## 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:

ECR - for HOMER SIMPSON - Residence CSO 44	23
Head: Go	
Client #: Pending** All Perm Verif My ECF A A.L.I. CAL QA PRP	1
Call Info: No previous call history.	
	F5 to Refresh
🔜 BC Call Scripts Scripts	ACES Online
Telephonic Signature Applications Spider TALX	I
Telephonic Signature Reviews WCAP EJAS	
Work Registrant Script	
Exit SSPS UTAE	3
	<b>—</b>
	Ne <u>w</u> Tickler
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 pons up, click on the button for	
(Work Desistant Carist	
work Registrant Script	



#### Step 2: Select Work Registrant status

R BE	Treferral and script						1
	Work Registra	nt Script					
Noti	e to Eligibility Staff:						
Polic	y requires us to review this script with Wor	k Registrants (r	10n-ABAW	D) and all	AE	AWDS	
at ap	plication, eligibility review, and when an inte	erim change ca	uses a cus	stomer's s	tatu	is to	
chan	ge to either Work Registrant (non ABAWD)	or ABAWD. R	ead the ap	propriate s	scri	pt(s) to	
the c	ustomer to offer a BFET referral and click t	he attestation b	ox stating	you have	cor	mpleted	
the p	rocess.					-	
HOL	Isenoid member selectic A Doi	uble-Click to edit	each HH n	nember			
HOP		CITENC ID	Exempt	HDHWD	wu		
						BFE1	ΓHousehold W 🗖 🗖 💌
						Client ID	).
						0.011110	
						First Nat	me
						цоме	P
						Inone	n
To he	Ip meet these work requirements we have	a Basic Food E	mploymen	t and Trai	nin	Lastina	me
pro	ram that can support your household's em	ployment or she	ort-term ed	ucational	go:	SIMD:	2014
In thi	s program, we have a wide variety of provid	ers from college	es to local a	agencies	tha	0 F.	
Man	term training opportunities and employment of our providers offer additional support so	ni services. nicos while att	onding thei	r program	_	U EXI	empt
sup	port services may include transportation, cl	othing, persona	il hygiene,	training o	r ot	O Abi	awd B
edu	cational related expenses. You can get mo	re information a	bout these	services	froi	O Wor	rk Registrant
prov	ider you choose. Would vou like discuss	BFET options?					
Tickle	Notes: Client accepts BFET C	lient declines E	FET			<u>S</u> a	we <u>C</u> ancel/Exit
	notes.				_		
						~	С
Ē	2. The 'Work Registrant Scri	pt' window	will ope	en.			
	A. Double-click on th	ne mandato	ry Worl	< Regist	tra	nt's nan	ne
	B. In the new windo	w. select th	, eir Wor	k Regis	tra	ation sta	atus.
	i 'Exempt'	to indicate	that the	e nerso	n ł	has no v	vork requirements:
	ii 'ABAWD'	to indicate	that the	nerso	n f	alls into	the ABAW/D category: or
	iii (Work Pe	distrant' to	indicate	that t	ho	norson	has work requirements
					ne	person	has work requirements,
	anu is noi	considered		4vvD.			
	For assistance see the Work R	egistration	Desk Ai	<mark>d</mark> "Baro	coc	de WR S	cript" column.
	C. After hitting 'Save	e,' your sele	ction w	ill upda	ite	the Wo	ork Registrant Script
	window with scrip	ot options r	elevant	to the	ch	oice.	



#### Step 3: Read required scripts

Ŀ	BFET referral and script					x						
	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 inte	erim change ca	uses a cus	tomer's s	tatus to							
	change to either Work Registrant (non ABAWD)	or ABAWD. R	ead the ap	propriate :	script(s)	to						
	the customer to offer a BFET referral and click t	he attestation b	ox stating	you have	complet	ed						
	the process.											
	Household member selection: Dou	uble-Click to edit	each HH n	nember								
	Client Name	Client ID	Exempt	ABAWD	Work	$\wedge$						
	HOMER SIMPSON											
				X								
				X								
Ea so th	ach script option that appears will need to be cript. Below the two scripts there is a mandate nat offers the client a BFET referral.	read to the clip ory third script	ent. Click o to be read	x on each o d to all we	one to op ork regis	en ti strant						
Ea so th	ach script option that appears will need to be cript. Below the two scripts there is a mandate nat offers the client a BFET referral.	read to the clip ory third script	ent. Click o to be read	x on each o d to all we	ne to op ork regis	pen ti strant						

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 opportunites 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: 🔽 Clier

Client accepts BFET Client declines BFET

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.'	
1	Vork Registrants are required to:	
	<ul> <li>Accept any job offer received, unless there is a good reason they can't.</li> <li>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.</li> <li>Provide information on your employment status and availability to work when asked.</li> </ul>	
	Vhat are the penalties if they don't have good cause for quitting their job or reducing their work hours?	ĺ
	<ul> <li>First time, one-month disqualification of their benefits.</li> <li>Second time, three months disqualification of their benefits.</li> <li>Third and subsequent times, six months disqualification of their benefits.</li> </ul>	
	RFFT 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	
	HOMER SIMPSON	
	HOMER SIMPSON	VD
	HOMER SIMPSON I are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV Script to the client and then click 'Exit.'	VD
	HOMER SIMPSON I are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV Script to the client and then click 'Exit.'	VD
	HOMER_SIMPSON I are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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.	VD
	HOMER SIMPSON are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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. Spend at least 80 hours each month doing one or more of the following activities:	VD
	HOMER SIMPSON are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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. 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	VD
	HOMER SIMPSON	VD
	HOMER SIMPSON  A are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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.  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.  R  Participate in a workfare program volunteering for a non-profit agency for the number of hours we assigned to them each month.	vd
	HOMER SIMPSON         I are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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.         I. Spend at least 80 hours each month doing one or more of the following activities: <ul> <li>Working,</li> <li>Participating in a state approved job or training program, like Basic Food Employment and Training (BFET), or</li> <li>Volunteering.</li> </ul> OR         2. Participate in a workfare program volunteering for a non-profit agency for the number of hours we assigned to them each month.         f 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.	VD
	HOMER SIMPSON         I are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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.         I. Spend at least 80 hours each month doing one or more of the following activities: <ul> <li>Working,</li> <li>Participating in a state approved job or training program, like Basic Food Employment and Training (BFET), or</li> <li>Volunteering.</li> </ul> OR         P. Participate in a workfare program volunteering for a non-profit agency for the number of hours we assigned to them each month.         f 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.	
	HOMER SIMPSON  A are speaking to a Work Registrant who is an ABAWD, also read the BFET ABAV 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.  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.  R  Participate in a workfare program volunteering for a non-profit agency for the number of hours we assigned to them each month.  f they drop below 80 hours a month in activities or are not able to complete the required workfare hours please inform swithin 10 days by; calling us at 1-877-501-2233, reporting at the local office, reporting online www.ashingtonconnection.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 penefits until they regain eligibility or until the end of the current three year period. f 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.	VD



#### Step 4: BFET Referral



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:

		•				0						
AU/Cases	Client	Document Tools	E-Mail	Mystery Mail	Resources	Systems	Forms FRT	Referral	s Voter's Reg	istration	Help	
ECR - f	or HOM	ER SIMPSON - Resid	lence CS	0 44				E 8	१. T Referral (	2	>	BFET Screening 🥑 3
Head		•	Go	8th/A	в			W	F Orientation			ET Communication Tickle
	1				-			N	5MA		>	BFET screen history
Client #		Pending** All	Perm V	/erif My ECR	Filter A.C	T. CAL	QA PRP	AN	/IP - Alien Med	dical	>	Employment Pipeline Referral (will generate an EPCOM tickler)
				1				FR	ED		>	
								ET	R		>	
								Ve	teran's Referra	I.		
								NE	NH History			
								Lif	eline Minutes			
		From th	ne cli	ent's ECI	R click,			Se	nd SOST Tickle	er		
								SU	PCOM		>	
		1.	'Ref	errals' ta	ab			DV	'R Referal			
		2	(E Q. T	Doforra	SP .			CC	DACH			
		۷.	EQI	Referra	11							
		3.	<b>'BFE</b>	T Screer	ning'							
					J							

#### Step 1: Open BFET Screening



## Step 2: Ask screening questions

BFET Screening		- I - <b>X</b>	
BFET So	creening and Provider Referral		
HOH Client ID: HOH Name: Food AU:	2934003 HOMER SIMPSON 4712635	History	
Household	d member selection: Double-Click to choose	e	
Client ID	Client Name	~	
	IUMER SIMPSUN	~	
TOU are screenin			
1. Are you curren • Yes	ntly seeking employment or want help finding a job? No	Ask all 5 ques which compo client's needs	tions to determine nent(s) will fit the
2. Would you be • Yes	e able to work at least 20 hours per week? ੇ No	If the client sa to #2 you will	ays yes to #1 but no not do a job
3. Are you intere C Yes	ested in any education or training? No	search/trainir client has to s	ng component. The ay yes to both #1
4. Are you intere equivalency o • Yes	ested in getting a high school diploma, high school r English as a second language (ESL) classes? ੇ No	Continue to a education cor	sk questions #3-5 for nponents.
5. Are you intere specialized tr	ested in getting a degree, or certification or other raining to increase your employability? ੇ No	Note: all mus	five questions t be asked.
You c Referral Letter	an this referral without a letter >>>> Solution of the second sec	ave ONLY ancel/Exit	



## Step 3: Select provider(s)

🔳 BFET Pr	ovider Referral Letter				
	BFET Provide	r Referral			
HOH ID:	2934003				
HOH Name:	HOMER SIMPSON				
C/0	I				
Street 1	9650 15TH AVE SW STE 200				
Street 2					
	SEATTLE		WA	98106	
	City		State	, Zip	
Cli	ent ID: 2934003 Name: HOMER SIMPSON				
	nould be referred to a provider(s) for the 2 - Supervised Job Search (SJS) or J 5 - VE (Vocational Education) or WBL	ollowing compo ob Skills Traini (Work Based I	nents: ing (JT) Learning	g)	
Superv	rised Job Search (SJS)	Based on resp	oonses t	o the five so	creening
Cho	ose	questions the	approp	riate boxes	will
Job Se	<u>arch Training (JST)</u>	highlight. Clic	k on the	Choose	buttor
Cho	ose	under each co	ompone	nt option to	pick the
<u>Basic</u>	<u>Education (BE)</u>	appropriate p	rovider.		
Cho	ose	The providers	you pic	k here will a	auto hat will ho
<u>Englis</u>	h Language Acquisition (ELA)	sent to the cli	ent.		
Cho	ose				
Vocati	onal Education (VE)				
Cho	ose				
Worke	d Based Learning (WBL)				
Cho	ose				
	Send Letter 🔽 Central Print 🔲	Local Print		Exit/Ca	ancel



#### 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.

			BFETP	rovid	der Selection							
Supervised Job Search (S	SJS) Assists participants in	n structured a	ctivities that	t help pa	articipants look for and find jobs.							
Job Search Training (JST)	) Assists participants in str	uctured activi	ties to help	particip	ants prepare for seeking and applying for e	mployn	nent					
Basic Education (BE)	sists participants obtain skills nglish, computer literacy, or c	to improve e other subjects	mployability s which provi	, which ide direo	could be high school or equivalent educati ct skill development.	onal pro	grams	, or ir	nstruc	ctional	l traini	ing in math,
English Language Acquis	ition (ELA) Assists partic	ipants who a	re English la	anguage	e learners improve skills in reading, writing	, speaki	ing and	com	prehe	ending	, the E	English language
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.												
Vork Based Learning (WE	<b>3L)</b> Assists participants in a learning opportunities	activities to in in a work env	nprove a par ironment to	ticipant gain sk	's employability by providing structured ills for a specific career field.						Re	gion 7
Vork Based Learning (WE Provider	3L) Assists participants in a learning opportunities Address	activities to in in a work env City	nprove a par ironment to County	ticipant' gain sk Reg	's employability by providing structured ills for a specific career field. <b>Website</b>	SJS	JST	BE	VE	ELA	Re.	gion 7 Service Pop
/ork Based Learning (WE	Assists participants in a learning opportunities Address 104 South M Street	activities to in in a work env City Tacoma	nprove a par ironment to County 17,23,27,34	ticipant' gain sk Reg 2,3	's employability by providing structured ills for a specific career field. <b>Website</b> https://adonaicounseling.wixsite.com/services	SJS ×	JST ×	BE	VE	ELA	Re	gion 7 Service Pop
/ork Based Learning (WE bonsi Provider troot Jobs	Assists participants in a learning opportunities Address 104 South M Street 17801 International Blvd	activities to in in a work env City Tacoma Seattle	nprove a par ironment to County 17,23,27,34 17	ticipant' gain sk Reg 2,3 2	's employability by providing structured ills for a specific career field. Website https://adonaicounseling.wixsite.com/services www.portjobs.org/ouprograms/airportjobs	SJS × ×	JST ×	BE	VE	ELA	WBL	gion 7 Service Pop
/ork Based Learning (WE	Assists participants in a learning opportunities Address 104 South M Street 17801 International Blvd 808 Washington Ave N	activities to in in a work env City Tacoma Seattle Kent	nprove a par ironment to County 17,23,27,34 17 17	ticipant' gain sk Reg 2,3 2 2 2	's employability by providing structured ills for a specific career field. Website https://adonaicourseling.wikite.com/services www.potijobs.org/ourprograms/airpotijobs https://anewaop.org	SJS × × ×	JST × ×	BE	VE	ELA	Rei WBL	gion 7 Service Pop
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Vork Based Learning (We donai irport Jobs pprenticeship & Nontraditional Employm pprenticeship & Nontraditional Employm sian Counseling & Referral Service (ACF ares of Washington	Assists participants in a learning opportunities Address 104 South M Street 17801 International Blvd 808 Washington Ave N 550 SW 7th Street 3639 Martin Luther King JR Way S 1633 N. 106h St.	City in a work env City Tacoma Seattle Kent Renton Seattle Seattle	nprove a par ironment to County 17,23,27,34 17 17 17 17 17 17 17	ticipant' gain sk 2.3 2 2 2 2 2 2 2 2 2 2 2 2 2	's employability by providing structured ills for a specific career field. Website https://adonaicounseling.wixsite.com/services www.potijobs.org/ourprograms/airportjobs https://anewaop.org https://anewaop.org https://aces.org www.caresofwa.org	× × × × × × ×	JST × × × ×	BE × ×	VE X X X	ELA	WBL	gion 7 Service Pop Refugees & Immig
Vork Based Learning (WE Provider donai inport Jobs sporenticeship & Nontraditional Employm sporenticeship & Nontraditional Employm sisain Counseling & Referral Service (ACF cares of Washington Cares of Washington	Assists participants in a learning opportunities Address 104 South M Street 17801 International Blvd 808 Washington Ave N 550 SW 7th Street 3339 Mattin Luther King JR Way S 1833 N. 105th St. 620 Lewis Street	City in a work env City Tacoma Seattle Kent Renton Seattle Seattle Seattle Wenatchee	nprove a par ironment to 17.23.27.34 17 17 17 17 17 17 17 17 17 17 4, 9	ticipant' gain sk 2,3 2 2 2 2 2 2 2 2 1	's employability by providing structured ills for a specific career field. Website https://adonaicounseling.wissle.com/services www.potipbs.org/ourprograms/airpotipbs https://anewaop.org https://acs.org www.caresofwa.org www.caresofwa.org	SJS × × × × × ×	JST × × × ×	BE × ×	<b>VE</b> × × ×	ELA	WBL	gion 7 Service Pop Refugees & Immig
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#### Step 4: Send letter

BFET Pr	ovider Referral Letter			-	Ŋ
	BFET P	rovider Referral			
HOH ID:	2934003				
HOH Name:	HOMER SIMPSON				
C/0					
Street 1	9650 15TH AVE SW STE	200			
Street 2					
	SEATTLE		WA	98106	
	City		State	Zip	
You are	screening this household mer	nber			
Cli	ent ID: 2934003				
	Name: HOMER SIMPSON				
Client s	hould be referred to a provider(	s) for the following compo	nents:		
Q	2 - Supervised Job Search (	SJS) or Job Skills Traini	ing (JT)		
Q	4 - BE (Basic Education) and	ELA (English Language	e Acquisit	ion)	
Q:	5 - VE (Vocational Education	i) or WBL (Work Based I	Learning)		
Superv	ised Job Search (SJS)				
Cho	Goodwill Olympic 8	& Rainier Region - Lor	ngview		
Job Se	arch Training (JST)				
Cho	ose Goodwill Olympic &	& Rainier Region - Tac	oma		
Basic	Education (BE)				
Cho	Evergreen Goodw	ill of Northwest WA - E	Bremerto	on	
Englis	n Language Acquisition (ELA)				
Cho	ose				
Vocati	onal Education (VE)	After choosing the pro	oviders for	r each compone	nt the client is
Cho	ose	interested in, click ser	lu Letter.		
Worke	d Based Learning (WBL)				
Cho	ose				
	Send Letter 🔽 Central	Print 🔲 Local Print		Exit/Cancel	



**BFET Referral 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)

