Updating the BFET Skill Gains & Credentials Screen

Before closing a BL, BB, BG, IA, IB, IC, EN, WN or WL component, update the BFET Skill Gains & Credentials screen when a skill or credential has been gained.

From the Client screen, click on the BFET Skill Gains & Credentials link to add skills/credentials.

NOTE: If the BFET Skill Gains and Credentials screen is not updated before the component is closed, the skill or credential cannot be captured.

For examples, please visit the Provider's Handbook chapter Case Management: Entering Skill Gains and Credentials.

Updating the BFET Skill Gains & Credentials Screen

1. Select the contractor code from the drop down menu

2. Select either the BB, BG, BL, EN, IA, IB or IC component in the drop down menu

3. Select a Skill/Credential associated to the component from the drop down menu.

4. Enter the date the Skill/Credential was received. Then click save.

NOTE: BFET Skill Gains and Credentials can be entered for clients who have an active or closed FI component. BFET Skill Gains and Credentials can be entered for up to 90 days after Basic Food Assistance has closed.

BFET Skill Gains & Credentials

Skills and credentials are specific to the accompanying components:

- **Vocational Education / English Language Acquisition (IA)**
  - Certificate
  - Degree
  - Diploma
  - English Language Acquisition

- **Vocational Education / Basic Education (IB)**
  - Basic Skills
  - General Digital Literacy
  - General Non-Credential Training
  - Secondary Education
  - Certificate
  - Degree
  - Diploma

- **Vocational Education / Basic Education / English Language Acquisition (IC)**
  - Basic Skills
  - General Digital Literacy
  - General Non-Credential Training
  - Secondary Education
  - Certificate
  - Degree
  - Diploma
  - English Language Acquisition

- **English Language Acquisition (EN)**
  - English Language Acquisition

BFET Skill Gains & Credentials

Skills and credentials are specific to the accompanying components:

- **Basic Education (BB)**
  - Basic Skills
  - General Digital Literacy
  - General Non-Credential Training
  - Secondary Education

- **Vocational Education (BG)**
  - Certificate
  - Degree
  - Diploma

- **Job Search Training (BL)**
  - Computer Training for Job Search
  - Job Search Preparation

- **Work Based Learning – Subsidized and Non-Subsidized (WL & WN)**
  - Internship
  - Pre-Apprenticeship
  - Apprenticeship
  - On-The-Job training

BFET Skill Gains & Credentials: Examples

Participant is active on BL and BG components. The participant successfully completed the BG component when they obtained their CDL, but is continuing in the BL component.

- In the client Demographics, enter the date the CDL was obtained.
- In the Skill Gains and Credentials section, select Certificate for the Vocational Education activity and enter the achievement date.
- Close the BG component with the appropriate completion code, but leave the BL open.

Participant completed Basic Education and Vocational Education activities through an IB component when they obtained their secondary education and AA degree.

- In the client Demographics, enter the date the secondary education and AA degree were obtained.
- In the Skill Gains and Credentials section, select Secondary Education for the Basic Education activity and Degree for the Vocational Education activity and enter the achievement dates for both.
- Close the IB component with the appropriate completion codes.

BFET Skill Gains & Credentials: Examples

Participant completed a year of Vocational Education but chose not to re-enroll for the next academic year.

- Because no certificate or credential was earned, do not enter a skill or credential.
- Close the component as normal.

It is not necessary for a component to close with CS for Skill Gains and Credentials to be obtained.

For example: A student is working towards a Business Management degree. Through this program, the student earned a project management certificate. The student's BFA closes prior to earning their degree, making them ineligible for BFET.

- In the client Demographics, enter the date the certificate was obtained
- In the Skill Gains and Credentials section, select Certificate for the Vocational Education activity and enter the achievement date.
- Close the BG with IC effective the date that BFA closed.

BFET Skill Gains & Credentials: Demographic Screen

When updating the BFET Skill Gains and Credentials screen with an educational achievement, the demographic screen must ALSO be updated. This data is required by FNS and helps illustrate the educational benefit of BFET.

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
AIDE, HUMANITARIAN	8117374	8117374	3	021	S	004918206	(310) 258-9874

Two Parent : No   Required Part? :   LEP : No   EA : No   [aces online] Email ID:
HOH :   Total: 000   Recip: 000   Inelig: 000   Sngl Parent W/Child(ren) < 6 : No
TANF :   BFA: Open   RCA: Refugee Months:
Total NCS Months :   000   ABAWD Status: ABAWD Non-Mandatory Participant

To update this screen, first click on the participant's name.

Then, update the Achievement Date on the participant's demographic screen.

		Refugee:	
Race:	3 - Other Asian	LEP:	No
Tribal:		ESL Level:	
Language:	EN - English	ESL Test Date:	
		Living Arrangement code:	AH - At Home
Veteran Status:			

Education Level	Achievement Date
Less than 8th grade	
8th - 12th grade, no diploma	
High School Diploma or High School Equivalency	
Adult Basic Education (ABE) certificate	
Some college, no degree	
Vocational/Technical degree or certificate	
Business degree or certificate	
Associates degree	
Bachelor's degree	
Master's degree (MA/MS) or higher (MD/PhD)	

eJAS Reports: BFET Skill Gains & Credentials

The BFET Skill Gains and Credentials History includes saved Skill Gains and Credentials with a primary sort order of most recent to oldest and includes:

- Component
- Skill/Credential
- Received Date
- Entered By (User ID, First Name, and Last Name of the person who entered the Skill Gain or Credential)
- Contractor Code
- ABAWD Status (at the time the Skill Gain or Credential was Completed)
- Education Level (at the time the Skill Gain or Credential was Completed)

Access the report by clicking on the E&T Reports link from the home screen, then clicking the BFET Skill Gains and Credentials Report

eJAS Report: BFET Skill Gains & Credentials

Select the date range, the skills or credentials you wish to see, and your contractor code. Then, select "Get Report".

eJAS Reports: ABAWD E&T Report

The ABAWD E&T report is used to track total ABAWD populations (Mandatory, Non-Mandatory, and Non-ABAWD) in the BFET program and percentages for each population that have/had an open FI component for the specified date range.

Providers may use this report to understand which of their participants have mandatory activities in order to continue receiving BFA.

Access the report by clicking on the E&T Reports link from the home screen, then clicking ABAWD E&T Report.

BASIC FOOD E&T CONTRACTOR

BFET Eligibility
What's New

E&T Reports
WorkFirst Reports

E&T Reports

- ABAWD E&T Report
- Basic Food FI Component History Report
- Basic Food CLMR Report
- BFET Auto-Enrollment Report
- BFET Skill Gains and Credentials Report
- Clients with Anticipated Employment Goal Completion Dates
- Clients with Anticipated Work-Based Learning Completion Dates
- Client Contact Report
- Component History Report
- Contractor to Contractor Referral Report
- Overdue Components/Activity End Preview
- Participant Employment Report
- Participant Reimbursements Report
- Strategies for Success Cumulative Data Report
- Strategies for Success Report

eJAS Reports: ABAWD E&T Report

Enter the "from" and "to" dates for the desired report period. Select an ABAWD definition, your contractor code(s), then select "Get Report".

A completed report will indicate how many participants are in each category.

NOTE: This information is based on the client's status at the time of enrolling into BFET. If the status has changed, it will not display in the report. For the most up-to-date information, refer to the participant's demographic screen.