



Developmental Disabilities
Administration ADSA Web Access
(AWA) Job Foundation Billing
Questions & Answers

Q: Where do I upload and post billings for Job Foundation?

A: All billings associated with Job Foundation are uploaded and posted under the “other monthly costs” screen, under the Billing tab.



The screenshot displays the AWA COUNTY software interface. At the top, there is a navigation bar with tabs for 'Work List', 'Tickler', 'Client', 'Billing', 'Providers', 'Data Transfer', and 'Reports'. A black arrow points to the 'Billing' tab. Below the navigation bar, the 'Current Activities' section is visible, with a sub-tab for 'Billing Statements'. The main content area shows a list titled 'Other Monthly Costs - Unbilled' with a 'List' button. A black arrow points to an 'Add' button in the bottom right corner of the list area.



Q: What are the Job Foundation Categories in AWA?

A: 13 Job Foundation Administration; 95 Job Foundation Report; 97 Job Foundation Info/Ed.; 98 JF Job Outcome Payment; and 99 JF 10-Hour Outcome Payment

Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount | BARS | Description | Amount |
|------|----------------------------|--------|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | | 92 | ADMIN INFRASTRUCTURE | |
| 12 | PASRR ADMIN. | | 93 | AGENCY START-UP | |
| 13 | JOB FOUNDATION ADMIN. | | 94 | PARTNERSHIP | |
| 14 | JOB FOUNDATION ADMIN. OSPI | | 95 | JOB FOUNDATION REPORT | |
| 31 | STAFF TRAIN. | | 96 | JOB FOUNDATION REPORT OSPI | |
| 32 | BOARD TRAIN. | | 97 | JOB FOUNDATION INFO/ED | |
| 41 | INFO/ED. ACT. | | 98 | JF JOB OUTCOME PAYMENT | |
| | | | 99 | JF 10-HOUR OUTCOME PAYMENT | |

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Q: Do I bill for Job Foundation reports and administration that are funded by DDA (13 and 95) or OSPI (14 and 96)?

A: All participating counties should bill for Job Foundation reports and administration (13 and 95) funded by DDA

OSPI is no longer funding Job Foundation, their funding was only supported through the four years of the pilot.

Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount | BARS | Description | Amount |
|------|----------------------------|--------|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | | 92 | ADMIN INFASTRUCTURE | |
| 12 | PASRR ADMIN. | | 93 | AGENCY START-UP | |
| 13 | JOB FOUNDATION ADMIN. | | 94 | PARTNERSHIP | |
| 14 | JOB FOUNDATION ADMIN. OSPI | | 95 | JOB FOUNDATION REPORT | |
| 31 | STAFF TRAIN. | | 96 | JOB FOUNDATION REPORT OSPI | |
| 32 | BOARD TRAIN. | | 97 | JOB FOUNDATION INFO/ED | |
| 41 | INFO/ED. ACT. | | 98 | JF JOB OUTCOME PAYMENT | |
| | | | 99 | JF 10-HOUR OUTCOME PAYMENT | |

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Q: How much do I bill for administration for Job Foundation?

A: 10% of the total costs associated with Job Foundation Reports. Please report these funds in BARS category 13.

Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount |
|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | |
| 12 | PASRR ADMIN. | |
| 13 | JOB FOUNDATION ADMIN. | |
| 14 | JOB FOUNDATION ADMIN. OSPI | |
| 31 | STAFF TRAIN. | |
| 32 | BOARD TRAIN. | |
| 41 | INFO/ED. ACT. | |

| BARS | Description | Amount |
|------|----------------------------|--------|
| 92 | ADMIN INFASTRUCTURE | |
| 93 | AGENCY START-UP | |
| 94 | PARTNERSHIP | |
| 95 | JOB FOUNDATION REPORT | |
| 96 | JOB FOUNDATION REPORT OSPI | |
| 97 | JOB FOUNDATION INFO/ED | |
| 98 | JF JOB OUTCOME PAYMENT | |
| 99 | JF 10-HOUR OUTCOME PAYMENT | |

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Q: How do I access Job Foundation Info/Ed (97)?

A: Job Foundation Info/Ed (97) is solely funded by DDA. All counties bill for Info/Ed activities related to Job Foundation on BARS category 97. Participating counties have an allotment specific to Job Foundation Info/Ed in their contracts.

Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount | | BARS | Description | Amount | |
|------|----------------------------|--------|--|------|----------------------------|--------|--|
| 11 | COUNTY ADMIN. | | | 92 | ADMIN INFRASTRUCTURE | | |
| 12 | PASRR ADMIN. | | | 93 | AGENCY START-UP | | |
| 13 | JOB FOUNDATION ADMIN. | | | 94 | PARTNERSHIP | | |
| 14 | JOB FOUNDATION ADMIN. OSPI | | | 95 | JOB FOUNDATION REPORT | | |
| 31 | STAFF TRAIN. | | | 96 | JOB FOUNDATION REPORT OSPI | | |
| 32 | BOARD TRAIN. | | | 97 | JOB FOUNDATION INFO/ED | | |
| 41 | INFO/ED. ACT. | | | 98 | JF JOB OUTCOME PAYMENT | | |
| | | | | 99 | JF 10-HOUR OUTCOME PAYMENT | | |



Q: How do I access Job Foundation Outcome Payment(s) (98)?

A: Job Foundation Job Outcome Payment - Enter the Job Foundation outcome payment paid for high acuity clients who entered service with a job between July 1 – June 30. This should be consistent with the Job Foundation Outcome Payment Table. BARS category 98.

Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount | BARS | Description | Amount |
|------|----------------------------|--------|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | | 92 | ADMIN INFRASTRUCTURE | |
| 12 | PASRR ADMIN. | | 93 | AGENCY START-UP | |
| 13 | JOB FOUNDATION ADMIN. | | 94 | PARTNERSHIP | |
| 14 | JOB FOUNDATION ADMIN. OSPI | | 95 | JOB FOUNDATION REPORT | |
| 31 | STAFF TRAIN. | | 96 | JOB FOUNDATION REPORT OSPI | |
| 32 | BOARD TRAIN. | | 97 | JOB FOUNDATION INFO/ED | |
| 41 | INFO/ED. ACT. | | 98 | JF JOB OUTCOME PAYMENT | |
| | | | 99 | JF 10-HOUR OUTCOME PAYMENT | |

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Q: How do I access Job Foundation Outcome Payment(s) (99)?

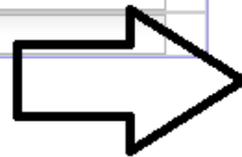
A: Job Foundation 10+ Hour Job Outcome Payment - Enter the Job Foundation outcome payment paid for high acuity clients who reported 10+ weekly paid work hours between July 1 and June 30. This should be consistent with the Job Foundation Outcome Payment Table.

Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount |
|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | |
| 12 | PASRR ADMIN. | |
| 13 | JOB FOUNDATION ADMIN. | |
| 14 | JOB FOUNDATION ADMIN. OSPI | |
| 31 | STAFF TRAIN. | |
| 32 | BOARD TRAIN. | |
| 41 | INFO/ED. ACT. | |

| BARS | Description | Amount |
|------|----------------------------|--------|
| 92 | ADMIN INFASTRUCTURE | |
| 93 | AGENCY START-UP | |
| 94 | PARTNERSHIP | |
| 95 | JOB FOUNDATION REPORT | |
| 96 | JOB FOUNDATION REPORT OSPI | |
| 97 | JOB FOUNDATION INFO/ED | |
| 98 | JF JOB OUTCOME PAYMENT | |
| 99 | JF 10-HOUR OUTCOME PAYMENT | |



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Job Foundation Outcome Payment Table for Clients with High Acuity

| Date range for job placement | Outcome Payment Amount |
|---|--|
| July 1 st – September 30 th | \$1,500 Provider is eligible for an additional payment of \$1,000 if client paid hours are \geq 10 hours/week |
| October 1 st – December 31 st | \$1,000 Provider is eligible for an additional payment of \$1,000 if client paid hours are \geq 10 hours/week |
| January 1 st – March 31 st | \$500 Provider is eligible for an additional payment of \$1,000 if client paid hours are \geq 10 hours/week |
| April 1 st - June 30 th | \$250 Provider is eligible for an additional payment of \$1,000 if client paid hours are \geq 10 hours/week |

Please note a current County Service Authorization for Individual Employment must be in place prior to outcome payment



All High Acuity transition students who have had an outcome bonus billed must have their job information entered into the AWA Individual Employment billing spreadsheet.

| Client County | Provider Name | Client ADSA Id | Client Last Name | Client First Name | Employer Name | Job Code | Start Date | End Date | Medical Insurance | Dental Insurance | Paid Leave | Retirement | Last Employment Update |
|---------------|---------------|----------------|------------------|-------------------|---------------|----------|------------|----------|-------------------|------------------|------------|------------|------------------------|
| My County | My Provider | | 0Last Name | First Name | Best Job Ever | JT11 | 7/5/2025 | | N | N | N | N | |



The individual client Individual Employment billing spreadsheet is where the county will document the outcome payment for each individual.

| Client Hours Paid | Client Community Assessment Hours | Client Pathway Hours Other | Gross Wages | Provider Staff Hours | Job Prep | Job Development | Job Coaching | Record Keeping | Input Error | Client Employment Acuity | JF Job Outcome Payment | JF 10+ Hr Job Outcome Payment |
|-------------------|-----------------------------------|----------------------------|-------------|----------------------|----------|-----------------|--------------|----------------|-------------|--------------------------|------------------------|-------------------------------|
| 45 | 0 | 4 | \$900 | 22 | 0.5 | 0 | 20 | 0 | 0 | High | \$1500.00 | \$1000.00 |

Q: Can I bill for a Job Foundation Report that scores less than satisfactory using the [Job Foundation Quality Review Tool](#)?

A: No. All plans must score satisfactory or higher or a county cannot bill the state for reimbursement. Counties should work with providers to improve the plans to achieve a satisfactory or higher score for reimbursement from the state.

SCORING Guide

| | | | |
|----------------|------------------------|----------------------|-----------------------|
| Excellent = 27 | Above Standard = 22-26 | Satisfactory = 18-21 | Unsatisfactory = 0-17 |
|----------------|------------------------|----------------------|-----------------------|

Q: When do I bill for the completed Job Foundation Reports?

A: All reports must be billed in the service month they were reviewed, scored and finalized.

Q: Who do I send completed Job Foundation Reports and Job Foundation Quality Review Tools to at DDA?

***All reports must be completed and emailed to DDA by June 30th of the fiscal year.**

A: Please send completed Job Foundation Reports and Job Foundation Quality Review Tools to DDAJobFoundationReports@dshs.wa.gov

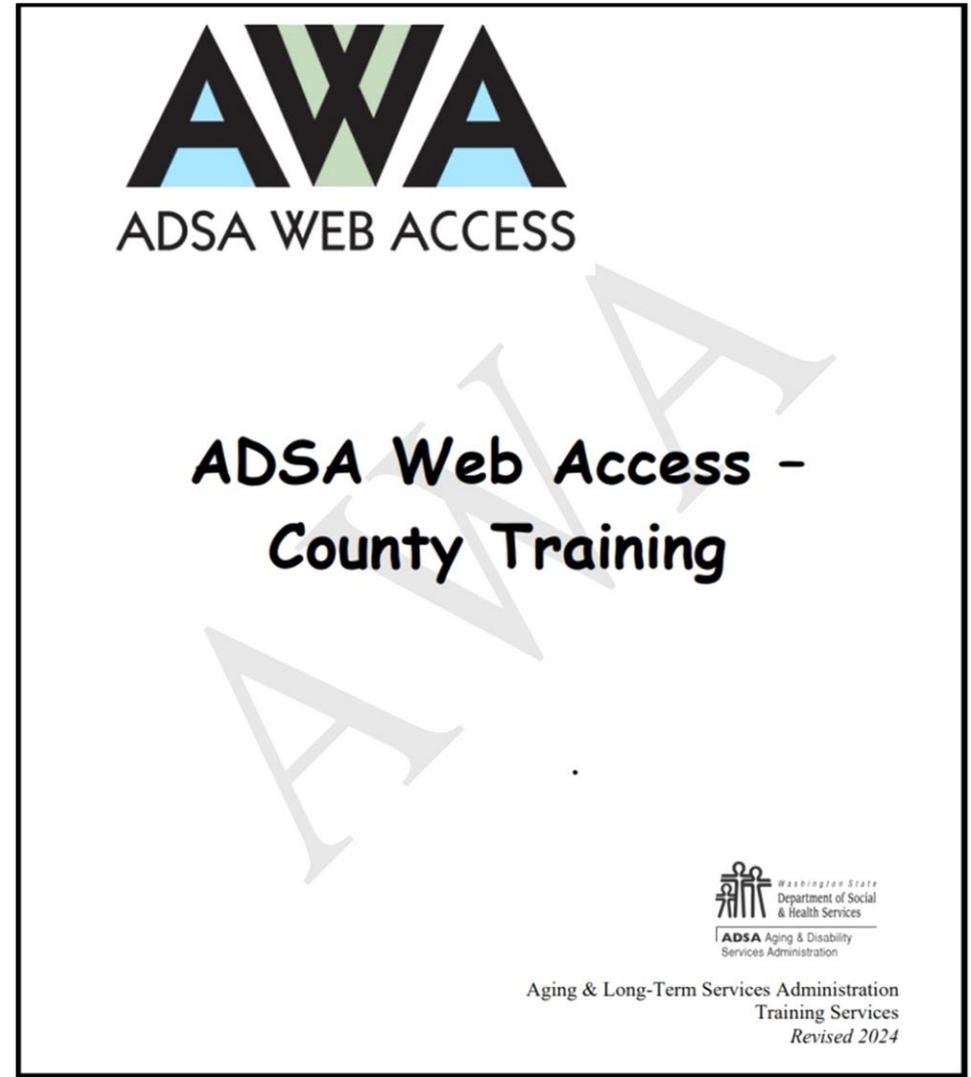
Q: Can I bill for an incomplete Job Foundation Report?

A: It depends. The expectation is that the county would review this on an individual basis. It may make sense to do a partial payment if the provider is unable to complete the report for circumstances beyond their control. For guidance or support please reach out to your Regional Employment Specialist.

- Region 1 South – Carrie Bayha,
Carrie.Bayha@dshs.wa.gov
- Region 1 North – Dala Rice,
Dala.Rice@dshs.wa.gov
- Region 2 King – Stephanie Jones,
stephanie.jones2@dshs.wa.gov
- Region 2 North – Janel Hammar-Erickson,
Janel.Hammar-Erickson@dshs.wa.gov
- Region 3 – David Money,
David.Money@dshs.wa.gov
- Region 3 – Kathleen Gregg,
kathleen.gregg@dshs.wa.gov

Q: How do I correct a mistake in my Job Foundation billing that I have already posted?

A: Please see page 50 of the [AWA User Training Manual](#) for direction on how to correct an indirect service billing record.



Add Cost Billing Dialog

Service Year/Month:*

| BARS | Description | Amount |
|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | |
| 12 | PASRR ADMIN. | |
| 13 | JOB FOUNDATION ADMIN. | 900 |
| 14 | JOB FOUNDATION ADMIN. OSPI | |
| 31 | STAFF TRAIN. | |
| 32 | BOARD TRAIN. | |
| 41 | INFO/ED. ACT. | |

| BARS | Description | Amount |
|------|----------------------------|--------|
| 92 | ADMIN INFASTRUCTURE | |
| 93 | AGENCY START-UP | |
| 94 | PARTNERSHIP | |
| 95 | JOB FOUNDATION REPORT | 9,000 |
| 96 | JOB FOUNDATION REPORT OSPI | |
| 97 | JOB FOUNDATION INFO/ED | 1,000 |
| 98 | JF JOB OUTCOME PAYMENT | |
| 99 | JF 10-HOUR OUTCOME PAYMENT | |

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\$900 is 10% of the \$9000 related to Job Foundation reports. Admin is only applied to Job Foundation reports.

\$9000 represents 3 completed Job Foundation Reports at \$3000 each. The \$1,000 is for info/ed activities related to Job Foundations (must have evidence of cost incurred). The total amount of Job Foundations activities for the county is \$10,900.



In this scenario the county under billed Job Foundation (JF) Reports by \$1,000, JF Admin \$100 for service month and year June 2025. The County originally billed \$2,000 for Job Foundation Reports.

Add Cost Billing Dialog

Service Year/Month:*
202506

| BARS | Description | Amount |
|------|----------------------------|--------|
| 11 | COUNTY ADMIN. | |
| 12 | PASRR ADMIN. | |
| 13 | JOB FOUNDATION ADMIN. | 100 |
| 14 | JOB FOUNDATION ADMIN. OSPI | |
| 31 | STAFF TRAIN. | |
| 32 | BOARD TRAIN. | |
| 41 | INFO/ED. ACT. | |

| BARS | Description | Amount |
|------|----------------------------|--------|
| 92 | ADMIN INFASTRUCTURE | |
| 93 | AGENCY START-UP | |
| 94 | PARTNERSHIP | |
| 95 | JOB FOUNDATION REPORT | 1,000 |
| 96 | JOB FOUNDATION REPORT OSPI | |
| 97 | JOB FOUNDATION INFO/ED | |
| 98 | JF JOB OUTCOME PAYMENT | |
| 99 | JF 10-HOUR OUTCOME PAYMENT | |

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\$100 is the additional 10% admin the county is owed based on the new Job Foundation Report costs. The county originally billed: \$2200 (10% = \$300 and corrected to \$3300 (10% = \$300). \$300-\$200 = \$100.

The county under billed \$1000 for Job Foundation Reports so \$1000 should be added into category 95. This will bring the total to \$3300 since the county originally billed \$2000 for category 95.



For any unique situations related to Job Foundations Reports please reach out to your DDA Regional Employment Specialist for support.

- Region 1 South – Carrie Bayha, Carrie.Bayha@dshs.wa.gov
- Region 1 North – Dala Rice, Dala.Rice@dshs.wa.gov
- Region 2 King – Stephanie Jones, stephanie.jones2@dshs.wa.gov
- Region 2 North – Janel Hammar-Erickson, Janel.Hammar-Erickson@dshs.wa.gov
- Region 3 – David Money, David.Money@dshs.wa.gov
- Region 3 – Kathleen Gregg, kathleen.gregg@dshs.wa.gov

DDA HQ AWA Support
Ben Martin, 360-791-9788
Carrie Jarvis