

## Module 9: BR component

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# 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	CC	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												
C	FI	FOOD STAMP	11/14/2019	11/13/2020	05/18/2020	00		0800U2	AC	06/23/2020		BFEEM300
6CK 00/00/0000 05/18/2020												
C	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												
C	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												

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.

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.

# 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.

The screenshot shows the 'Contractor E-Msg' interface. At the top, it displays the 'Information Technology Division' logo and user information: 'User Id : CUME300 Model : BFET' with links for 'Logout' and 'Training'. Below this is an 'eMessage Center' button and a 'Contractor E-Msg' header. Navigation buttons for 'Home' and 'Help' are present. The main section is titled 'Basic Food E&T Contractor Caseload' and shows 'ZXZ-BFET & CONTRACTOR' with 'Model: BFET' and 'Number of Clients: 0001'. A search bar allows filtering by 'Caseload Month Year (mmyyyy)' (set to 102020) and includes fields for 'Name Search' (First/Last), 'Id Search' (Id), 'CSO Search' (CSO), and 'Component Search' (Component). A 'Find' button is located below the search bar. A red arrow points to a link labeled 'BFET Contractor Historical Report'. Below the search bar is a table with the following data:

Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
10/09/2020	034SFO SHEILA FOWLER	<a href="#">2756085</a> <a href="#">CHEERIOS, YUM</a>		Open	JS	20	09/01/2020 10/31/2020	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>

At the bottom of the table, there are 'Home' and 'Help' buttons.

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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## BFET Contractor Historical Report

ZXZ-BFET & CONTRACTOR

Model: BFET

Number of Clients: 0003

**Start Date:**  
**End Date:**

**First Name:** 
**Last Name:**

**Social Security Number:** 
**ID:**

Id Name	Comp	Comp Hours	Sched Start Sched End	BF End Date	BF Closure reason
<a href="#">2756085 CHEERIOS, YUM</a>	BR	20	06/18/2020 09/18/2020		
<a href="#">2756085 CHEERIOS, YUM</a>	JS	20	09/01/2020 10/31/2020		
<a href="#">2860063 MORNING, MONDAY</a>	FI	00	09/25/2019 09/24/2020		
<a href="#">2860063 MORNING, MONDAY</a>	JS	02	03/31/2020 06/28/2020		
<a href="#">2860063 MORNING, MONDAY</a>	SL	02	04/07/2020 07/05/2020		
<a href="#">2860063 MORNING, MONDAY</a>	VE	10	01/05/2020 12/31/2020		
<a href="#">2730159 PROD, COPY0859265</a>	FI	00	08/07/2019 08/06/2020		
<a href="#">2730159 PROD, COPY0859265</a>	VE	00	04/01/2020 06/27/2020		

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

# Managing JRS component

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

Home Main

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">LAST NAME, FIRST</a>	00000	00000	2	037	\$	00000	(000) 000-0000
Two Parent :	Required Part?:	LEP : No	EA : No	<a href="#">aces.online</a>	Email ID:		
HOH :	Total: 001	Recip: 000	Inelig: 000	Sngl Parent W/Child(ren) < 6 : No			
TANF : Denied	BFA: Open	RCA:		Refugee Months:			

### Client Component/Contractor/IRP Review

Add a Component

Edit

The "Edit" link and "Add Component" button will not be available after 90 days of BFA closure.

Component:	05	Last Updated By:	Agfe300	
Start Date:	10/18/2015	Actual End Date:		
ESD Worker:	0370U2	Partner Id:		
Contractor:				
Scheduled Start Date:	10/18/2015	Referral Date:	07/20/2015	Accept/Reject Date:
Actual Start Date:		First Contact Date:		Accept/Reject Code:
<a href="#">DSHS Responsible</a>				

Component:	00	Last Updated By:	Agfe300	
Start Date:	07/19/2016	Actual End Date:		
ESD Worker:	DSHS Worker: 0370U2	Partner Id:		
Contractor:	6CE-OPPORTUNITY COUNCIL BFET			
Scheduled Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Referral Date: 07/20/2015
Actual Start Date:		Actual End Date:		Accept/Reject Code:
<a href="#">DSHS Responsible Dates</a>				

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 [BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov)

# Questions??

For any eJAS related questions or for assistance please don't hesitate to contact your assigned BFET Field Operations team member or email [BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov)

