



Tuesday
March 15, 2022
9:00 am – 11:00 pm

Quarterly Meeting Notes

Program Updates

Disclaimer – there will be more clarification coming as FNS communicates with BFET.....more to come, we wanted to give a heads-up on all the things that will be rolling out.

NOTES:

Bessie – Making sure the client is the best fit for your program

Look at eligibility. Make sure that the clients can work 20 hours a week or more, and if a client comes into your program, and there's a component that you don't serve then you know it's Okay, to collaborate with other providers in your area, and get them referred over to a different provider that could serve them in their with their needs.

*Remember to look at the handbook.

Felicia – Life Skills (SL) – we want to count all the life skills happening within a clients journey with your agency. This could be one-on-one in case management, or a class. Refer to the handbook for the definition and if you have further questions send your question to SWBFETPolicy@dshs.wa.gov. Previous years it was part of Governor Inslee's requirements and now FNS. We have a request to get Life Skills component into the E&T Component History report in eJAS.

The Life Skills being open 90-days as a max time, to trigger the case manager to review and make sure this is where the client should be. At that time you can update the component. SL.

Resources shared in chat:

[FDIC: Money Smart - A Financial Education Program](#)

How Money Smart Are You: <https://playmoneysmart.fdic>

Please feel free to reach out to Ashley.Mai@dshs.wa.gov for a Life Skills tool/curriculum created by ReWA with BFET 100% Funding

Bessie – Performance goals. If you have any questions you can write into the program manager or SWBFETPolicy@dshs.wa.gov. The Employment count could be off a little, if the employment screen is not updated in eJAS. This is really important.

Felicia – this is just a tool we provide and it goes to the point of contact for the agency. It often is the person who is signing the contract. If you are wondering who gets this report in your agency– check internally with your BFET team. State Board sends each college report to the college directors.

Bessie -- The goal is to meet 85% of your Performance goals. If your agency puts in a budget amendment, to reduce or increase your performance goals in one of the quarters, this report will be updated to reflect any amendments that come through for your agency.

There's a question in the chat about “who receives the report?” So each BFET agency provides us with 3 points of contact at the beginning of the program year, and updates it throughout the year. Because this is how BFET messages We message to 3 people per agency, and those 3 people are responsible to disseminate throughout their agency if needed. So generally for sure one person out of the 3 is usually the contract signer. So whoever might be signing the contract at your agency oftentimes there's a management, middle management, supervisor, and sometimes it's a case manager, so if you're wondering who it is at your agency. You might need to talk within your BFET team. And I see a note from Kathi Medcalf from State Board. For all of the colleges here, your reports are sent to the directors. So if you're not sure where this report goes check internally, and it might be something that oftentimes these are shared or discuss during team meetings.

Barb – Reminder of Outreach & Marketing in the handbook. This is in the Provider Handbook, under program framework. It is important and a required activity. It increases enrollment and participant engagement. Printed language must contain the USDA Non-Discrimination language.

Bessie – Affidavit of lost or missing receipts.

We created a sample for you to use. If you have created one at your agency – just make sure it has all the information needed for fiscal monitoring. We have a copy on our BFET webpage under Client Interactions.

<https://www.dshs.wa.gov/sites/default/files/ESA/csd/documents/BFET/SAMPLE%20Affidavit%20Missing%20Receipt%20Template.docx>

Dave – Work Registration and referral update – High-level overview -- we are working on the requirements from FNS related to the 2018 farm Bill and the final rule that came out last year and how to implement the changes. Washington is a voluntary state, so we have some flexibility. We must screen, provide information on BFET services and offer to refer the client to BFET. We are waiting on additional direction and guidance from FNS.

Screening – our staff will identify participant’s needs and how to get them to the BFET program. We are trying to find the best, most efficient way possible. This does mean referrals will increase to your agencies. We will be seeking your ideas as we get closer to an implementation of the changes. This is the final step of the final rule in the farm bill. This will be a long term project and things will roll out as eJAS is updated. No estimated timeframes at this time.

Felicia & Melissa – WBL (Work Based Learning) Shout out to everyone on the workgroup. This is our basic draft and sitting with FNS for approval. This will be finalized by Oct 1st, FFY23.

Definition

- Improve a participant’s employability.
- Includes the opportunity to gain specific skills, in a given career field,
- Align with a curriculum or written training plan, with stated specific training objectives.
- Provide structured learning opportunities. Follow a documented path that leads to unsubsidized employment.
- Follows wage and labor requirements
- Limitation of activity, up to six (6) months
- One (1) WBL activity per participant, per Federal Fiscal year, to align with BFET contract dates

Purpose -

WBL activities must be designed and administered to improve the employability of E&T participants through actual work experience, training, or both, and to enable individuals employed or trained under such programs to move promptly into regular, unsubsidized public or private employment.

All WBL activities that a BFET participant is engaged in, subsidized by BFET or subsidized by other programs, must be entered into the eJAS system.

Best fit for WBL –

- “Move promptly into employment”
- Major employment barriers have been removed or addressed with a clear plan to support the employment
- May need JT or SL first or any other BFET activities to help them be work ready.

Activities in WBL -

Subsidized by BFET or Unsubsidized – not subsidized by BFET

Subsidized WBL - 50/50 BFET reimbursement for all allowable expenses – Which could include: wages for the participant for time in the WBL activities, administrative costs (payroll taxes paid by employer, workers’ comp, and costs associated with training and administering the program) and PR for participant

Unsubsidized or “not subsidized by BFET” - only 50/50 BFET reimbursement for PR. **wages and administrative expense may be paid by another program or through funds not eligible for BFET match**

Activities:

Internship

Pre-Apprenticeship

Apprenticeship

On-the-job training

Felicia – we are working on the budget template with fiscal right now. We are starting WBL smaller to implement and work out the “kinks”. What works well, what does not and working with FNS requirements. We have created a participant agreement and several other forms...how WBL will affect the food benefits.

Model – Employer of Record is the BFET Provider

- Cost per client is going to be addressed with BFET Fiscal, no details on what it’s going to look like or how it will calculate

- Many BFET providers have existing services or experience in WBL activities and will be working to integrate BFET requirements. Providers will be considering match sources and determining if they can expand their numbers served with BFET WBL

Next steps:

Melissa – You can start thinking about if your agency is a good fit and interested. We will have meetings in May to dive into more WBL.

Thank you to work group!

- Training for Providers – share workgroup procedures and training
- Training for Providers – 3/15 Quarterly. Application Info session in May. After info session, a 2nd meeting in May for WBL Q&A. And once we know which providers are approved for WBL, a separate meeting to walk thru WBL, possibly in September

Dave – English Language Acquisition (ELA) FNS is separating this out and it will be its stand-alone component. Workgroup came up with this description. After we get a response from FNS – we will send this out for review.

- Removing ELA, or ESL, from Basic Education (BE) component
- Required change from FNS

ELA activity, including English as a Second Language (ESL), assists individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language that leads to:

- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment.

**Proposed language for ELA only. This is not final.*

Dave - Integrated Education and Training (IET)

- New component for integrated education pathways
- Ability to combine Vocational (VE), Basic Education (BE) and/or ELA

IET activity provides Basic Education and/or ELA activities concurrently and contextually with Vocational Education activities for a specific occupation for the purpose of educational and career advancement.

**Proposed language for IET only. This is not final.*

Bessie – BFET Forum is June 7-9pm and 9am – 3pm virtually – save the date went out last week.

Kathi - For the colleges the save the date is in CANVAS.

Felicia – FFY23 Application Process We will be releasing the application in May. There will be an application info session. And the application will be due 30 days after they are sent out so they will be due in June. Quick turn round.

Operations Updates:

Dave: Good job on case documentation with a few tweaks, we could be at 95%!

An error that persisted through quarter 1 is missing job log documentation for JS components:

This is a new requirement for FFY 2022, so the error is expected. The documentation requirement for JS component is on the screen. There are 3 elements required in the monthly case note. They are (*read them on the screen*). It is important that all 3 items are addressed in the client notes each month.

- These 3 elements are required when the job search log is submitted. However, there may be situations when the job search log is not submitted. You cannot document items 1 or 2, but you can document item 3. If this happens, it is important to document that the participant did not submit a job search log and the follow up plans.

Please contact BFET Operations team for assistance.

eJAS Participant Reimbursement Types

We are receiving questions about how to use the Matching eJAS PR Types in the BFET Provider Handbook. This purpose of this chapter is to assist in entering the PRs into eJAS. It is not policy, but a desk aid or workaround.

Please contact BFET Operations team for assistance.

Fiscal – Justin

1st Qtr A19s/invoices are DUE

Fiscal meeting is the 17th and would like all the fiscal staff to attend

Ashley - ORIA updates

Pathways to Resettlement for Afghan Arrivals

1. Refugee Resettlement Agencies
2. State Afghan Placement and Assistance (SAPA)
3. Community Sponsorship
4. Voluntary Departures

Washington State Arrivals: Refugee, Special Immigrant Visa (SIV) and Afghan Placement and Assistance (APA) Arrivals

- 154 SIV
- 286 Refugee
- 2856 Afghan Placement and Assistance

Switchboard (Switchboard@Rescue.org)

Understanding and Accessing Department of Labor-funded Employment and Training Programs for New Arrivals

Wednesday, March 30, 1:00-2:30PM ET

[Webinar Registration – Zoom](#)

<https://lirs-org.zoom.us/webinar/register/WNg26oHQUvQQiZxNaVE5fSmw?mccid=ed484fb2e9&mceid=5c1760babd>

Best Practices - BR and financial empowerment training (FET) and PR – OPPCO – Yarrow

NOTES:

Opportunity Council is designing BFET participation around the goals of the participant. They tailor their discussions based upon what the need. This method of working with the participant sparked another agency to reach out and mentor together, sharing information and materials. This partnership also gave Opportunity Council some ideas!

yarrow_greer@oppc.org

Welcome to our new providers!

1. Yakama Nation
2. Seattle King WDC

NOTES:

1. Welcome to both providers and you will be able to find them on our website and will be in the new brochure coming soon.

LPA

Jenny Grayum and Melissa Kenney

NOTES:

LPAs are statewide. They are meeting virtually and communicating, regularly. They are developing and executing a Strategic Plan and collaborating to better serve families in need in their communities.

