BFET Participant Information Checklist

Type	Data Field	Needed to identify	Location
Identifier Information	College/CBO Name	The requesting College/CBO	Participant File
	Participant Name	The BFET participant to confirm eligibility	Participant File
	JAS ID/SSN		Participant File
Activities Information	Activities Name (What/Why)	What Activities the BFET Participation is enrolled in. Why Participant is enroll in BFET. Barriers to address	eJAS Case Notes
	Start date	When the activities is scheduled to begin and end	eJAS Components and/or Case Notes
	End date		
	Hours	How many hours per week the activities is scheduled	eJAS Components and/or Case Notes
	Study Hours	Whether the Participation has study time or not	eJAS Case Notes
	Documents of Activity Participation and/or Completion	Certificates of completed training; Job placement documentation; Employment verification for retention services	Participant File
	Support Service Documentation	Participant Reimbursement Request Form	Participant File
Certifying Information	Release of Information (before date of enrollment)	Signed Consent form approved by DSHS (In writing), Assessment and IEP completed/signed within 10 days	Participant File
	Employability Assessment		Participant File
	Current IEP		Participant File and documentation in eJAS

Participant File may be in paper or electronic format.