



# Module 2: Enrolling a New Participant

This section reviews:

[BFET Eligibility Requirements](#)

[Enrollment Process and Forms](#)

[Using the BFET Eligibility Tool in eJAS](#)

[BFET Eligibility Tool to Open Components](#)

# BFET Eligibility

An individual may qualify for BFET if they receive Basic Food Assistance and meet the following requirements:

- Is aged 16 or older. (There are additional requirements to serve 16- to 17-year-olds.)
- Can work at least 20 hours per week.
  - For participants with a verified disability, such as active SSI recipients or temporary Workers' Compensation recipients, use the participant's statement or participant-provided documentation to determine BFET eligibility.

# BFET Eligibility

## Youth Services

- Youth aged 16 to 21 may participate in BFET programs if they receive Basic Food Assistance independently or through their guardian or parent.
- BFET cannot assist youth completing secondary education or high school equivalency classes (see the [High School Equivalency](#) section). Youth may participate in vocational education programs if they have received or are in the process of receiving their HSE. Youth 16 years and older do not require parental consent to participate in BFET.
- State law provides free educational services for children and youth adults up to the age of 21. Therefore, secondary education and HSE classes for this population are not reimbursable. HSE costs for adults over age 21 are allowed. Participant Reimbursements are designed to help the child remain in school by eliminating barriers; counseling or tutoring can be provided and reimbursed by the program, if such services are not otherwise provided free or at reduced costs through another service.

# BFET Eligibility

## Running Start Students

Youth participating in the Running Start program are eligible for BFET if they meet the following requirements:

- The student must complete the Individual Employment Plan and make a specific documented declaration that their goal is employment upon completion of the Associates of Arts degree.
- Books, fees and any PR must be directly related to the AA degree. High school classes are excluded.
- Must maintain a GPA of at least 2.0 each quarter.
- Must be at least 16 years old and sign the [DSHS 14-012 consent form](#).

# BFET Eligibility

An individual is not eligible to receive BFET services if they receive any of the following benefits:

- State-funded Food Assistance Program benefits.
- Temporary Assistance for Needy Families.
- Other cash assistance under Title IV such as Tribal TANF.
- Refugee Cash Assistance. *There are exceptions to this rule; please see the [handbook](#).*

# BFET Eligibility

## Non-Covered Services

- A four-year college degree.
- Bachelor of Applied Science degrees.
- Associate in Arts Direct Transfer Agreement.
- On-the-job training wages.
- Workfare.
- Stipends provided in certain training programs.

# Enrollment Forms

## Required Forms

- BFET IEP.
- [Consent Form, DSHS 14-012](#).

Standard forms are available on the Provider Resources [webpage](#).

## Alternative Versions of Forms

- All requests to use custom forms must be approved by policy staff.
- Alternative forms must be re-approved each contract year.
- We're required to keep documentation of policy approval for annual contract monitoring.

# Enrollment Forms

## Consent Form

Known as the Release of Information, DSHS 14-012.

- This form creates a link between your BFET program and DSHS.
  - It is how the participant gives you permission to access their confidential information in eJAS.
- Must be signed before accessing eJAS to check eligibility.
- Must be renewed when it has expired, based on the length of time check by the participant.
- From is kept in the participant file.

Minimum required documentation needed on the consent form:

1. Identification Number (eJAS ID).
2. Consent provided by participant for the provider that includes name and address.

☐ Other DSHS contracted providers: \_\_\_\_\_

3. Authorization for records.

I authorize and consent to sharing the following records and information (check all that apply):

- ☐ All my client records      ☐ Records on attached list  
☐ Only the following records

4. Length of time.

This consent is valid for one-year or ☐ until \_\_\_\_\_ (date or event).

5. Signatures and date.

SIGNATURE	DATE
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# Enrollment Forms

The IEP is the foundation of the participant's BFET plan. It includes:

- Assessment of skills, qualifications and employment barriers.
- Employment goal.
- Employment plan.
- Participation requirements.

Important reminders regarding the IEP:

- The IEP must be completed before opening components.
- IEP must be updated:
  - Annually (minimum).
  - When an activity changes. For example:
    - When a participant completes a training.
    - When a participant's employment goal changes.
    - When a participant adds or discontinues an activity.

# Participant Files

A participant file must be kept for each BFET participant.

- Can be kept in paper or electronic format or a combination of paper and electronic.
- They will be reviewed as part of the annual BFET program and fiscal monitoring.
- File is supplementary to eJAS.
- Notes in the file may further detail or supplement eJAS notes.

Participant files must contain the following information:

- Intake and assessment.
- DSHS Consent Form (DSHS 14-012).
- BFET Individual Employment Plan.
- Certificates received.
- Wage verification if receiving retention services.
- Job logs for all supervised job search activities, if not already documented in eJAS.
- Participant progress.
- Participant reimbursements and receipts.

# eJAS BFET Eligibility

BFET Eligibility link from the home page opens a tool where you can enter the potential new participant's SSN or eJAS ID and eJAS will determine if they meet BFET eligibility requirements.

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

**BASIC FOOD E&T CONTRACTOR**

[BFET Eligibility](#)  
[What's New](#)

[E&T Reports](#)  
[WorkFirst Reports](#)

**BFET Authorization**  
[Home](#) [Help](#)

Enter Contractor Code  ?

Enter SSN  -  -

Or

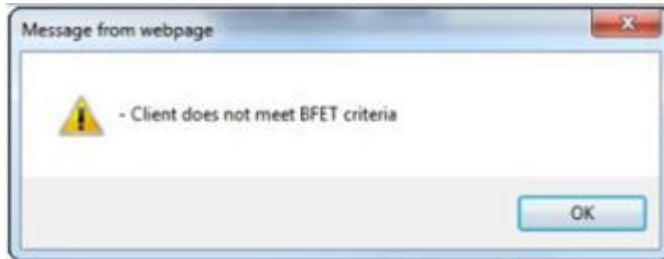
Enter ID

[Check Status](#) [Reset](#)

After you click "Check Status" one of 6 result messages will show in a pop-up window.

**\*\*Reminder\*\*** Consent form must be completed before checking eligibility in eJAS.

# Results Messages



## "Client does not meet BFET criteria"

- Confirm with the client they are receiving Basic Food from Washington, not receiving TANF or RCA cash assistance
- If the client confirms they are meeting requirements, submit and Eligibility List for Operations team to review the case



## "Please enter a valid SSN"

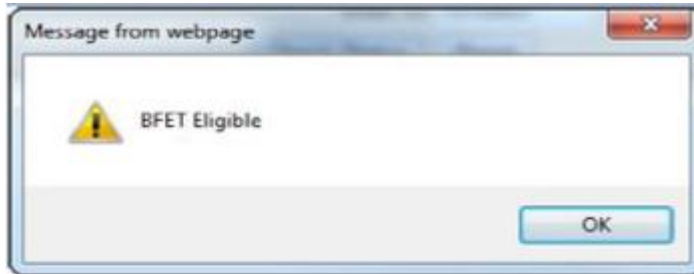
- Double check that the SSN entered was correct
- Confirm client is currently receiving Basic Food from Washington
- If client confirms both, submit an Eligibility List for Operations team to review the case



## "This client has BFET-related activity, cannot auto-open at this time"

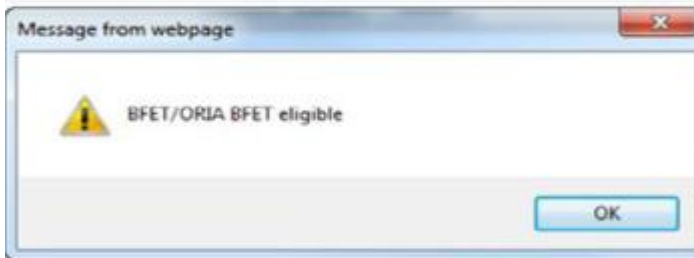
- Check Historical report or use Client Search function to see if client has participated with our agency within the past 31 days
  - If so, access the client case to add a component
  - If not, submit an Eligibility List for the Operations team to open component(s)

# Results Messages



## "BFET Eligible"

- Yay!
- Click "OK" to move to next page and open component(s)



## "BFET/ORIA BFET Eligible"

- Yay!
- Click "OK" to move to next page and open component(s)
  - If your agency has both BFET and ORIA BFET contracts, enroll the client and open components with the ORIA BFET contractor code



## "This client is ineligible for ORIA BFET. Please consider referring this person to another BFET contractor for services"

- If your agency has both BFET and ORIA BFET contracts, re-do BFET eligibility under the BFET contractors code and enroll the client and open components with the BFET contractor code

# Opening Components

## BFET Authorization

[Home](#)
[Help](#)  
[Save](#)

Enter Contractor Code

Enter SSN  -  -

Or

Enter ID

[Reset](#)

Client Name: PROD, COPY1638399

Component	Start Date	Hours	Scheduled End
<input type="text" value="BB"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="BC"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="BG"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="BK"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="BL"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="BR"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="CF"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="CS"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="FP"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="FT"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="GE"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="OA"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="PT"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="SL"/>	<input type="text"/>	<input type="text"/>	
<input type="text" value="WB"/>	<input type="text"/>	<input type="text"/>	

After the "BFET Eligible" or "BFET/ORIA BFET Eligible" result message, click "OK" and this screen will open.

Select the component type that corresponds to the activity/component in the participant's IEP.

- Enter the Start Date
- Enter the number of Hours per week of anticipated participation
- Enter the Scheduled End Date

When finished, click "Save"

Multiple Components can be opened at the same time

# Notes on BFET Eligibility Tool

Note: The “Component” drop down menu lists a GE component – please do not use this. It is not a BFET component

## Selecting dates:

- BL, BK, and SL components cannot be opened for more than 90 days at a time.
- BR, WL, and WN components cannot be opened for over 90 days at a time.
- Educational components: BB, BG, EN, IA, IB, and IC can be opened for a maximum of 150 days but can be extended upon expiration.

BFET Authorization

Home | Help

Save

Enter Contractor Code  Enter SSN  -  -

Or

Enter ID

Reset

Client Name: PROD, COPY1638399

Component	Start Date	Hours	Scheduled End
<input type="text" value="Component"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="BB"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="BC"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="BG"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="BK"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="BL"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="BR"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="CF"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="CS"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="FP"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="FT"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="GE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="OA"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="PT"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="SL"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="WB"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Note: For BFET participation the 1<sup>st</sup> and the last days are included in the day count.

\*There is a handy [90-day calendar](#) on the Provider website to quickly determine 90 days from the start date.

# Client Notes

After components are entered and you hit "Save" the Client Screen will open

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

Client on the **Client Notes** link to enter your required Initial Client Note to document the Participant's employment goal and planned BFET activities

## JAS Notes

Add New JAS Notes

Notes Summary

Print

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

**BFET Eligibility Auto-checked**

**KODI GADDIS CSDHQ BFET UNIT 07/01/2025 11:44:02**

Client eligible for BFET



# Questions

If you have questions, please contact your assigned BFET Operations program consultant or email [BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov).

