



# Module 4: Adding and Updating Components

This section reviews:

[Adding Components](#)


[Updating Component Hours](#)

[Extending a Component](#)

[Documenting Component Changes](#)



# Adding Components

<b>Name</b> <a href="#">PROD_COPY0934085</a>	<b>JAS Id</b> 8110178	<b>ACES Id</b> 8110178	<b>Reg</b> 3	<b>CSO</b> 021	<b>Pgm</b> \$	<b>AU</b> 004910497	<b>Telephone</b>
<b>Two Parent :</b> No	<b>Required Part? :</b>	<b>LEP :</b> No	<b>EA :</b> No		<b>Email ID:</b>		
<b>HOH :</b>	<b>Total:</b> 000	<b>Recip:</b> 000	<b>Inelig:</b> 000	<b>RCA:</b>	<b>Sngl Parent W/Child(ren) &lt; 6 :</b> No		
<b>TANF :</b>	<b>BFA:</b> Open			<b>Refugee Months:</b>			
<b>Total NCS Months :</b> 000	<b>ABAWD Status:</b> Non-ABAWD						

## E&T Component Information



Add a Component  
[Go to IRP](#)

<b>Component:</b>	FI-FOOD STAMP E&T INDICATOR	<b>Hours:</b>	00	<b>Last Updated By:</b>	HAEC300
<b>Start Date:</b>	10/31/2022	<b>Scheduled End Date:</b>	10/31/2023	<b>Actual End Date:</b>	
<b>ESD Worker:</b>		<b>DSHS Worker:</b>	0210U2	<b>Partner Id:</b>	
<b>Contractor:</b>	ZXZ-BFET & CONTRACTOR				
<b>Scheduled Start Date:</b>	10/31/2022	<b>Scheduled End Date:</b>	10/31/2023	<b>Referral Date:</b>	10/31/2022
<b>Actual Start Date:</b>		<b>Actual End Date:</b>		<b>First Contact Date:</b>	
				<b>Accept/Reject Date:</b>	
				<b>Accept/Reject Code:</b>	

[DSHS Responsible Dates](#)

## Edit

<b>Component:</b>	BK-BFET Supervised Job Search	<b>Hours:</b>	06	<b>Last Updated By:</b>	ANIT300
<b>Start Date:</b>	05/03/2023	<b>Scheduled End Date:</b>	08/01/2023	<b>Actual End Date:</b>	
<b>ESD Worker:</b>		<b>DSHS Worker:</b>	0210U2	<b>Partner Id:</b>	haec30
<b>Contractor:</b>	ZXZ-BFET & CONTRACTOR				
<b>Scheduled Start Date:</b>	05/03/2023	<b>Scheduled End Date:</b>	08/01/2023	<b>Referral Date:</b>	
<b>Actual Start Date:</b>		<b>Actual End Date:</b>		<b>First Contact Date:</b>	
				<b>Accept/Reject Date:</b>	
				<b>Accept/Reject Code:</b>	

[DSHS Responsible Dates](#)

Before clicking the "Add a Component" button, note the participant's three-digit CSO number. You will need this on the next screen for the partner ID.

# Adding a Component

Fill in the highlighted sections. Then, click "Update." Repeat steps if you need to add more components.

Type one of the two-letter component codes: BB, BG, BK, BL, BR, EN, IA, IB, IC, SL, WL, WN.

Partner ID is the three-digit CSO number found in the participant's demographic information + your three-letter partner ID.

Use the "?" to search for your three-letter partner ID.

## E&T Component Update

Update

Component:	<input data-bbox="249 925 351 982" type="text" value="?"/>	Hours:	<input data-bbox="794 925 896 982" type="text" value="40"/>	Completion Code:	<input data-bbox="1345 925 1447 982" type="text"/>
Start Date:	<input data-bbox="249 996 438 1053" type="text"/>	Scheduled End Date:	<input data-bbox="794 996 983 1053" type="text"/>	Actual End Date:	<input data-bbox="1345 996 1533 1053" type="text"/>
ESD Worker:	<input data-bbox="249 1068 412 1125" type="text"/>	DSHS Worker:	<input data-bbox="794 1068 958 1125" type="text"/>	Partner Id:	<input data-bbox="1345 1068 1584 1125" type="text" value="?"/>
Contractor:	<input data-bbox="438 1153 1166 1196" type="text" value="Select your contractor code"/>				
Scheduled Start Date:	<input data-bbox="438 1210 616 1268" type="text"/>	Scheduled End Date:	<input data-bbox="1345 1210 1523 1268" type="text"/>	Actual End Date:	<input data-bbox="1345 1282 1523 1339" type="text"/>

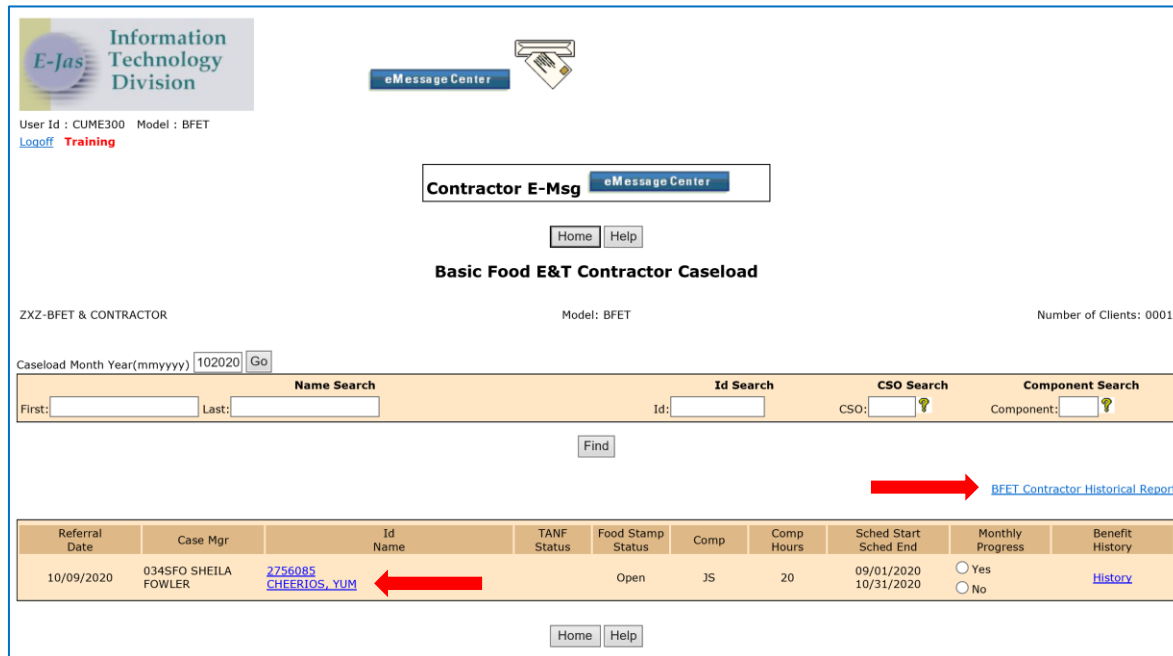
Some components have limits on the number of days at a time they can be opened.

No components can be opened for more than 365 days at a time.

# Updating Components

Access the participant's information in eJAS through your Caseload screen by clicking on the Participant's name.

If the participant is not showing on your Caseload Screen you can also find them by using the BFET Contractor Historical Report or the Search feature from the home page.



Information Technology Division  
eJas  
User Id : CUME300 Model : BFET  
Logoff Training

Contractor E-Msg eMessage Center

Home Help

**Basic Food E&T Contractor Caseload**

ZXZ-BFET & CONTRACTOR Model: BFET Number of Clients: 0001

Caseload Month Year(mm/yyyy) 10/2020 Go

**Name Search** **Id Search** **CSO Search** **Component Search**

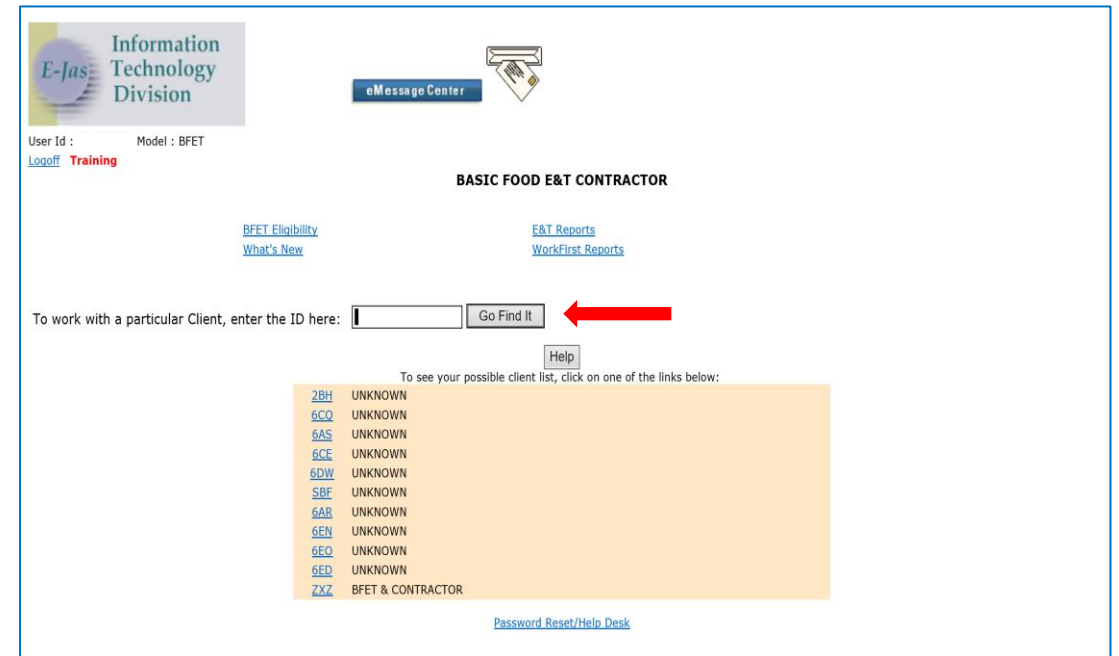
First: Last: Id: CSO: Component:

Find

[BFET Contractor Historical Report](#)

Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
10/09/2020	034SFO SHEILA FOWLER	2756085 CHEERIOS_YUM		Open	JS	20	09/01/2020 10/31/2020	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>

Home Help



Information Technology Division  
eJas  
User Id : Model : BFET  
Logoff Training

**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:   [Help](#)


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

- [2BH](#) UNKNOWN
- [6CO](#) UNKNOWN
- [6AS](#) UNKNOWN
- [6CE](#) UNKNOWN
- [6DW](#) UNKNOWN
- [6BW](#) UNKNOWN
- [6AB](#) UNKNOWN
- [6EN](#) UNKNOWN
- [6EQ](#) UNKNOWN
- [6ED](#) UNKNOWN
- [ZXZ](#) BFET & CONTRACTOR

[Password Reset/Help Desk](#)

# Updating Components

Before making component changes, review the client demographic information to be sure that BFA is Open and TANF or RCA is not open.

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

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

# Updating Components

## Updating Activity Components

eJAS must be updated to reflect changes that result in a reduction in component hours or termination of components.

This must be completed within seven business days of discovery of the change.

Changes reported through eJAS include, but are not limited to:

- Changes in activity or component participation.
- Non-participation.
- Increase in participation hours.
- Entering employment or a change in employment.

From the Client screen, click the E&T Component Information link to view and make changes to the components.

Name		JAN
<a href="#">MORNING, MONDAY</a>		28
Two Parent :	Required Part? :	LEP :
HOH :		Total:
TANF :		BFA: Open

[Click here to view](#)



[E&T Component Information](#)

[Employment Information](#)

[Client Notes](#)

[Payments](#)

[Strategies For Success](#)

[Commerce Program Plans](#)

[WFR](#)

[Adhoc R](#)

[Referrals](#)

[Client M](#)

# Updating a Component

From the E&T Component Information screen, use the **Edit** link above the component to:

- Adjust hours.
- Extend the scheduled end date.
- Close a component.

## E&T Component Information

Add a Component

[Go to IRP](#)

[Edit](#)

Component:	BB-BFET Basic Education	Hours:	10	Last Updated By:	SKDA300
Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Actual End Date:	
ESD Worker:		DSHS Worker:	1300U2	Partner Id:	130skd
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Referral Date:	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:	Accept/Reject Code:

[DSHS Responsible Dates](#)

**Note:** If there is no **Edit** link, you will need to send us an e-message in eJAS, and the BFET Field Operations staff will make the updates.



# Adjusting Hours

To update the component hours, change the number of hours and click Update.

## Client Component/Contractor/IRP Update

Update

Component: SL	Hours: 5	Completion Code: ?
Start Date: 10/29/2020	Scheduled End Date: 01/26/2021	Actual End Date:
ESD Worker:	DSHS Worker: 0800U2	Partner Id: 080bfx ?

Contractor: ZXZ		
Scheduled Start Date: 10/29/2020	Scheduled End Date: 01/26/2021	
	Actual End Date:	

The maximum component hours a participant is allowed in the BFET program is 40 hours per week.

This includes all components with all providers.

## Component Hours

- They're based on the number of hours the participant is expected to engage in the activity each week.
- Hours should include time working directly with a case manager and independent activities.
- For classes, the hours are not based on the number of credits. Hours should include class time, lab time, homework, and study time.



# Extending Components

When a participant is going to continue in an activity or component beyond the current scheduled end date, you can extend the component by updating the **Scheduled End Date**.

## Client Component/Contractor/IRP Update

Update

Component: SL	Hours: 5	Completion Code: <input type="text"/>
Start Date: 10/23/2020	Scheduled End Date: 01/26/2021	Actual End Date: <input type="text"/>
ESD Worker: <input type="text"/>	DSHS Worker: 0800U2	Partner Id: 080bfx

Contractor: ZXZ	Scheduled Start Date: 10/23/2020	Scheduled End Date: 01/26/2021	Actual End Date: <input type="text"/>
-----------------	----------------------------------	--------------------------------	---------------------------------------

Be sure to update the scheduled end date in both spots.

**NEVER** change the Start Date of a component.

If you need a Start Date correction, please send us an e-message in eJAS, and the BFET Field Operations staff will make the updates. .

# Extending Components

There are times when a component cannot be extended by updating the scheduled end date.

- BK component cannot be extended beyond 90 days.
- BR component cannot be extended beyond 90 days.
- Work-Based Learning components (WN and WL) can be opened for 90 days at a time and cannot be extended beyond 180 days.
- All other components cannot be extended beyond 365 days.

In these situations, you will need to close the existing component and open a new component. See the steps on the following pages.

# Extending a Component

**1** → **Edit**

Component:	BB-BFET Basic Education	Hours:	10	Last Updated By:	SKDA300
Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Actual End Date:	
ESD Worker:		DSHS Worker:	1300U2	Partner Id:	130skd
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Referral Date:	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:	Accept/Reject Code:

**1.** From the E&T Component Information screen, click the **Edit** link above the component.

## E&T Component Update

Update ← **2**

Component:	<b>BK</b> ?	Hours:	<b>3</b>	Completion Code:	<b>CS</b>
Start Date:	<b>10/28/2023</b> ?	Scheduled End Date:	<b>11/03/2023</b> ?	Actual End Date:	<b>11/03/2023</b>
ESD Worker:		DSHS Worker:		Partner Id:	<b>130SKD</b> ?
Contractor:	<b>ZXZ</b> ▼				
Scheduled Start Date:	<b>10/28/2023</b> ?	Scheduled End Date:	<b>11/03/2023</b> ?		
		Actual End Date:	<b>11/03/2023</b> ?		

**2.** Close the component by entering a completion code and the actual end date. Click "Update."

*If the participant has been successfully engaged in the activities and will be continuing participation, CS is the best closure code.*

# Extending a Component

**3**  **E&T Component Information**

Add a Component  
[Go to IRP](#)

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	CUME300
Start Date:	10/21/2020	Scheduled End Date:	10/21/2021	Actual End Date:	
ESD Worker:		DSHS Worker:	0470U2	Partner Id:	
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/21/2020	Scheduled End Date:	10/21/2021	Referral Date:	10/21/2020
Actual Start Date:		Actual End Date:		First Contact Date:	
				Accept/Reject Code:	

[DSHS Responsible Dates](#)

**3.** From the E&T Component Information screen, click the Add a Component button.

**E&T Component Update**

 **4** Update

Component:	BK?	Hours:	3	Completion Code:	
Start Date:	11/04/2023	Scheduled End Date:	02/02/2024	Actual End Date:	
ESD Worker:		DSHS Worker:		Partner Id:	130SKD?
Contractor:	ZXZ				
Scheduled Start Date:	11/04/2023	Scheduled End Date:	02/02/2024	Actual End Date:	

**4.** Open the new component by completing each of the highlighted sections.


*The start date of the new component must be at least one day later than the previous component's actual end date.*

# Document Component Changes

After adding or updating a component, be sure to document the information in the eJAS client notes.



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

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">CHEERIOS, YUM</a>	2756085	2756085	3	034	\$	004582972	
Two Parent :	Required Part? :	LEP :	EA :		Email ID:		
HOH :	Total: 000	Recip: 000	Inelig: 000	Sngl Parent W/Child(ren) < 6 : No			
TANF :	BFA: Open	RCA:	Refugee Months:				

[Click here to view Workers associated with this Client.](#)

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

[WFR](#)  
[Adhoc Reporting](#)  
[Referrals](#)  
  
[Client Monthly Participation](#)

[Letters](#)

Details for all client note requirements can be found in the BFET Provider's Handbook under the Case Management: eJAS Case Note Documentation section.

The BFET Provider Resource website also has a "Guide to Writing Client Notes" with several examples.

# Document Component Changes

1

JAS Notes

Add New JAS Notes
Notes Summary
Print

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

Notes

3

An **Ongoing Client Note** is required when a component is added, updated or extended. An Ongoing Client Note details the participant's monthly activities and addresses the following applicable information:

- Participant's progress in the BFET activity(s).
  - If in BK comp, address how job search logs were received from client.
- Progress toward reaching individual goals.
- Any changes to an employment or education plan.**
- The reason for delay in progress.
- If unable to make contact, document the attempts to contact, loss of contact, and unable to assess progress.

Select Note Type(s)

☒ Ongoing Observation
2

Pick types to Create and click Begin Notes

Begin Notes

<input type="checkbox"/> Admin/ Support Svcs	<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Adult General Health
<input type="checkbox"/> Batch Cancellation	<input type="checkbox"/> Bulk Client Attribution	<input checked="" type="checkbox"/> Case Review
<input type="checkbox"/> Child Care	<input type="checkbox"/> Child General Health	<input type="checkbox"/> Child Support
<input type="checkbox"/> Child Welfare	<input type="checkbox"/> Children w/Special Needs	<input type="checkbox"/> Clothing/Hygiene
<input type="checkbox"/> Comprehensive Evaluation General	<input type="checkbox"/> Continuous Activity Planning	<input type="checkbox"/> Customer Contact
<input type="checkbox"/> Disability Lifeline	<input type="checkbox"/> Eligibility Determination	<input type="checkbox"/> Employment
<input type="checkbox"/> Equal Access Plan	<input type="checkbox"/> Family Planning	<input type="checkbox"/> Family Support
<input type="checkbox"/> First Contact Date	<input type="checkbox"/> Home Visit	<input type="checkbox"/> Housing
<input type="checkbox"/> Individual Employment Plan Develop	<input type="checkbox"/> Job Search Results	<input type="checkbox"/> Learning Needs
<input type="checkbox"/> Legal	<input type="checkbox"/> Literacy/Learning	<input type="checkbox"/> LEP
<input type="checkbox"/> Mileage Reimbursement	<input type="checkbox"/> Money Mgmt/Protective Payee	<input type="checkbox"/> NCS Re-engagement
<input type="checkbox"/> NCS Reinstatement	<input type="checkbox"/> Other Agency/Tribal	<input type="checkbox"/> Participation
<input type="checkbox"/> Post Job Search Review	<input type="checkbox"/> Pregnancy/Parenting	<input type="checkbox"/> Progress
<input type="checkbox"/> Refugee Employment Referral	<input type="checkbox"/> Refugee Employment Screening	<input type="checkbox"/> Sanction
<input type="checkbox"/> Strategies for Success	<input type="checkbox"/> Time Limit	<input type="checkbox"/> Transportation
<input type="checkbox"/> Voucher Authorized	<input type="checkbox"/> Voucher Cancelled	<input type="checkbox"/> Voucher Modified
<input type="checkbox"/> Voucher Payment		

Skip

Save and Continue with Note List

4

# Questions?

For any eJAS-related questions or for assistance, please don't hesitate to contact your assigned BFET Operations team member or send us an e-message in eJAS.

