

### Transforming Lives

### Module 9: BR component

This section reviews:

Requirements for Job Retention Services (JRS)

**Opening JRS Activity** 

**Managing JRS Component** 



# Job Retention Services (JRS)

Job Retention Services (JRS) is an activity used to support participants who have gained employment. This activity will be coded using the BR component in eJAS.

The following information reviews the JRS and how to use eJAS to correctly enter and track Job Retention activities.

### Opening JRS Activity

Use JRS when a participant exits BFET due to employment.

#### Information Required in eJAS to open JRS:

- Participant must have been in a BFET component within the last 30 days, and
- Must have secured employment while participating in BFET activities, and
- Employment is entered into the Employment Information screen in eJAS, and
- All other BFET components (except SL) are closed.
- BR start date is on or after the employment start date.
- BR is opened for a minimum of 30 days up to a maximum of 90 days.
- Document employment and change in the Client Notes.

### **JRS**

### Remember: Job Retention Services (JRS) BR component.

#### Component History

Provider must check the Component History in eJAS to determine if a lifetime limit of 90 days has been utilized or not.

Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	сс	Tran Date	Refer Back/ Reject Reason	Last Update UserId
A	FI	FOOD STAMP	07/16/2020	07/15/2021		01		080KEW		07/21/2020		
6CK 00/00/0000 00/00/0000												
A	BR	BF E&T Ret	07/16/2020	10/11/2020		01		080KEW		07/21/2020		
6CK 00/00/0000 00/00/0000												
С	FI	FOOD STAMP	11/14/2019	11/13/2020	05/18/2020	00		0800U2	AC	06/23/2020		ВГЕЕМ300
6CK 00/00/0000 05/18/2020												
С	BR	BF E&T Ret	04/17/2020	04/18/2020	04/18/2020	01		0800U2	cs	06/22/2020		LRCQ300
	6CK 00/00/0000 04/18/2020											
С	BR	BF E&T Ret	01/20/2020	04/16/2020	04/16/2020	01		0800U2	cs	04/29/2020		PD01300
6CK 00/00/0000 04/16/2020												
		100										

In the above example, the BR component was opened from 1/20/2020 - 04/18/2020 = 90 days. JRS lifetime limit of 90 days has been exhausted by this participant.

Count the number of days the BR component was opened since 10/01/2019.

Be sure to include the first and last days in your day count.

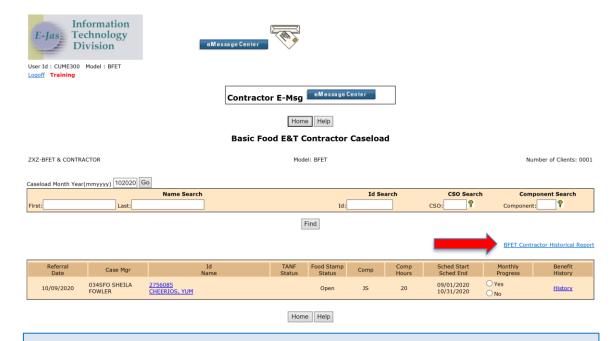
This online Date duration calculator:

https://www.timeanddate. com/date/duration.html can be useful.

### Managing JRS component

Currently eJAS limits access to cases when the participant's Basic Food Assistance (BFA) case has been closed for greater than 90 days.

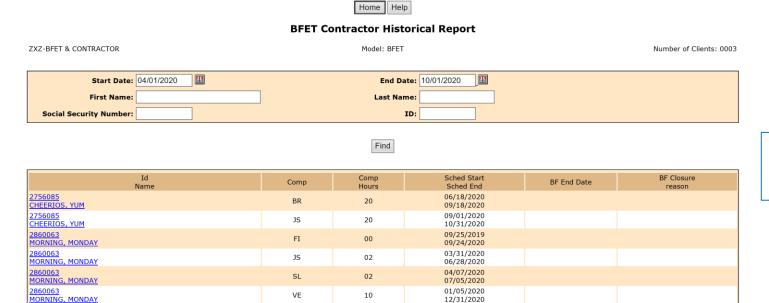
This will impact how provider will manage the eJAS cases for participants that are engaged in Job Retention activities.



Once the BFA case closes, the participant will not display on the active caseload screen in eJAS. Provider must use the Historical Report to find and access the case.

## Managing JRS component

Providers can access the participant's case from the Historical Report as long as there is an active FI component. Provider can view the case, enter client notes and enter Participant Reimbursements.



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Home Help

FI

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08/07/2019

08/06/2020 04/01/2020

06/27/2020

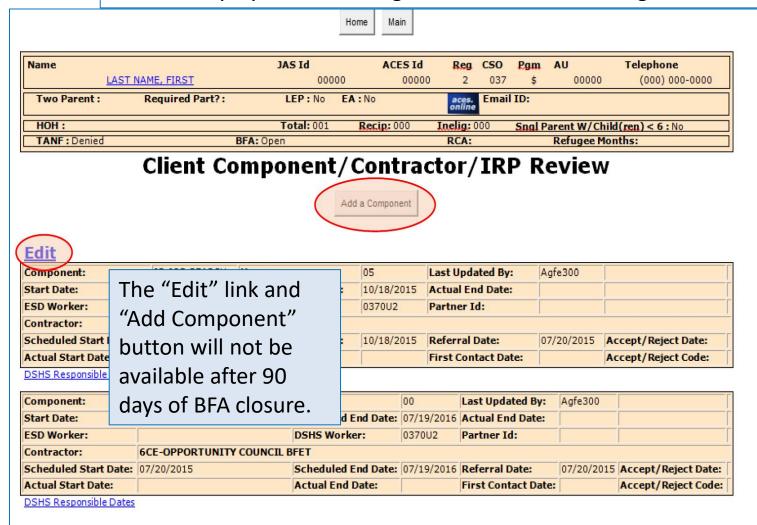
You can manage components as usual for the first 90 days after the BFA closure.

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### Managing JRS component

After 90 days, you will no longer be able to make changes to the components in eJAS yourself.



The BFET Field Operations team will make all component updates for you in these cases.

Use the Eligibility List to request updates to components such as changing the hours, adding components, or closing components.

Submit all Eligibility Lists via secure email to <a href="mailto:BFETHelp@dshs.wa.gov">BFETHelp@dshs.wa.gov</a>

### Questions??

For any eJAS related questions or for assistance please don't hesitate to contact your assigned BFET Field Operations team member or email <a href="mailto:BFETHelp@dshs.wa.gov">BFETHelp@dshs.wa.gov</a>

