

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.

The screenshot shows a client profile for ADAMS, EVAN. The top section contains client details: Name (ADAMS, EVAN), JAS Id (2879184), ACES Id (2879184), Reg (1), CSO (003), Two Parent (Yes), Required Part?, LEP (No), EA (No), Total (002), Recip (002), Inelig (000), HOH (ADAMS, EVAN), TANF (Closed 12/01/2012), BFA (Open), ABAWD Status (Non-ABAWD), and RCA. Below this is a list of navigation links: Component/IRP Information, Employment Information, Client Notes, Payments, Sanction Review, Client Monthly Participation, Comprehensive Evaluation, LEP Updates, ACES Online, and ORIA Program Summary. A blue arrow points from the left side of the page to the 'Screening/Evaluation' section, which includes the link 'BFET Skill Gains and Credentials' (highlighted in red), Referrals, and Strategies For Success. A tooltip box is visible over the 'BFET Skill Gains and Credentials' link, containing the text 'Click here to view/update BFET Skill Gains and Credentials.' There is also a link 'Click here to view Workers associated with this Client.' above the navigation links.

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

The screenshot shows a web application interface for updating BFET Skill Gains and Credentials. At the top, there are navigation buttons for 'Home', 'Main', and 'Help'. Below this is a header section with the following information:

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
ADAMS, EVAN	2879184	2879184	1	003	\$	004490752	

Below the header, there are several status fields:

- Two Parent : [Yes](#)
- Required Part? :
- LEP : No
- EA : No
- ace online
- Email ID:
- HOH : ADAMS, EVAN
- Total: 002
- Recip: 002
- Inelig: 000
- Sngl Parent W/Child(ren) < 6 : No
- TANF : Closed 12/01/2012
- BFA: Open
- RCA:
- Refugee Months:
- Total NCS Months : 000
- ABAWD Status: Non-ABAWD

The main section is titled 'BFET Skill Gains and Credentials'. Below this title is a form with the following fields:

Enter new skill or credential:

Contractor Code: Component: Skill/Credential: Received Date: Save

Below the form, there is a message: 'The client does not have any skills or credentials.'

Numbered arrows indicate the following steps:

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.

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.

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

The screenshot displays the user interface for a 'BASIC FOOD E&T CONTRACTOR'. At the top, the title 'BASIC FOOD E&T CONTRACTOR' is centered. Below the title, there are two columns of links: 'BFET Eligibility' and 'What's New' on the left, and 'E&T Reports' and 'WorkFirst Reports' on the right. A red arrow points from the 'E&T Reports' link in the top navigation area down to a list of reports in a lower section. This list, titled 'E&T Reports', includes various report names such as 'ABAWD E&T Report', 'Basic Food FI Component History Report', and 'BFET Skill Gains and Credentials Report'. The 'BFET Skill Gains and Credentials Report' is highlighted in red. A 'Home' button is visible at the top right and bottom center of the interface.

eJAS Report: BFET Skill Gains & Credentials

BFET Skill Gains and Credentials Report Selection

From Date: To Date: <- Reset dates

Skill/Credential Selection:

- Basic Skills
- Certificate
- Computer Training for Job Search
- Degree
- Diploma
- General Digital Literacy
- General Non-Credential Training
- Job Search Preparation
- Secondary Education (HS Diploma or HS Equivalency)

Contractor Selection:
[Select All](#) [Un-Select All](#)

Select	Contractor	Description
<input type="checkbox"/>	28F	BELLEVUE COMM COLLEGE BFET
<input type="checkbox"/>	28G	GREEN RIVER COMMUNITY COLLEGE BFET

Name	Component	Skill/Credential
RESTAURANT , INSIDE	BL	Computer Training for Job Search
LARGE , BY	BG	Certificate
BOOKER , JOSEPH	BB	Basic Skills
BOOKER , JOSEPH	BB	General Digital Literacy
ATTENTION , PAYING	BB	Basic Skills
CRIMEA , REGION	BG	Diploma
AIDE , HUMANITARIAN	BG	Certificate
GOODE , PRETTY	BB	General Digital Literacy
RESTAURANT , INSIDE	BG	Certificate
BOOKER , JOSEPH	BB	Basic Skills
CANCELLING , GOODWITH	BB	Secondary Education (HS Diploma or HS Equivalency)
CANCELLING , GOODWITH	BB	Certificate
NUTS , GROUND	BL	Computer Training for Job Search
RIGHTS , PARENTAL	BB	General Non-Credential Training
RESTAURANT , INSIDE	BB	General Non-Credential Training
COVID , POST	BL	Computer Training for Job Search
COURT , SUPER	BG	Certificate
CRUZE , HYPE	BG	Diploma
SPREAD-SUPPORT , WIDE	BB	Basic Skills
SPREAD-SUPPORT , WIDE	BB	Basic Skills
NITE , LASTE	BG	Certificate
STATION , TRAIN	BL	Computer Training for Job Search
NITE , LASTE	BG	Certificate

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.



eJAS Reports: ABAWD E&T Report

ABAWD E&T Report Selection

1  From Date: To Date: <- [Reset dates](#)

2  **ABAWD Definition:**
 Mandatory
 Non-Mandatory
 Non-ABAWD

Contractor Selection:
[Select All](#) [Un-Select All](#)

Select	Contractor	Description
<input type="checkbox"/>	2BF	BELLEVUE COMM COLLEGE BFET
<input type="checkbox"/>	2BG	GREEN RIVER COMMUNITY COLLEGE BFET
<input type="checkbox"/>	2BH	BELLINGHAM TECH COLLEGE BFET
<input type="checkbox"/>	2BJ	SHORELINE COMMUNITY COLLEGE BFET
<input type="checkbox"/>	2BL	NORTH SEATTLE COMMUNITY COLLEGE REG 2 BFET
<input type="checkbox"/>	2BN	FARESTART FS REG 2 BFET
<input type="checkbox"/>	3EC	BFET EVERETT CC
<input type="checkbox"/>	4SC	BFET SEATTLE CENTRAL CC
<input type="checkbox"/>	6AA	SEATTLE JOBS INITIATIVE BFET

3   4 **Get 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.

Name	ABAWD Definition
	Non-ABAWD
	Non-ABAWD
	Non-ABAWD
	Non-ABAWD

BFET Participants		115
ABAWD	0	0 %
Mandatory	0	0 %
Non-Mandatory	0	0 %
Non-ABAWD	115	100 %

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.