3925 sacosta@sbctc.edu

Most BFET providers will use (360) 664-4560, option 2.

ESD and SBCTC have separate contacts.

Welcome to e-Jas

Once you log in into eJAS, you may be asked to choose a model.

All BFET providers should use only the BFET models to access BFET participants: Region 1, Region 2, Region 3 and 130.

You have been defined with multiple models.
Please select a model from the list below or select a link in the lower left.

Region

○ 1-BFET

○ 3-BFET

![DSHS logo]

Information Technology Division (E-Jas)

User Id : CUME300   Model : BFET
Logoff   **Training**

eMessage Center

BASIC FOOD E&T CONTRACTOR

BFET Eligibility   E&T Reports
What's New   WorkFirst Reports

To work with a particular Client, enter the ID here: [_____]   Go Find It

Help

To see your possible client list, click on one of the links below:

2BH	UNKNOWN
6CQ	UNKNOWN
6AS	UNKNOWN
6CE	UNKNOWN
6DW	UNKNOWN
SBF	UNKNOWN
6AR	UNKNOWN
6EN	UNKNOWN
6EO	UNKNOWN
6ED	UNKNOWN
ZXZ	BFET & CONTRACTOR

Password Reset/Help Desk

This is your **Home screen**. From here you can:
- Access your Caseload screen.
- Search for a participant by eJAS ID.
- Link to the BFET Eligibility tool.
- Link to E&T Reports.
- Use eMessage Center.

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Washington State Department of Social and Health Services

Direct Referral and Provider Determination

Potential BFET participants will be referred to up to three providers to further check eligibility for the BFET program. This is done using the BI component in eJAS. Providers can then either reject the client by using a rejection reason in eJAS or check eligibility and enroll the client into BFET.

Basic Food E&T Contractor Caseload

6AC-TRAINING BFET CONTRACTOR   Model: BFET   Number of Clients: 0001

Caseload Month Year(mmyyyy) [012024] [Go]

Name Search		Id Search	CSO Search
First: [ ]	Last: [ ]	Id: [ ]	CSO: [ ] ?

[Find]

Hide Referrals   Rejected Clients List

Direct referrals will show here with the BI component.

Referrals:

Referral Date	ID Name	Comp	Sched Start Sched End	Reject Date Reject Reason	Reject	Actions
01/24/2024	54985637 PROD, COPY1506536	BI	01/24/2024 01/31/2024	[ ] ▦ [▼]	○ Reject	[BFET Eligibility]

Accepted Clients:

Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
07/28/2023	**** 029CSO UNKNOWN *****	52596795 PROD, COPY1527462		Open	BB	06	08/07/2023 09/29/2023	○ Yes ○ No	History
08/08/2023	**** 029CSO UNKNOWN *****	52596795 PROD, COPY1527462		Open	BG	10	08/08/2023 10/31/2023	○ Yes ○ No	History

[Home] [Help]

Component	Start Date	Hours	Scheduled End	ESD Worker	DSHS Worker	IRP	Actual End	Cpl Code
BI Basic Food E&T Referral	01/24/2024	00	01/31/2024		0460U2			

Contr Code	Contractor Name	Scheduled Start	Scheduled End	Actual Start	Actual End	Rfrl Date 1st Cntct	Accept Reject
6AC	6AC TRAINING BFET CONTRACTOR	01/24/2024	01/31/2024			01/24/2024	
2BN	2BN Farestart	01/24/2024	01/31/2024			01/24/2024	
6AA	6AA Seattle Jobs Initiative (SJI)	01/24/2024	01/31/2024			01/24/2024	

Provider Determination

Basic Food E&T Contractor Caseload

ZXZ-BFET & CONTRACTOR

Model: BFET

mber of Clients: 14

Caseload Month Year(mmyyyy) 052024 [Go]

Name Search

First: [____] Last: [____]

Id Search

Id: [____]

[Find]

Hide Referrals

Rejected Clients List

BFET Contractor Historical Report

Referrals:

Referral Date	ID Name	Comp	Sched Start Sched End	Reject Date Reject Reason	Reject	Actions
05/01/2024	56209050 BFET, COPY1505275	BI	05/01/2024 05/08/2024	05/21/2024 ▼ Client is not able to participate timely Client will not accept at least part time employment Client withdrew the referral Provider cannot meet the client's needs Provider could not get in contact with the client Provider does not have capacity	○ Reject	[BFET Assessment] [BFET Eligibility]
05/01/2024	54994570 BFET, COPY1506044	BI	05/01/2024 05/08/2024		○ Reject	[BFET Assessment] [BFET Eligibility]
05/01/2024	54855708 BFET, COPY1506407	BI	05/01/2024 05/08/2024		○ Reject	[BFET Assessment] [BFET Eligibility]

The dropdown menu will give you rejection reasons if you are rejecting the referral.

If a client is a good referral for BFET services, providers can check eligibility from this link.

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Provider Determination

Basic Food E&T Contractor Caseload

6AC-TRAINING BFET CONTRACTOR   Model: BFET   Number

Caseload Month Year(mmyyyy) [012024] [Go]

Name Search		Id Search	CSO Search	Component Search
First: [ ]	Last: [ ]	Id: [ ]	CSO: [ ]	Component: [ ]

[Find]

[Hide Referrals]   [Rejected Clients List]   [BFET Contractor Historical Report]

Referrals:

Referral Date	ID Name	Comp	Sched Start Sched End	Reject Date Reject Reason	Reject	Actions
01/24/2024	54985637 PROD, COPY1506536	BI	01/24/2024 01/31/2024	[ ]	○ Reject	[BFET Eligibility]

The Rejected Clients List link will show you rejected referrals and reasons.

[Home] [Back] [Excel]

BFET Contractor Caseload Rejected Clients list
Contractor ZXZ-BFET & CONTRACTOR

Caseload Month Year(mmyyyy) [062024] [Go]

Jas ID	Client Name	Component	Referral Date	Reject Date	Reject Reason	Rejected User ID
53272743	BFET, COPY1500529	BI - Basic Food E&T Referral	06/03/2024	06/03/2024	Client is not able to participate timely	MIRR300
7020961	JINXIE, ROSCO BOSCO	BI - Basic Food E&T Referral	04/29/2024	06/03/2024	Client is not able to participate timely	MIRR300
229578	TANF, PHILLIP	BI - Basic Food E&T Referral	05/06/2024	06/03/2024	Provider cannot meet the client's needs	MIRR300
54855708	BFET, COPY1506407	BI - Basic Food E&T Referral	06/03/2024	06/04/2024	Provider could not get in contact with the client	MIRR300
56309659	BFET, COPY1020059	BI - Basic Food E&T Referral	06/06/2024	06/07/2024	Client is not able to participate timely	MIRR300
56281041	BFET, COPY1020234	BI - Basic Food E&T Referral	06/06/2024	06/07/2024	Client is not able to participate timely	MIRR300

Washington State Department of Social and Health Services

DSHS

Information Technology Division
E-Jas

User Id : JOLJ300   Model : BFET
Logoff   Training

eMessage Center

Contractor E-Msg eMessage Center

Home | Help

Basic Food E&T Contractor Caseload

ZXZ-BFET & CONTRACTOR   Model: BFET   ts: 21

Caseload Month Year(mmyyyy) [012025] [Go]

Name Search			Id Search	CSO Search	Component Search
First: [ ]	Last: [ ]		Id: [ ]	CSO: [ ] ?	Component: [ ] ?

Hide Referrals   BFET Contractor Historical Report

Referrals:

Referral Date	ID Name	Comp	Sched Start Sched End	Reject Reason	Reject	Actions
11/14/2024	54855708 BFET, COPY1506407	BI	11/13/2024 11/20/2024	[ ] 📅 [▼]	○ Reject	[BFET Assessment] [BFET Eligibility]
07/01/2024	52730094 PROD, COPY1111390	BI	04/05/2024 04/12/2024	[ ] 📅 [▼]	○ Reject	[BFET Assessment] [BFET Eligibility]

Accepted Clients:

Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
06/07/2024	0237HI CHANTA BOHANNA	56309756 BFET, COPY1019547		Open	BB	15	06/07/2024 07/25/2024	○ Yes ○ No	History

This is your **Caseload screen,** which shows all participants that are currently active with your agency.
- To appear on this screen, the participant must have an open component.
- Active Basic Food Assistance.
- Inactive on TANF.

You can access your Historical Report here

Updated 06/2025

[Home] [Help]

BFET Contractor Historical Report

ZXZ-BFET & CONTRACTOR   Model: BFET   Number of Clients: 0006

Start Date:	10/01/2024		End Date:	01/25/2025	
First Name:			Last Name:		
Social Security Number:			ID:		

[Find]

Id Name	Comp	Comp Hours	Sched Start Sched End	BF End Date	BF Closure reason
2285814 BFET, COPY1503145	FI	00	06/03/2024 06/03/2025		
2285814 BFET, COPY1503145	SL	10	06/03/2024 08/01/2024		
56209050 BFET, COPY1505275	FI	00	05/22/2024 05/22/2025		
56209050 BFET, COPY1505275	SL	10	05/22/2024 07/21/2024		
54994570 BFET, COPY1506044	FI	00	06/04/2024 06/04/2025		
54994570 BFET, COPY1506044	SL	10	06/04/2024 08/01/2024		
54855708 BFET, COPY1506407	BI	00	11/13/2024 11/20/2024		
50283587 PROD, COPY1438353	FI	00	07/21/2022 07/20/2023		
54549270 PROD, COPY1503379	FI	00	05/23/2024 05/23/2025		
54549270 PROD, COPY1503379	SL	10	05/23/2024 06/28/2024		

[Home] [Help]

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This is a **Client screen**. Access this screen by clicking the link for the p[...]

Participant demographic information. Click on the name link to see detailed information.

Home Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
BFET, COPY1503145	2285814	2285814	3	034	$	015956546	(360) 123-4567

Two Parent : No   **Required Part? :**   **LEP :** No   **EA :** No   aces. online   **Email ID:**

HOH :   **Total:** 005   **Recip:** 000   **Inelig:** 000   **Sngl Parent W/Child(ren) < 6 :** No

TANF : Closed   05/31/2020   **BFA:** Open   **RCA:**   **Refugee Months:**

Total NCS Months :   000   **ABAWD Status:** Non-ABAWD

Click here to view Workers associated with this Client.

⭐ E&T Component Information   WFR

⭐ Employment Information   ⭐ BFET Skill Gains and Credentials

⭐ Client Notes   Referrals   BFET Screening/Assessment

⭐ Payments   Letters

  Commerce Program Plans   Client Monthly Participation

  Pathway Development Tool Summary

                                                                                Self-Employment Hour Calculator

⭐ You'll use these links to view and enter information for the participant.

Washington State Department of Social and Health Services

This is a **Client screen**. Access this screen by clicking the link for the participant's name.

Participant demographic information. Click on a name link to see detailed information.

Client Demographics

Save

LEP History | Other Household Members | ICMS/Clients(BC) Info

Home | Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
BFET, COPY1503145	2285814	2285814	3	034	$	015956546	(360) 123-4567

Two Parent : No   Required Part? :   LEP : No   EA : No   Email ID:

HOH :   Total: 005   Recip: 000   Inelig: 000   Sngl Parent W/Child(ren) < 6 : No

TANF : Closed   05/31/2020   BFA: Open   RCA: Refugee Months:

Total NCS Months : 000   ABAWD Status: Non-ABAWD

Click here to view Workers associated with this Client.

E&T Component Information   WFR
Employment Information   BFET Skill Gains and Credentials
Client Notes   Referrals   BFET Screening/Assessment
Payments   Letters
Commerce Program Plans   Client Monthly Participation
Pathway Development Tool Summary
                                  Self-Employment Hour Calculator

Model: BFET
Note: Protective payee/Work participation/Extension info now available by clicking ICMS/Clients(BC) info Button

| Name: | COPY1503145 P BFET | | Jas Id: 2285814 | | Client Id: | 2285814 |

Currently Active Assistance Units

| + | 015956546 | FS - Foodstamp(non-exempt) | HOH: SE | Fin Resp: RE |

Client Demographic Information

CSO: 034	CSO of Residence: 034	Program Type:	$ - Non TANF
Eligibility Worker:	HAEC300 CHANTA BOHANNA	SSN:	***-**-3145
Case Manager:	CHANTA BOHANNA	Gender:	Male
Social Worker	None on record	Birthdate:	08/20/1987
Equal Access:	No	Two Parent - Required to Participate?	

Race:	1 - White	Refugee:	
Tribal:	0000 No Tribal Affiliation	LEP:	No
Language:	EN - English	ESL Level:	
		ESL Test Date:	
Veteran Status:		Living Arrangement code:	

Education Level	Achievement Date
Less than 8th grade	
8th - 12th grade, no diploma	
High School Diploma or High School Equivalency	
Adult Basic Education (ABE) certificate	
Some college, no degree	
Vocational/Technical degree or certificate	

Washington State Department of Social and Health Services

Detailed client demographic information including:
- Basic Food Assistance status and information.
- Temporary Assistance for Needy Families status and information.
- Refugee Cash Assistance status.

Washington State Department of Social and Health Services

Client Demographics

Save

LEP History | Other Household Members | ICMS/Clients(BC) Info

Model: BFET
Note: Protective payee/Work participation/Extension info now available by clicking ICMS/Clients(BC) info Button

| Name: | COPY1503145 P BFET | | Jas Id: 2285814 | Client Id: | 2285814 |

Currently Active Assistance Units

| ± | 015956546 | FS - Foodstamp(non-exempt) | HOH: SE | Fin Resp: RE |

Client Demographic Information

CSO: 034	CSO of Residence: 034	Program Type:	$ - Non TANF
Eligibility Worker:	HAEC300 CHANTA BOHANNA	SSN:	***-**-3145
Case Manager:	CHANTA BOHANNA	Gender:	Male
Social Worker	None on record	Birthdate:	08/20/1987
Equal Access:	No aces.online	Two Parent - Required to Participate?	

Race:	1 - White	Refugee:	
Tribal:	0000 No Tribal Affiliation	LEP:	No
Language:	EN - English	ESL Level:	
		ESL Test Date:	
Veteran Status:		Living Arrangement code:	

Education Level	Achievement Date
Less than 8th grade	
8th - 12th grade, no diploma	
High School Diploma or High School Equivalency	
Adult Basic Education (ABE) certificate	
Some college, no degree	
Vocational/Technical degree or certificate	

Client Screen Links

E&T Component Information
Employment Information
Client Notes
Payments
Strategies For Success
Commerce Program Plans

Individual Employment Plan

E&T Component Information screen shows the component(s) the participant has open and the details of each component.
- Shows components for all providers and programs.
- Also has links to add or update components with your agency.
- Link to Component History.

| Home | Main | Component History | Help |

	Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
	T, COPY1019547	56309756	56309756	3	023	$	038062847	(503) 123-4567

No **Required Part? :**   **LEP :** No **EA :** No   aces.online **Email ID:**

HOH :   **Total:** 000   **Recip:** 000   **Inelig:** 000   **Sngl Parent W/Child(ren) < 6 :** No
TANF :   **BFA:** Open   **RCA:**   **Refugee Months:**
Total NCS Months :   000   **ABAWD Status:** Non-ABAWD

E&T Component Information

Add a Component
Go to IRP

Component:	FI-Basic Food E&T Indicator	Hours:	00	Last Updated By:	
Start Date:	06/07/2024	Scheduled End Date:	06/07/2025	Actual End Date:	
ESD Worker:		DSHS Worker:	0U2	Partner Id:	
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	06/07/2024	Scheduled End Date:	06/07/2025	Referral Date:	06/07/2024	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

DSHS Responsible Dates

Washington State Department of Social and Health Services

Component History screen shows all the components the participant has had in the past.
- Includes details of dates and hours for each component.
- Current components will also show on this list in **bold.**

Component History

Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	CC	Tran Date	Refer Back/ Reject Reason	Last Update UserId
C	BI	Basic Food	06/06/2024	06/13/2024	06/07/2024	00		0230U2	CS	06/07/2024		MIRR300
BI Component Details												
A	FI	Basic Food	06/07/2024	06/07/2025		00		0U2		06/07/2024		
	ZXZ	00/00/0000	00/00/0000									
A	BB	BFET Basic	06/07/2024	07/25/2024		15		0U2		06/07/2024		
	ZXZ	00/00/0000	00/00/0000									
C	BG	BFET Vocat	06/03/2024	06/03/2024	06/03/2024	40		0U2	IC	06/06/2024		HAEC300
	6AJ	00/00/0000	06/03/2024									
C	FI	Basic Food	06/03/2024	06/03/2024	06/03/2024	00		0U2	IC	06/06/2024		HAEC300
	6AJ	00/00/0000	06/03/2024									

Close

Client Note screen:
This is where you will view and enter client notes to document participation and progress.
- Client Notes must be entered at least once per month.
- Client Notes are visible to all eJAS users.

[E&T Component Information](#)

[Employment Information](#)

[Client Notes](#)

[Payments](#)

[Strategies For Success](#)

[Commerce Program Plans](#)

[Individual Employment Plan](#)

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
BFET, COPY1019547	56309756	56309756	3	023	$	038062847	(503) 123-4567

Two Parent : No   Required Part? :   LEP : No   EA : No   Email ID:

HOH :   Total: 000   Recip: 000   Inelig: 000   Sngl Parent W/Child(ren) < 6 : No

TANF :   BFA: Open   RCA: Refugee Months:

Total NCS Months : 000   ABAWD Status: Non-ABAWD

JAS Notes

Add New JAS Notes | Notes Summary | Print

Open General Search Options   Note/CE/Assessment Search

Notes

Case Review Ongoing Observation
GUADALUPE LEE CSD BFET TEAM 01/22/2025 14:35:38
Cancelled PR issued on 1/22/2025 for Transportation in the amount of $50, cancelled because participant did not use voucher.

Cancelled Participant Reimbursement
GUADALUPE LEE CSD BFET TEAM 01/22/2025 14:31:25
Transportation; Amount $50.00 Click here to view Participant Reimbursement

Created Participant Reimbursement
GUADALUPE LEE CSD BFET TEAM 01/22/2025 14:06:27
Transportation; Amount $50.00 Click here to view Participant Reimbursement

BFET Eligibility Auto-checked
BRITNEY MILLER REGION 2, BELLINGHAM CSO 06/07/2024 11:09:42
Client eligible for BFET

BFET Referral
NICOLE MILES DSHS 06/06/2024 15:04:05
Click here to view BFET Referral for Contractor ZXZ - BFET & CONTRACTOR

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Client Screen Links

Current Employment

ACES Emp Hours
00 00 00
History

Add Employment

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
ABC LEARNING	Employment	25	$12.34	034	10/01/2020	10/01/2020
Total Active hours: 25						

E&T Component Information
Employment Information
Client Notes
Payments
Strategies For Success
Commerce Program Plans

Individual Employment Plan

Home | Main | Employment History | Help

Employment Information screen:
- Where you can add new employment information.
- Shows the participant's current employer as recorded in eJAS.
- Shows employment details.
- Link to Employment History.

Employment Add/Modify

Worker Name:	MELISSA JONES	CJ Worker:
Worker ID:	034BFX	

Use ACP for employer name and PO box from client detail screen for the address.

Save

Employer/Worksite Name:	ABC LEARNING	Employer/Worksite Address:	SESAME STREET		
City:	OLYMPIA	State:	WA	Zip:	54321
Employment Code:	F	Subsidized Code:	N	Job Code:	99
Insurance Code:		Hours per Week:	25	Reported Wage:	12.34
Contact Person:		Contact Phone:	3601234567	Actual Start Date:	10/01/2020
UBI:		Work-Based Learning:	●Paid ○Unpaid		
Termination Date:		Termination Code:		Effective Date:	10/01/2020
Job Type: For CJ users only		Benefits*:			
Transaction Date:					

Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.

Save

Washington State Department of Social and Health Services

Client Screen Links

E&T Component Information

Employment Information

Client Notes

Payments

Strategies For Success

Commerce Program Plans

Individual Employment Plan

Payments link will get you to the **Participant Reimbursements screen**.
- Participant Reimbursement screen shows info for Participant Reimbursements that have been issued.
- Has a button to create a new PR.

Payments

Review

Client Transportation

Client Payments

Authorization

Client Voucher Review

Participant Reimbursements

Auto-Pay

| Home | Main | Back | Help |

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
BFET, COPY1019547	56309756	56309756	3	023	$	038062847	(503) 123-4567

Two Parent : No	**Required Part? :**	**LEP :** No **EA :** No	aces. online **Email ID:**
HOH :		**Total:** 000 **Recip:** 000 **Inelig:** 000	**Sngl Parent W/Child(ren) < 6 :** No
TANF :	**BFA:** Open		**RCA:** **Refugee Months:**
Total NCS Months : 000	**ABAWD Status:** Non-ABAWD		

Participant Reimbursements Summary

| Create Participant Reimbursements |

ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY): 01/2025 [Go]

Participant Reimbursements for 01/2025

Number of records: 1

Issuance Date▼	Create Date	Participant Reimbursement Type	Total Amount	Component/ Hours	Created By	Canceled By	Status
01/22/2025	01/22/2025	Transportation	$50.00	BB-15	CHAG300 - LEE, GUADALUPE	CHAG300 - LEE, GUADALUPE	Canceled

Washington State Department of Social and Health Services

Home Screen Links

Contractor E-Msg

Home | Help

Basic Food E&T Contractor Caseload

eMessage Center

These links will show on your home screen and on the top of most pages.

You will have access to two eMessage centers:
1. For messages sent specifically to your eJAS ID.
  – It's visible only to you.
2. For messages sent to the general contractor code.
  – It's visible to everyone assigned to your provider contractor code.

Check at least once per week.

eMessage Center

| New | Sent Items | Task Reminder | Tools | Close | Help |

e-JAS Inbox

Delete

User Id: CUME300 - JONES, MELISSA
Unread Messages: 0

	From	**Status ▼**	**Subject**	**DateTime**
☐	BFET CONTRACTOR	Read	RE: Testing	01/23/20 16:48:07
☐	JONES, MELISSA	Read	Hello	10/30/19 21:07:28

Delete

| New | Sent Items | Task Reminder | Tools | Close | Help |

Link to Task Reminder tool

![DSHS logo]

Home Screen Links

BFET Authorization

[Home] [Help]

Enter Contractor Code [   ] ❓

Enter SSN [   ] - [   ] - [   ]

Or

Enter ID [   ]

[Check Status] [Reset]

BFET Eligibility opens a tool in which you can enter the potential new participant's SSN or eJAS ID, and eJAS will determine whether they meet BFET eligibility requirements.

If they are eligible, you will be able to enroll the participant and open components.

When BFET eligibility is run and the system determines a client is *not* eligible, a provider can now choose for an e-message to be sent to the Operations shared e-message inbox to review and open the component, if eligible.

- o The message will be titled 'Review client BFET eligibility' and will include the client id # and a field with freeform text to include more information. If the case cannot be opened, the Operations team will send a response to this e-message as to why it cannot be opened.
- o Deletion issues that were present in e-messaging have been fixed. If a provider deletes an e-message that you sent them, it will no longer delete from your inbox as well as it did prior.

Updated 06/2025

- When BFET eligibility is run and the system determines a client is ***not*** eligible, a provider can now choose for an e-message to be sent to the Operations shared e-message inbox to review and open the component, if eligible.
    - The message will be titled 'Review client BFET eligibility' and will include the client id # and a field with freeform text to include more information. If the case cannot be opened, the Operations team will send a response to this e-message as to why it cannot be opened.
    - Deletion issues that were present in e-messaging have been fixed. If a provider deletes an e-message that you sent them, it will no longer delete from your inbox as well as it did prior.

Washington State Department of Social and Health Services

Home Screen Links

BFET Eligibility   E&T Reports

What's New   WorkFirst Reports

E&T Reports

- Basic Food FI Component History Report
- Basic Food CLMR Report
- Clients with Anticipated Employment Goal Completion Dates
- Clients with Anticipated Work-Based Learning Completion Dates
- Client Contact Report
- Component History Report
- Contractor to Contractor Referral Report
- Overdue Components/Activity End Preview
- Participant Employment Report
- Participant Reimbursements Report
- Strategies for Success Cumulative Data Report
- Strategies for Success Report

E&T Reports

There a several reports available in eJAS that can be used to help you manage your caseload and provide information for BFET participants across your agency.

Updated 06/2025

Tour of eJAS

Each of the screens and functions shown in this overview are covered in more detail in the remaining modules of this eJAS training.

If you have questions, please contact your assigned BFET Field Operations program consultant or email BFETHelp@dshs.wa.gov.