



January 28, 2019

TO: Basic Food Employment & Training (BFET) Program Providers

FROM: Department of Social & Health Services BFET Program

SUBJECT: Policy and Procedure Changes to the Exception to Rule Request for Participant Reimbursement

Effective February 28, 2019, DSHS has updated policy and procedures to standardize the Exception to Rule (ETR) Request for Participant Reimbursement (PR).

Procedure for ETR Request for PR:

1. All ETR requests must be submitted to SWBFETPolicy@dshs.wa.gov using the Participant Reimbursement Exception to Rule form.
2. Prior to submission of the ETR form complete the following:
 - a. Review the PR section of the [BFET Provider Handbook](#) and ensure;
 - i. The request is reasonable and necessary.
 - ii. All other resources (client, community resources, and agency) have been exhausted.
3. Document in EJAS the justification for the ETR request.
4. Obtain written approval from DSHS, prior to paying for PR.

The BFET policy team will respond to all request within 72 hours. To expedite the review process, ensure the form is completed in its entirety and the justification submitted on the form aligns with EJAS documentation.

If you have any questions, please contact SWBFETPolicy@dshs.wa.gov.

Thank you.

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