



Module 3: Opening Components

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eJAS Components

- The planned activities from a participant's IEP are documented in eJAS by entering the corresponding component(s).
- The eJAS component documents:
 - The type of activities a participant will be engaged in
 - The time period
 - The anticipated number of hours per week
 - The outcome of participation is documented with the closure completion code

eJAS Components

BI – BFET Referral component – BI component will be generated in eJAS once a referral is made to a provider and will stay active for seven business days.

- BI will auto close if not acted upon within the seven business days.

eJAS Components

FI – Food Indicator – The FI component distinguishes BFET cases from other programs in eJAS and allows the assigned provider access to the participant's eJAS case.

- This component has no associated activity and is required for all BFET participants. The FI is not a standalone component and must be accompanied by an activity component.
- The FI component will be opened and closed automatically or by the BFET Operations team.

eJAS Components

BL – Job Search Training – Job Search Training provides structured activities to help participants seek and obtain suitable employment.

- Services include, but are not limited to the following:
 - Labor market information
 - Job seeking skills instruction
 - Resume writing
 - Employability assessment
 - Coaching
 - Work ethic training
 - Job placement services
- Job Search Training activities are captured using the BL component.
- Open for up to 90 days at a time
- Component can be extended by updating the scheduled end date

eJAS Components

BK – Supervised Job Search – Used when the participant is actively applying for jobs. Must provide structured activities that help participants look and find jobs.

It requires:

- Individuals to search for employment and
- Make at least three employer contacts per week and
- Submit their job search activities monthly as verification, must include date, type and result of contact.
- Individuals must take any steps necessary to apply for a position for the contact to count as a job search activity.
- **Case managers must review and follow up all job search logs monthly with participants.**

eJAS Components

BK – Supervised Job Search– Continued

Supervised Job Search activity may include:

- Use of computer, email, fax, telephone
- Search of job listings and
- Securing identification, professional license or certifications.
- Case managers must review and follow up all job search logs monthly with participants
- Open for up to 90 days at a time
- Component can be extended by closing the component and opening a new BK component on the next date after closure date.
- Job Logs must be collected/ documented monthly

eJAS Components

SL – Life Skills – Life Skills are abilities for adaptive and positive behavior that enable individuals to manage effectively with the demands and challenges of everyday life and employment.

Life Skills topics include but are not limited to:

- Work preparation
- Health and well-being
- Effective communication
- Personal strength builders
- Community engagement
- Open for up to 90 days at a time
- Component can be extended by updating the scheduled end date

eJAS Components

BB – Basic Education – Includes high school or equivalent educational programs, remedial education programs to achieve a basic literacy level. This includes instructional training in math, computer literacy, or other subjects which provide direct skills attainment for employability.

BB activity may include the following:

- Education in basic computer skills
- Literacy or math training
- High School Plus (HS+)
- High School Equivalency preparation (formerly GED) Basic Education is captured using the BB component.
- Open for up to 150 days at a time
- Component can be extended by updating the scheduled end date

eJAS Components

BG – Vocational Education – Is part of a job placement program requiring industry specific training. The focus is on the required credentials between low-skill adults and livable wage jobs. This education or training will result in a person receiving recognized credentials. Services include occupational assessment, entry-level job skills training, customized training, institutional skills training, and upgrade training.

BG activity must be:

- Credentialed or Recognized by an independent third party or
 - Accepted by local industry employers.
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- Open for up to 150 days at a time
 - Component can be extended by updating the scheduled end date
- **For colleges, the component dates can cover the gap between classes before and after each quarter

eJAS Components

BR – Job Retention Services (JRS) – It is an activity designed to help employed participants achieve satisfactory job performance, retain employment and increase earnings over time. The participant must have secured employment while participating in BFET activities and must have participated in other BFET activities in the last 30 days.

- Used when the participant's Basic Food closes or when the employed participant chooses not to continue BB/BE/BG/BK/BL/EN/IA/IB/IC/WL/WN activities beyond their new employment.
- Employment must be verified each month the participant is in JRS.
- JRS can include the following activities:
 - Counseling
 - Coaching
 - Case management and
 - Participant reimbursements
- Must be open for at least 30 days and a maximum of 90 days.
- Once this limit is reached, the individual is no longer eligible for JRS

eJAS Components

English Language Acquisition, (ELA) –is captured using the **EN** component. ELA activity, including English as a Second Language (ESL), assists individuals who are English language learners improve skills in reading, writing, speaking, and comprehension of the English language that leads to:

- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

The EN component may be opened for a maximum of 150 days at a time with the ability to update on expiration.

eJAS Components

Work Based Learning, (WBL) –is captured using the **WL** or **WN** component.

WL – Subsidized Work Based Learning

WN – Non-Subsidized Work Based Learning

The WBL activity is defined as training in the private for-profit sector, non-profit sector, or public sector. It is an activity designed to help participants obtain unsubsidized employment.

This training can be an Internship, Pre-apprenticeship, Apprenticeship, or On-the-job

The WL and WN component may be opened for a maximum of 90 days at a time and extended for a maximum of 180 days per calendar year.

Only one WBL activity can be used per calendar year. WBL orientation **must** be documented in eJAS

eJAS Components

Work Based Learning Continued

- The WL and WN component may be opened for a maximum of 90 days at a time and extended for a maximum of 180 days per calendar year.
- **NOTE:**
Only one WBL activity can be used per calendar year. WBL orientation **must** be documented in eJAS
- The WL and WN component may be opened for a maximum of 90 days at a time with the ability to update on expiration.

eJAS Components

Integrated Education and Training, IET components – is captured using IA, IB, or IC components. The IET components capture Basic Education and/or English Language Acquisition activities concurrently with Vocational Education activities. The goal of the IET activity is for a participant to receive recognized credentials.

These components capture IET:

- IA – Vocational Education + English Language Acquisition
- IB – Vocational Education + Basic Education
- IC – Vocational Education + Basic Education + English Language Acquisition

IET component may be opened for a maximum of 150 days at a time with the ability to update on expiration.

Note: Not all providers who offer BB, BG, and EN will use the above components. They will be used only by those contracted for IET.

Component time limits

BL, BK, and SL components.

Can be opened for up to 90 days at a time.

BB, BG, EN, IA, IB and IC components

Can be opened for up to 150 days at a time. These components have a maximum limit of 365 days. After 365 days expires, the provider must close the component and open it for the next date following the closure date.

BR component for Job Retention Services (JRS).

Must be opened for at least 30 days to begin and can be open for a maximum of 90 days.

Component time limits

WL and WN

Components can be opened for 90 days at a time and cannot be extended beyond 180 days.

This online Date duration calculator:

<https://www.timeanddate.com/date/duration.html> can be a handy tool. Be sure to include the first and last days in your day count.

See Provider Resource website for 90 Day Calendar

Component Hours

- The maximum component hours a participant is allowed in the BFET program is 40 hours per week.
 - All providers and components are included in the 40-hour limit
 - Employment hours are not included in these hours.
- Component hours are based on the number of hours the participant is expected to participate in the planned activities.
 - For BB and BG components, hours are not based on credit hours.
 - Component hours should include the anticipated time needed for homework/studying/independent work not just class time or time with the case manager.



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

