Module 9: BR component

This section reviews:

Requirements for Job-Retention Services

Opening JRS Activity

Managing JRS Component

Job-Retention Services

Job-retention services are activities to support participants who have gained employment. These activities will be coded using the BR component in eJAS.

The following information reviews the JRS and how to use it to correctly enter and track job-retention activities.

Opening JRS Activity

Use JRS when a participant exits BFET due to employment.

Information required in eJAS to open JRS:
- Participant must have been in a BFET component within the last 30 days.
- Participant must have secured employment while participating in BFET activities.
- Employment is entered into the Employment Information screen in eJAS.
- All other BFET components (except SL) are closed.
- BR start date is on or after the employment start date.
- BR is opened for a minimum of 30 days, to a maximum of 90.
- Document employment and change in the client notes.

JRS

Remember: Job Retention Services BR component.

Close

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
A	FI	FOOD STAMP	07/16/2020	07/15/2021		01		080KEW		07/21/2020		
	6CK 00/00/0000 00/00/0000											
A	BR	BF E&T Ret	07/16/2020	10/11/2020		01		080KEW		07/21/2020		
	6CK 00/00/0000 00/00/0000											
C	FI	FOOD STAMP	11/14/2019	11/13/2020	05/18/2020	00		0800U2	AC	06/23/2020		BFEEM300
	6CK 00/00/0000 05/18/2020											
C	BR	BF E&T Ret	04/17/2020	04/18/2020	04/18/2020	01		0800U2	CS	06/22/2020		LRCQ300
	6CK 00/00/0000 04/18/2020											
C	BR	BF E&T Ret	01/20/2020	04/16/2020	04/16/2020	01		0800U2	CS	04/29/2020		PD01300
	6CK 00/00/0000 04/16/2020											
		JOB										

Provider must check the component history in eJAS to determine whether a lifetime limit of 90 days has been used.

Count the number of days the BR component was opened since Oct. 1, 2019.

Be sure to include the first and last days in your day count. Try this online date-duration calculator: timeanddate.com/date/duration.html.
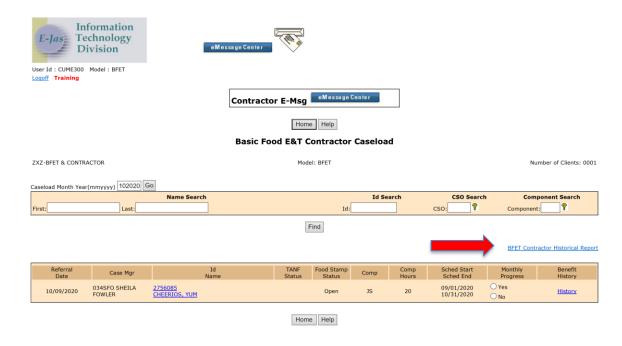
In the above example, the BR component was opened from Jan. 20 to April 18, 2020= 90 days. The JRS lifetime limit of 90 days has been exhausted by this participant.

Managing JRS Component

Currently, eJAS limits access to cases when the participant's Basic Food Assistance case has been closed for more than 90 days.

This will affect how the provider will manage eJAS cases for participants who are engaged in job-retention activities.
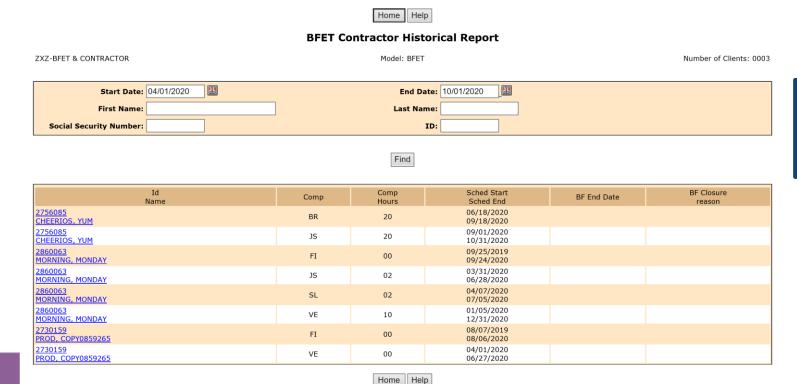

Once the BFA case closes, the participant will not display on the active caseload screen in eJAS. The provider must use the Historical Report to find and access the case.

Managing JRS Component

Providers can access the participant's case from the Historical Report if there is an active FI component. Provider can view the case, enter client notes and enter participant reimbursements.
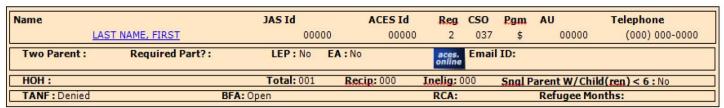
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BFET Contractor Historical Report

ZXZ-BFET & CONTRACTOR   Model: BFET   Number of Clients: 0003

Start Date:	04/01/2020		End Date:	10/01/2020	
First Name:			Last Name:		
Social Security Number:			ID:		

Find

You can manage components as usual for the first 90 days after the BFA closure.

Id Name	Comp	Comp Hours	Sched Start Sched End	BF End Date	BF Closure reason
2756085 CHEERIOS, YUM	BR	20	06/18/2020 09/18/2020		
2756085 CHEERIOS, YUM	JS	20	09/01/2020 10/31/2020		
2860063 MORNING, MONDAY	FI	00	09/25/2019 09/24/2020		
2860063 MORNING, MONDAY	JS	02	03/31/2020 06/28/2020		
2860063 MORNING, MONDAY	SL	02	04/07/2020 07/05/2020		
2860063 MORNING, MONDAY	VE	10	01/05/2020 12/31/2020		
2730159 PROD, COPY0859265	FI	00	08/07/2019 08/06/2020		
2730159 PROD, COPY0859265	VE	00	04/01/2020 06/27/2020		

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Managing JRS Component

After 90 days, you will no longer be able to make changes to the components in eJAS yourself.

The BFET Field Operations team will make all component updates for you in these cases.

Use the eligibility list to request updates to components such as changing the hours, adding components or closing components.

Submit all eligibility lists via secure email to BFETHelp@dshs.wa.gov.

Washington State Department of Social and Health Services

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.