This is the procedure Child Care staff follow when verifying BFET school activity.

For consumers participating in school activities for BFET
According to WAC 170-290-0012(5)(d), Child Care staff is required to verify school schedules.

BFET participants do not have Individual Responsibility Plans (IRPs). A combination of the component(s) and eJAS notes can be used to verify a consumer's activity and hours.

If a BFET participant is approved by the BFET program to participate in school, the days and times noted in the eJAS notes by a school contractor is sufficient verification of schedule. No additional school verification is required.

Component hours may differ from the schedule listed in the notes due to differences in the way that school hours are documented for the program. BFET contractors enter the quarter/semester hours in the components and the *actual* hours in the notes. In these cases, the information available in the notes is sufficient to authorize care for the schedule noted without requiring the actual hours in the component.

Once the consumer is eligible for a school activity, the consumer is then eligible for up to 10 hours of study time upon their request or when written in their eJAS notes.

For example:

Component	Start Date	Hours	Scheduled End
VE VOCATIONAL EDUCATION	01/03/2012	13	12/12/2012

Contr Code	Contractor Name	Scheduled Start	Scheduled End
4SC	4SC BFET SEATTLE CENTRAL CC	01/03/2012	12/12/2012

Notes
Customer Contact Ongoing Observation
TANYA⬛⬛⬛ Seattle Central R4 10/01/2012 10:10:23
John D is in classes: Daily 8am-9am, M/W from 9am-10am, Tues-Fri from 11am-12pm, M from 11am-1pm and on Fridays from 10/5-11/2 from 10am-1pm

Even though the component shows 13 hours in the above example, the eJAS notes from the school on 10/1/12 confirm the *actual* schedule adding up to 16 hours of school per week from 10/5-11/2. The days and times noted on 10/1/12 by the Seattle Central contractor is verification of the school schedule. No further school verification needs to be requested, nor required.

DSHS Child Care Formula
- DSHS uses the following formula to determine hours/month of eligibility: hours/week X 4.3 = total eligibility.
- A student is eligible for full-time childcare when DSHS determines that the student is in 110 hours/month of approved activity (WAC 170-290-0190[1][b]). Therefore, 25.6 hours/week of approved activity are required for a student to be eligible for full-time childcare. Full-time childcare is considered to be 5.5 hours/day (WAC 170-290-0190[1][c]).
  - If a student is determined to need part-time childcare, they are eligible for 5 hours/day (WAC 170-290-0190[1][c]).
  - Over 10 hours/day is considered overtime (WAC 170-290-0190[3]).

Additional Eligibility
- A student is allowed a maximum of 10 hours/week for homework and study (WAC 170-290-0040[5]).
- A student is allowed a total of 1 hour/day, or a maximum of 5 hours/week for travel.
- Gap Coverage: WAC 170-290-0055 governs receipt of childcare benefits when a participant is not engaged in approved activities, e.g., school breaks. There are some detailed guidelines that address a 14-day wait period and a 28-day gap period.
  - When documenting the need for gap coverage, please include the following information:
    - The activity the ended
    - The date the activity ended
    - The date the activity will start again

Best Practice
When documenting a BFET participant's schedule in eJAS notes, include the following information:
- Activity (school, job search, job training, etc.)
- Hours of participation (ex: 32 hours per week)
- Exact days and times of the activity (ex: M-F 8 am – 5 pm)
- Travel time (ex: 1 hour before and after school for bus travel)
- Study time up to 10 hours per week (ex: student needs study time M-F 12 pm – 2 pm)
- Location of where online classes are completed (ex: online class is completed at the school library)
- Example:
  Judy will be participating in the BFET program for F13 with dates of 9/23/13 - 12/12/13. She is enrolled in the Business Technology program. Her class schedule requires 14 hours/week according to the following schedule: ACCT 113 MTWTh 10-10:50am, BTECH 131 MTWThF 1-1:50pm and CIS 125(a 5cr hybrid class meeting 4 times/qtr and 5 hrs/wk online, to be done in a college computer lab). Additional childcare time of 10 hours/week of study time and 5 hours/week of travel are requested.

You will help facilitate more timely child care eligibility determination and approval by documenting these items in your eJAS notes.