

Making a BFET Referral in Barcode

This desk aid will walk eligibility staff through the process of making a BFET referral in Barcode and includes the additional steps taken by VCMC to complete BFET screening and provider selection.

BFET providers help connect clients with specific BFET services in their local area.

Referrals to BFET providers are made through the client's ECR.

Basic Food APP/ER/Change creating a Work Registrant: Eligibility Staff

Step 1: In the ECR, Open Work Registrant Scripts:

A. If you identify the caller or someone else in the assistance unit as a Work Registrant (including ABAWDs), please navigate to the A.C.T. tab in the client's ECR.

B. From the A.C.T. tab, click on the button for 'Scripts.'

C. When the BC Call Scripts box pops up, click on the button for 'Work Registrant Script'

Step 2: Select Work Registrant status

Work Registrant Script

Notice to Eligibility Staff:
Policy requires us to review this script with Work Registrants (non-ABAWD) and all ABAWDS at application, eligibility review, and when an interim change causes a customer's status to change to either Work Registrant (non ABAWD) or ABAWD. Read the appropriate script(s) to the customer to offer a BFET referral and click the attestation box stating you have completed the process.

Household member selection A Double-Click to edit each HH member

Client Name	Client ID	Exempt	ABAWD	Work R
HOMER SIMPSON				

To help meet these work requirements we have a Basic Food Employment and Training program that can support your household's employment or short-term educational goals. In this program, we have a wide variety of providers from colleges to local agencies that offer short-term training opportunities and employment services. Many of our providers offer additional support services while attending their programs. Additional support services may include transportation, clothing, personal hygiene, training or other educational related expenses. You can get more information about these services from the provider you choose.

Would you like discuss BFET options?

Tickle Notes: Client accepts BFET Client declines BFET

BFET Household W...

Client ID:

First Name
HOMER

Last Name
SIMPSON

Exempt B

Abawd

Work Registrant

C

2. The 'Work Registrant Script' window will open.

- A. Double-click on the mandatory Work Registrant's name
- B. In the new window, select their Work Registration status.
 - i. 'Exempt' to indicate that the person has no work requirements;
 - ii. 'ABAWD' to indicate that the person falls into the ABAWD category; or
 - iii. 'Work Registrant' to indicate that the person has work requirements, and is not considered an ABAWD.

For assistance see the [Work Registration Desk Aid](#) "Barcode WR Script" column.

- C. After hitting 'Save,' your selection will update the Work Registrant Script window with script options relevant to the choice.

Step 3: Read required scripts

BFET referral and script

Work Registrant Script

Notice to Eligibility Staff:
 Policy requires us to review this script with Work Registrants (non-ABAWD) and all ABAWDS at application, eligibility review, and when an interim change causes a customer's status to change to either Work Registrant (non ABAWD) or ABAWD. Read the appropriate script(s) to the customer to offer a BFET referral and click the attestation box stating you have completed the process.

Household member selection: Double-Click to edit each HH member

Client Name	Client ID	Exempt	ABAWD	Work f ^
HOMER SIMPSON			X	

Work Registrant script

ABAWD script

To help meet these work requirements we have a Basic Food Employment and Training (BFET) program that can support your household's employment or short-term educational goals.

In this program, we have a wide variety of providers from colleges to local agencies that provide short-term training opportunities and employment services.

Many of our providers offer additional support services while attending their programs. Available support services may include transportation, clothing, personal hygiene, training or other educational related expenses. You can get more information about these services from the provider you choose.

Would you like discuss BFET options?

Tickle Notes: Client accepts BFET Client declines BFET

3. Each script option that appears will need to be read to the client. Click on each one to open the script. Below the two scripts there is a mandatory third script to be read to all work registrants that offers the client a BFET referral.

The 3 script options will show based on Work Registration status of the household members.

- For Exempt: No scripts. However if the client is interested in BFET (such as a student), a BFET referral can be completed through the Barcode Referrals tab.
- For Work Registrant: Work Registrant script & BFET script
- For ABAWD: Work Registrant script & ABAWD script & BFET script

Continued- Step 3: Read required scripts

BFET Work Registrant Script

BFET Work Registrant Script

Work Requirements Introduction

Food assistance has work requirements that need to be followed. It is important that you and your household understand the work requirements to prevent your food assistance from being denied, reduced or terminated. These requirements have to do with work hours and job related activities.

Work Registrant (non ABAWD) Work Requirements

The following people in your household will be registered to work and must meet work requirements:

HOMER SIMPSON

Read the BFET Work Registrant script to the client, and then click 'Exit.'

Work Registrants are required to:

- Accept any job offer received, unless there is a good reason they can't.
- If working, not quit or choose to work less than 30 hours each week without having a good reason, such as getting sick, being discriminated against, or not getting paid.
- Provide information on your employment status and availability to work when asked.

What are the penalties if they don't have good cause for quitting their job or reducing their work hours?

- First time, one-month disqualification of their benefits.
- Second time, three months disqualification of their benefits.
- Third and subsequent times, six months disqualification of their benefits.

Exit

BFET Work Registrant Script

BFET ABAWD Script

ABAWD Work Requirements

In addition to the work requirements, the following people in your household are considered Able Bodied Adults without Dependents (ABAWDs):

HOMER SIMPSON

If you are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAWD Script to the client and then click 'Exit.'

What that means is these people are only eligible for three months of basic food benefits within a three-year period unless they meet these additional work requirements.

1. **Spend at least 80 hours each month** doing one or more of the following activities:
 - Working,
 - Participating in a [state approved](#) job or training program, like Basic Food Employment and Training (BFET), or
 - Volunteering.

OR

2. **Participate in a workfare** program volunteering for a non-profit agency for the number of hours we assigned to them each month.

If they drop below 80 hours a month in activities or are not able to complete the required workfare hours please inform us within 10 days by; calling us at 1-877-501-2233, reporting at the local office, reporting online (www.washingtonconnection.com), or sending it to us in writing.

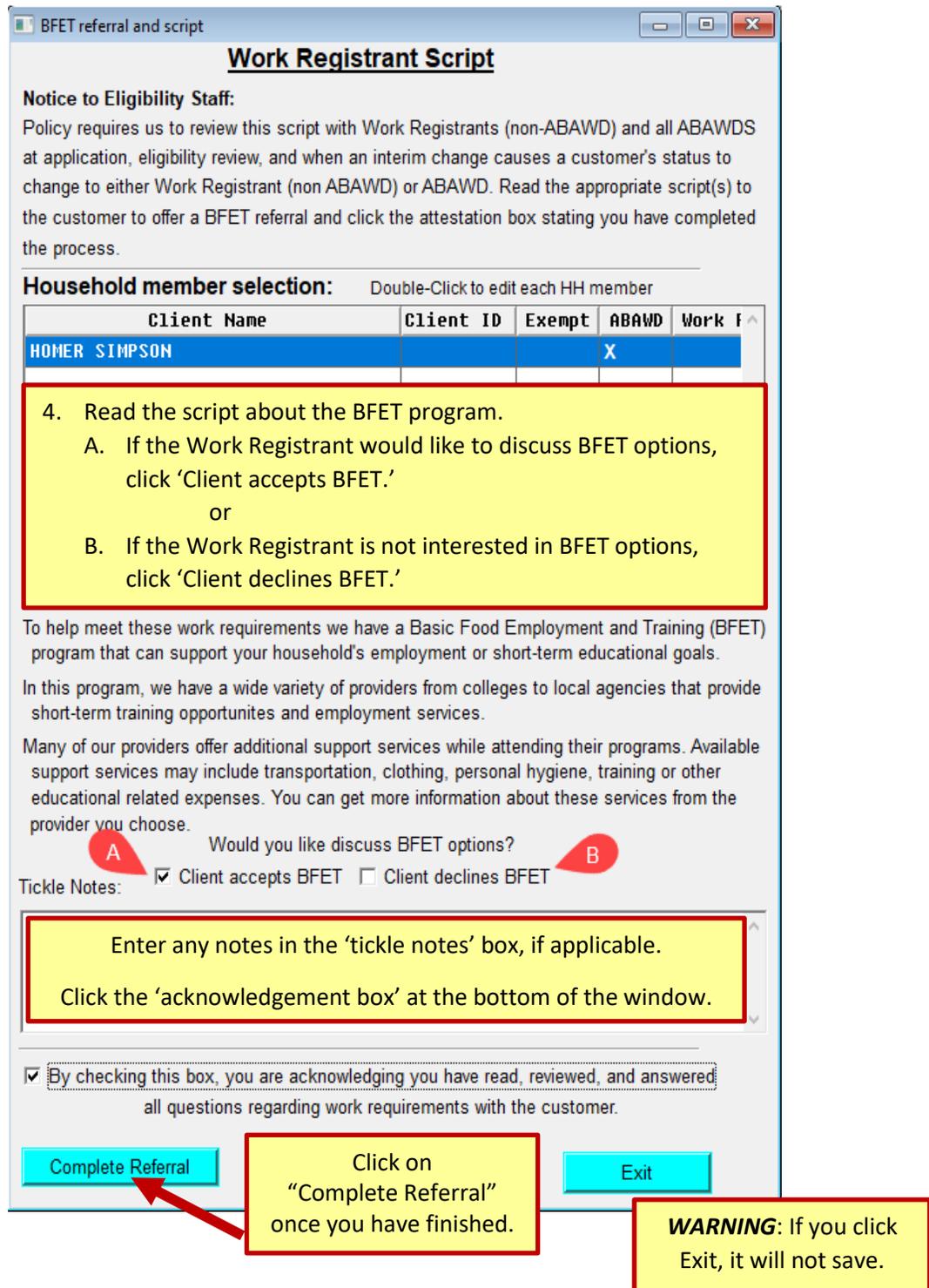
Each full month they receive basic food as an ABAWD, but do not meet one of these work requirements without a good reason, it will count against their three months. Once we have counted three full months, they will lose their basic food benefits until they regain eligibility or until the end of the current three year period.

If circumstances in your household change and you or other household members are not able to meet these requirements, let us know by calling 1-877-501-2233, reporting it at the local office, online, or in writing.

Do you have any questions about the Work Requirements or exemptions?

Exit

Step 4: BFET Referral



Work Registrant Script

Notice to Eligibility Staff:
Policy requires us to review this script with Work Registrants (non-ABAWD) and all ABAWDS at application, eligibility review, and when an interim change causes a customer's status to change to either Work Registrant (non ABAWD) or ABAWD. Read the appropriate script(s) to the customer to offer a BFET referral and click the attestation box stating you have completed the process.

Household member selection: Double-Click to edit each HH member

Client Name	Client ID	Exempt	ABAWD	Work F
HOMER SIMPSON			X	

4. Read the script about the BFET program.
A. If the Work Registrant would like to discuss BFET options, click 'Client accepts BFET.'
or
B. If the Work Registrant is not interested in BFET options, click 'Client declines BFET.'

To help meet these work requirements we have a Basic Food Employment and Training (BFET) program that can support your household's employment or short-term educational goals.
In this program, we have a wide variety of providers from colleges to local agencies that provide short-term training opportunities and employment services.
Many of our providers offer additional support services while attending their programs. Available support services may include transportation, clothing, personal hygiene, training or other educational related expenses. You can get more information about these services from the provider you choose.

Would you like discuss BFET options?
 Client accepts BFET Client declines BFET

Tickle Notes:
Enter any notes in the 'tickle notes' box, if applicable.
Click the 'acknowledgement box' at the bottom of the window.

By checking this box, you are acknowledging you have read, reviewed, and answered all questions regarding work requirements with the customer.

WARNING: If you click Exit, it will not save.

This is the last step that eligibility staff will complete.

The rest of the referral process will go to the VCMC.

BFET Screening and Provider Selection: Virtual Case Management Center (VCMC) Staff

BFET referrals will go into a pool at BFT@152 for the VCMC to contact the client. Once they connect with the client they will continue with the BFET screening.

BFET Screening:

Step 1: Open BFET Screening

From the client's ECR click,

1. 'Referrals' tab
2. 'E&T Referral'
3. 'BFET Screening'

Step 2: Ask screening questions

BFET Screening

BFET Screening and Provider Referral

HOH Client ID: 2934003 History
HOH Name: HOMER SIMPSON
Food AU: 4712635

Household member selection: Double-Click to choose

Client ID	Client Name
2934003	HOMER SIMPSON

You are screening this household member

2934003 HOMER SIMPSON

1. Are you currently seeking employment or want help finding a job?
 Yes No
2. Would you be able to work at least 20 hours per week?
 Yes No
3. Are you interested in any education or training?
 Yes No
4. Are you interested in getting a high school diploma, high school equivalency or English as a second language (ESL) classes?
 Yes No
5. Are you interested in getting a degree, or certification or other specialized training to increase your employability?
 Yes No

You can  this referral without a letter >>>>

Referral Letter OR you can continue and send a referral letter Cancel/Exit

Save ONLY

Ask all 5 questions to determine which component(s) will fit the client's needs.

If the client says yes to #1 but no to #2 you will not do a job search/training component. The client has to say yes to both #1 and #2.

Continue to ask questions #3-5 for education components.

Note: all five questions must be asked.

Step 3: Select provider(s)

BFET Provider Referral Letter

BFET Provider Referral

HOH ID: **2934003**
HOH Name: **HOMER SIMPSON**

C/O:

Street 1: **9650 15TH AVE SW STE 200**

Street 2:

SEATTLE **WA** **98106**
City State Zip

You are screening this household member
Client ID: **2934003**
Name: **HOMER SIMPSON**

Client should be referred to a provider(s) for the following components:
Q2 - Supervised Job Search (SJS) or Job Skills Training (JT)
Q5 - VE (Vocational Education) or WBL (Work Based Learning)

Supervised Job Search (SJS)

Job Search Training (JST)

Basic Education (BE)

English Language Acquisition (ELA)

Vocational Education (VE)

Worked Based Learning (WBL)

Central Print Local Print

Based on responses to the five screening questions the appropriate boxes will highlight. Click on the button under each component option to pick the appropriate provider.

The providers you pick here will auto populate into the 10-674 letter that will be sent to the client.

Continued- Step 3: Select provider(s)

Based off the choices made above – a list of BFET providers will populate as options for the client to choose from. If there are multiple components you will select a provider for each one.

BFET Provider Selection

Supervised Job Search (SJS) Assists participants in structured activities that help participants look for and find jobs.

Job Search Training (JST) Assists participants in structured activities to help participants prepare for seeking and applying for employment

Basic Education (BE) Assists participants obtain skills to improve employability, which could be high school or equivalent educational programs, or instructional training in math, English, computer literacy, or other subjects which provide direct skill development.

English Language Acquisition (ELA) Assists participants who are English language learners improve skills in reading, writing, speaking and comprehending the English language.

Vocational Education (VE) Assists participants obtain industry recognized credentials through entry-level job skills training, customized training, institutional skills training, and upgrade training.

Work Based Learning (WBL) Assists participants in activities to improve a participant's employability by providing structured learning opportunities in a work environment to gain skills for a specific career field.

Region 7

Provider	Address	City	County	Reg	Website	SJS	JST	BE	VE	ELA	WBL	Service Pop
Adonai	104 South M Street	Tacoma	17,23,27,34	2,3	https://adonacounseling.wixsite.com/services	X	X					
Airport Jobs	17801 International Blvd	Seattle	17	2	www.portjobs.org/ourprograms/airportjobs	X						
Apprenticeship & Nontraditional Employ	808 Washington Ave N	Kent	17	2	https://anewaop.org	X	X	X	X			
Apprenticeship & Nontraditional Employ	550 SW 7th Street	Renton	17	2	https://anewaop.org	X	X	X	X			
Asian Counseling & Referral Service (ACR)	3639 Martin Luther King JR Way S	Seattle	17	2	https://acrs.org	X						Refugees & Immigrat
Cares of Washington	1833 N. 105th St.	Seattle	17	2	www.caresofwa.org	X			X			
Chelan Douglas Community Action Coun	620 Lewis Street	Wenatchee	4, 9	1	www.cdcaac.org/	X	X	X				
Confederated Tribes of Colville	21 Colville St	Nespelem	10, 24	1	www.colvilletribes.com/	X	X	X	X			
Entrust Community Services	116 East Main	Goldendale	20	1	https://entrustcs.org	X	X					
Entrust Community Services	415 E Mountain View Ave	Ellensburg	19	1	https://entrustcs.org	X	X					
Entrust Community Services	520 S 7th Street	Sunnyside	3, 39	1	https://entrustcs.org	X	X					
Entrust Community Services	305 East 5th Ave	Moses Lake	13	1	https://entrustcs.org	X	X					
Entrust Community Services	501 North 2nd Street	Yakima	39	1	https://entrustcs.org	X	X					
Entrust Community Services	213 S 11th Ave	Yakima	39	1	https://entrustcs.org	X	X					
Entrust Community Services	720 W Court St	Pasco	3, 11	1	https://entrustcs.org	X	X					

(Double-click a provider or highlight a row and click the Select button to assign this provider to your chosen component)

Select

Exit/Cancel

Step 4: Send letter

BFET Provider Referral Letter

BFET Provider Referral

HOH ID: **2934003**
HOH Name: **HOMER SIMPSON**

C/O
Street 1 **9650 15TH AVE SW STE 200**
Street 2
City **SEATTLE** State **WA** Zip **98106**

You are screening this household member
Client ID: **2934003**
Name: **HOMER SIMPSON**

Client should be referred to a provider(s) for the following components:
Q2 - Supervised Job Search (SJS) or Job Skills Training (JT)
Q4 - BE (Basic Education) and ELA (English Language Acquisition)
Q5 - VE (Vocational Education) or WBL (Work Based Learning)

Supervised Job Search (SJS)
 Goodwill Olympic & Rainier Region - Longview

Job Search Training (JST)
 Goodwill Olympic & Rainier Region - Tacoma

Basic Education (BE)
 Evergreen Goodwill of Northwest WA - Bremerton

English Language Acquisition (ELA)

Vocational Education (VE)

Worked Based Learning (WBL)

Central Print Local Print

After choosing the providers for each component the client is interested in, click Send Letter.



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Date: 12/09/2022

Basic Food, Employment, and Training (BFET) Referral

CALLME ISHMAEL
203 PLUM ST
203 PLUM ST
OLYMPIA, WA 98501

Clients will receive a letter showing the BFET providers chosen during the referral process.

Dear: **CALLME ISHMAEL**

On 12/09/2022 we talked about your employment and/or training goals. We reviewed the Basic Food, Employment, and Training (BFET) providers in your area that may assist you in meeting those goals. We referred you to the agency(ies) listed below to begin the assessment process.

Supervised Job Search (SJS)

Evergreen Goodwill of Northwest WA
4209 Wheaton Way – Bremerton, WA
(360)373-3692
<https://evergreengoodwill.org/jobtrainingand>

Worked Based Learning (WBL)

People for People
40 SW Cascade Ave – Stevenson, WA
(509)379-4709
www.pfp.org

Job Search Training (JST)

People for People
40 SW Cascade Ave – Stevenson, WA
(509)379-4709
www.pfp.org

Vocational Education (VE)

Clover Park Technical College
4500 Steilacoom Blvd SW – Lakewood, WA
(253)583-8904
www.cptc.edu/workforcedevelopment

Please contact us at 1-877-501-2233 if you have any questions about this referral.

COMMUNITY SERVICES DIVISION
PO BOX 11699
TACOMA WA 98411-6699

Basic Food, Employment, and Training (BFET) Referral
DSHS 10-674 (05/2022)