

## Module 1: Tour of eJAS

This section reviews:

[How to access eJAS and Tech](#)

[Tips](#)

[Provides a basic tour of eJAS pages](#)



# eJAS- electronic Jobs Automation System

- eJAS is a major part of how you document a BFET participant's enrollment, activities, progress, and support services.

This section will be a quick tour of eJAS to begin to get familiar with the system. We will cover each area in more detail in subsequent sections.

## eJAS Tips

- eJAS is not exclusive to BFET. Other DSHS programs also use eJAS so there are some features and codes available in eJAS that BFET will not use.
  - Refer to the BFET Provider’s Handbook and eJAS training materials for the component codes, closure codes, and reports that BFET does use.
  - Anything not covered in the BFET Provider’s Handbook and eJAS training materials is used by a different DSHS program and should not be used by BFET

[BFET Provider's Handbook FFY23](#)

# eJAS Tips

- Web browsers: eJAS does not work with all web browsers



Internet Explorer is **best**



Chrome works pretty well



Microsoft Edge works pretty well



Firefox works so-so



Safari does not work

- When navigating around eJAS **do not** use your browser's ***Back*** button. Use the eJAS navigation buttons    

– If you use the back button – hit refresh and eJAS should come back

- Many links open in a new window – turn off pop up blockers

# eJAS Tips

The BFET components that are used are the following:

FI – Food Indicator

BK - BFET Supervised Job Search

BL – BFET Job Search Training

SL – Life Skills

BR – Job Retention Services

WL - Work-Based Learning - Subsidized

WN - Work-Based Learning - Non-Subsidized

# eJAS Tips

Educational components:

BB – BFET Basic Education

BG – BFET Vocational Education

EN - English Language Acquisition

IA - IET Vocational Ed/English Language Acquisition

IB - IET Vocational Ed/Basic Ed

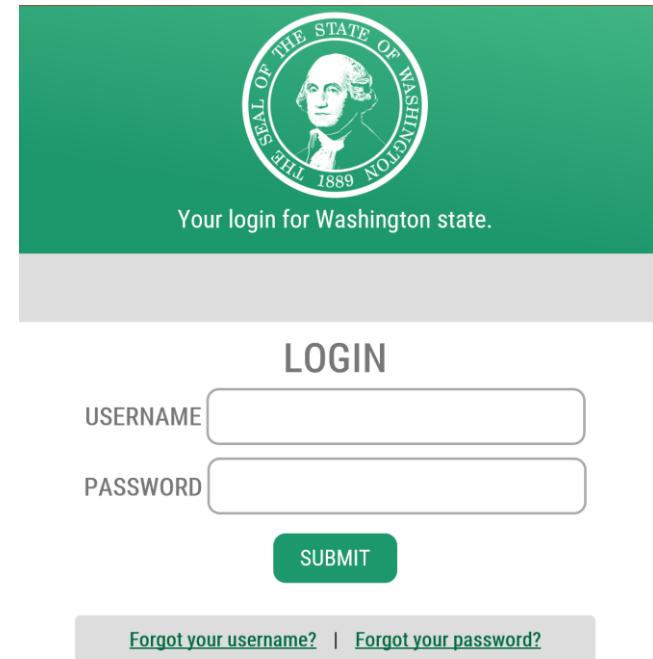
IC - IET Vocational Ed/English Language Acquisition/Basic Ed

# Logging in to eJAS

- You will access eJAS through the Secure Access Washington (SAW) portal <https://secureaccess.wa.gov>

When you receive your eJAS login information you will also receive detailed instructions for how to create a SAW account and how to add the eJAS service code to your SAW profile.

\*The SAW eJAS Service Code for eJAS access changes periodically. Please contact [SWBFETPolicy@DSHS.WA.GOV](mailto:SWBFETPolicy@DSHS.WA.GOV) for the latest eJAS service code.



The screenshot shows the login interface for the Secure Access Washington (SAW) portal. At the top, there is a green banner with the Seal of the State of Washington and the text "Your login for Washington state." Below the banner, the word "LOGIN" is centered. There are two input fields: "USERNAME" and "PASSWORD". Below the "PASSWORD" field is a green "SUBMIT" button. At the bottom, there are two links: "Forgot your username?" and "Forgot your password?".

# Logging in to eJAS

Please enter your User ID and Password

User Id :	<input type="text"/>
Password :	<input type="password"/>
<input type="button" value="OK"/>	

This is the **Training** Site.

*A job, a better job, a better life*

[Password Reset/Help Desk](#)

If you have issues logging into eJAS or need a password reset, click the [Password Reset/Help Desk](#) link for a list of the phone numbers to call for reset help.

## Password Reset/Help Desk

<p><b>Department of Social &amp; Health Services</b> Password Reset for User IDs ending in 300: 360-902-7700 1-888-329-4773 <a href="mailto:DSHSEnterpriseTechnologyServiceDesk@dshs.wa.gov">DSHSEnterpriseTechnologyServiceDesk@dshs.wa.gov</a>  <b>DSHS - eJAS Questions</b> 360-664-4560, press 2 <a href="mailto:jashelp@dshs.wa.gov">jashelp@dshs.wa.gov</a></p>	<p><b>Employment Security Department</b> WorkFirst Program Staff with User IDs ending in 540: Password Resets: ESD Help Desk 1-877-397-1212 All other eJAS Help: 360-480-6287 SFS Instructors/BFET Staff with User IDs ending in 300 <b>Password Resets: ETSD 360-902-7700</b> or 1-888-329-4773 <a href="mailto:jashelp@dshs.wa.gov">eJAS Help: 360-664-4560, press 2 or jashelp@dshs.wa.gov</a></p>
<p>Most BFET providers will use: (360) 664-4560 option 2 ESD and SBCTC have separate contacts</p>	<p><b>State Board of Community and Technical Colleges</b> Password Reset for User IDs ending in 352 <a href="mailto:Nanette.Angel@sbctc.edu">Nanette Angel: (360) 704-4315 nangel@sbctc.edu</a> <a href="mailto:jashelp@dshs.wa.gov">For eJAS Technical Assistance: jashelp@dshs.wa.gov</a>  <b>SBCTC - eJAS Questions/Help</b> WorkFirst: Deana Rader 360-704-1837 BFET &amp; RISE: Jennifer Dellinger 360-704-3925</p>

**\*\*eJAS access is automatically deactivated after 30 days of inactivity. Log in frequently or set a reminder.**



# eJAS Models

Once you login to eJAS you may be asked to choose a Model.

All BFET providers should use only the BFET Models to access BFET participants: Region 1, Region 2, Region 3 and 130.

## Welcome to e-Jas

You have been defined with multiple models.  
Please select a model from the list below or select a link in the lower left.

**Region**

1-BFET

3-BFET



## BASIC FOOD E&T CONTRACTOR

User Id :            Model : BFET  
[Logoff](#) **Training**

[BFET Eligibility](#)  
[What's New](#)

[E&T Reports](#)  
[WorkFirst Reports](#)

This is your **Home screen**. From here you can:

- Access your Caseload screen
- Search for a participant by eJAS ID
- Link to the BFET Eligibility tool
- Link to E&T Reports
- eMessage Center

To work with a particular Client, enter the ID here:

To see your possible client list, click on one of the links below:

<a href="#">2BH</a>	UNKNOWN
<a href="#">6CQ</a>	UNKNOWN
<a href="#">6AS</a>	UNKNOWN
<a href="#">6CE</a>	UNKNOWN
<a href="#">6DW</a>	UNKNOWN
<a href="#">SBF</a>	UNKNOWN
<a href="#">6AR</a>	UNKNOWN
<a href="#">6EN</a>	UNKNOWN
<a href="#">6EO</a>	UNKNOWN
<a href="#">6ED</a>	UNKNOWN
<a href="#">ZXZ</a>	BFET & CONTRACTOR

[Password Reset/Help Desk](#)



This is your **Caseload screen** which shows all participants that are currently active with your agency.

- To show on this screen the participant must have an open component
- Active Basic Food Assistance
- Not active on TANF

User Id : BFET  
[Logoff](#) [Training](#)

**Contractor E-Msg** eMessage Center

[Home](#) [Help](#)

## Basic Food E&T Contractor Caseload

ZXZ-BFET & CONTRACTOR

Model: BFET

Number of Clients: 0001

Caseload Month Year(mmyyyy)

Name Search		Id Search		CSO Search		Component Search	
First: <input type="text"/>	Last: <input type="text"/>	Id: <input type="text"/>		CSO: <input type="text"/>		Component: <input type="text"/>	

You can access your Historical Report here

[BFET Contractor Historical Report](#)

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 CHEERIOS, YUM</a>		Open	JS	20	09/01/2020 10/31/2020	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>

# Washington State Department of Social and Health Services

Caseload Month Year(mmyyyy)

Name Search		Id Search		CSO Search		Component Search	
First: <input type="text"/>	Last: <input type="text"/>	Id: <input type="text"/>		CSO: <input type="text"/> ?		Component: <input type="text"/> ?	

[BFET Contractor Historical Report](#)



Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
11/03/2022	047ADJ FRANCIS ADJEPONG	<a href="#">2860063 MORNING, MONDAY</a>	Open	Open	JS	03	10/01/2022 12/29/2022	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	BB	01	12/05/2022 01/30/2023	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	BG	20	02/27/2023 10/01/2023	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	BK	06	05/03/2023 08/01/2023	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	BL	05	11/01/2022 05/01/2023	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	IB	10	07/06/2023 09/30/2023	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
10/31/2022	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	SL	10	10/31/2022 05/01/2023	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	WL	00	06/12/2023	<input type="radio"/> Yes	<a href="#">History</a>
-----	0217HI CHANTA BOHANNA	<a href="#">8110178 PROD, COPY0934085</a>		Open	WN	15			
-----	041ADJ FRANCIS	<a href="#">52253033</a>							

This is your **Historical Report** screen which shows all participants that were active during a selected time period.

This is a **Client screen**. You can access this screen by clicking on the link for participant's name.

Participant demographic information  
Click on name link to see detailed information

[Home](#) [Help](#) [Change Model](#)

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">MORNING, MONDAY</a>	 2860063	2860063	2	047	C	004659231	
<b>Two Parent :</b>	<b>Required Part? :</b>	<b>LEP :</b>	<b>EA : No</b>		<b>Email ID:</b>		
<b>HOH :</b>	<b>Total: 000</b>	<b>Recip: 000</b>	<b>Inelig: 000</b>	<b>RCA:</b>	<b>Sngl Parent W/Child(ren) &lt; 6 : No</b>		<b>Refugee Months:</b>
<b>TANF : Open</b>	<b>BFA: Open</b>						
<b>Total NCS Months : 000</b>	<b>ABAWD Status: Non-ABAWD</b>						

[Click here to view Workers associated with this Client.](#)

- ★ [E&T Component Information](#)
- ★ [Employment Information](#)
- ★ [Client Notes](#)
- ★ [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#)

- ★ [WFR](#)
- ★ [BFET Skill Gains and Credentials](#)
- [Referrals](#)
- [Letters](#)
- [Client Monthly Participation](#)

★ Links you will use to view and enter information for the participant

This is a **Client screen**. You can access this screen by clicking on the link for participant's name.

Participant demographic information  
Click on name link to see detailed information

Home Help Change Model

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">CHEERIOS, YUM</a>			1	039	\$		

Two Parent : No    Required Part? :    LEP :    EA : No       Email ID:  
 HOH :    Total: 000    Recip: 000    Inelig: 000    Sngl Parent W/Child(ren) < 6 : No  
 TANF :    BFA: Open    RCA:    Refugee Months:  
 Total NCS Months : 000    ABAWD Status: Non-ABAWD

[Click here to view Workers associated with this Client.](#)

- [Component/IRP Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Sanction Review](#)
- [Client Monthly Participation](#)
- [Comprehensive Evaluation](#)
- [LEP Updates](#)
- [ACES Online](#)
- [Individual Employment Plan](#)
- [ORIA Program Summary](#)

- [Screening/Evaluation](#)
- [BFET Skill Gains and Credentials](#)
- [Referrals](#)
- [Strategies For Success](#)
- [WFR](#)
- [Letters](#)

Save

LEP History    Other Household Members    ICMS/Clients(BC) Info

Model: BFET  
Note: Protective payee/Work participation/Extension info now available by clicking ICMS/Clients(BC) info Button

Name: MONDAY K MORNING	Jas Id: 2860063	Client Id: 2860063
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### Currently Active Assistance Units

±	010495610	FS - Foodstamp(non-exempt)	HOH: SE	Fin Resp: RE
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### Client Demographic Information

CSO: 047	CSO of Residence: 021	Program Type:	C - Regular TANF
Eligibility Worker:	ADJF300 FRANCIS ADJEPONG	SSN:	***-**-0190
Case Manager:	FRANCIS ADJEPONG	Gender:	Unknown
Social Worker	None on record	Birthdate:	04/17/1985
Equal Access:	No	Two Parent - Required to Participate?	
Race:	0 - Other	Refugee:	
Tribal:		LEP:	
Language:		ESL Level:	
		ESL Test Date:	
Veteran Status:		Living Arrangement code:	
	<b>Education Level</b>		<b>Achievement Date</b>
	Less than 8th grade		09/25/2022
	8th - 12th grade, no diploma		<input type="text"/>
	High School Diploma or High School Equivalency		11/09/2022
	Adult Basic Education (ABE) certificate		<input type="text"/>
	Some college, no degree		<input type="text"/>
	Vocational/Technical degree or certificate		<input type="text"/>

Save

LEP History

Other Household Members

ICMS/Clients(BC) Info

Model: BFET


Note: Protective payee/Work participation/Extension info now available by clicking ICMS/Clients(BC) info Button

**Name:** MONDAY K MORNING **Jas Id:** 2860063 **Client Id:** 2860063

### Currently Active Assistance Units

**±** 010495610 FS - Foodstamp(non-exempt) **HOH:** SE **Fin Resp:** RE

### Client Demographic Information

<b>CSO:</b> 047	<b>CSO of Residence:</b> 021	<b>Program Type:</b> C - Regular TANF
<b>Eligibility Worker:</b> ADJF300 FRANCIS ADJEPONG	<b>SSN:</b> ***-**-0190	
<b>Case Manager:</b> FRANCIS ADJEPONG	<b>Gender:</b> Unknown	
<b>Social Worker:</b> None on record	<b>Birthdate:</b> 04/17/1985	
<b>Equal Access:</b> No 	<b>Two Parent - Required to Participate?</b>	
<b>Race:</b> 0 - Other	<b>Refugee:</b>	
<b>Tribal:</b>	<b>LEP:</b>	
<b>Language:</b>	<b>ESL Level:</b>	
	<b>ESL Test Date:</b>	
<b>Veteran Status:</b>	<b>Living Arrangement code:</b>	
	<b>Education Level</b>	<b>Achievement Date</b>
	Less than 8th grade	09/25/2022
	8th - 12th grade, no diploma	<input type="text"/>
	High School Diploma or High School Equivalency	11/09/2022
	Adult Basic Education (ABE) certificate	<input type="text"/>
	Some college, no degree	<input type="text"/>
	Vocational/Technical degree or certificate	<input type="text"/>

Detailed client demographic information including:

- Basic Food Assistance (BFA) status and info
- Temporary Assistance for Needy Families (TANF) status and info
- Refugee Cash Assistance (RCA) status


## Client Screen Links

- [E&T Component Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#)
- [Individual Employment Plan](#)

**E&T Component Information screen** shows the component(s) that the participant has open and details of each component.

- Shows components for all providers and programs
- Also has links to add or update components with your agency
- Link to Component History

Home Main **Component History** Help

<b>Name</b>	<b>JAS Id</b>	<b>ACES Id</b>	<b>Reg</b>	<b>CSO</b>	<b>Pgm</b>	<b>AU</b>	<b>Telephone</b>
ERIOS, YUM	2756085	2756085	3	034	\$	004582972	
<b>Required Part? :</b>	<b>LEP :</b>	<b>EA :</b>		<b>Email ID:</b>			
<b>HOH :</b>	<b>Total: 000</b>	<b>Recip: 000</b>	<b>Inelig: 000</b>	<b>Sngl Parent W/Child(ren) &lt; 6 : No</b>			
<b>TANF :</b>	<b>BFA: Open</b>		<b>RCA:</b>	<b>Refugee Months:</b>			

### E&T Component Information

[Go to IRP](#)

<b>Component:</b>	JS-JOB SEARCH	<b>Hours:</b>	20	<b>Last Updated By:</b>	
<b>Start Date:</b>	09/01/2020	<b>Scheduled End Date:</b>	10/31/2020	<b>Actual End Date:</b>	
<b>ESD Worker:</b>		<b>DSHS Worker:</b>	034SFO	<b>Partner Id:</b>	
<b>Contractor:</b>	<b>ZXZ-BFET &amp; CONTRACTOR</b>				
<b>Scheduled Start Date:</b>	09/01/2020	<b>Scheduled End Date:</b>	10/31/2020	<b>Referral Date:</b>	10/09/2020
<b>Actual Start Date:</b>		<b>Actual End Date:</b>		<b>First Contact Date:</b>	<b>Accept/Reject Code:</b>

[DSHS Responsible Dates](#)



## Component History

Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	CC	Tran Date	Refer Back/Reject Reason	Last Update UserId
C	BG 6FM 00/00/0000 03/10/2023	BFET Vocat	10/10/2022	03/10/2023	03/10/2023	40		039M99	CS	03/20/2023		GI03300
I	BG 6FM 00/00/0000 00/00/0000	BFET Vocat	10/10/2022	03/10/2023		40		039M99		01/25/2023		GI03300
I	BG 6FM 00/00/0000 00/00/0000	BFET Vocat	10/10/2022	01/09/2023		40		039M99		01/09/2023		GI03300
C	VE 6FM 00/00/0000 10/10/2022	VOCATIONAL	10/10/2022	01/09/2023	10/10/2022	40		0390U2	12	11/23/2022		JOVS300
C	VE 6FM 00/00/0000 10/09/2022	VOCATIONAL	09/20/2022	01/05/2023	10/09/2022	40		039M99	CS	10/11/2022		GI03300
I	VE 6FM 00/00/0000 00/00/0000	VOCATIONAL	09/20/2022	10/10/2022		40		039M99		10/07/2022		GI03300
C	BG 6FM 00/00/0000 05/13/2022	BFET Vocat	05/13/2022	10/10/2022	05/13/2022	40		0390U2	12	09/22/2022		JOVS300
C	VE 6FM 00/00/0000 09/19/2022	VOCATIONAL	05/13/2022	10/10/2022	09/19/2022	40		0390U2	CS	09/19/2022		GI03300
<b>A</b>	<b>EL</b>	<b>EMPLOYMENT</b>	<b>05/20/2022</b>	<b>05/19/2023</b>		<b>00</b>		<b>039MKO</b>		<b>05/20/2022</b>		
<b>A</b>	<b>FI</b> 6FM 00/00/0000 00/00/0000	<b>FOOD STAMP</b>	<b>05/13/2022</b>	<b>05/13/2023</b>		<b>00</b>		<b>0390U2</b>		<b>05/13/2022</b>		GI03300

Close

### Component History screen shows all

of the components that the participant has had in the past.

- Includes details of dates and hours for each component
- Current components will also show on this list in **bold**

## Client Screen Links

- [E&T Component Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#)
- [Individual Employment Plan](#)

### Client Note screen:

This is where you will view and enter client notes to document participation and progress.

- Client Notes must be entered at least once per month
- Client Notes are visible to all eJAS users

Home Main Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">MORNING, MONDAY</a>	2860063	2860063	2	047	\$	004659231	
Two Parent :	Required Part? :	LEP :	EA : No	Email ID:			
HOH :	Total: 000		Recip: 000	Inelig: 000	Sngl Parent W/Child(ren) < 6 : No		
TANF :	BFA: Open		RCA:	Refugee Months:			

### JAS Notes

[Open General Search Options](#)
[Note/CE/Assessment Search](#)

### Notes

**BFET Eligibility Auto-checked**  
**MELISSA JONES CSD BFET TEAM 10/13/2020 15:25:23**  
 Client eligible for BFET/ORIA BFET

**Non-Progress Ongoing Observation**  
**RACHELLE RIDDLE ESA/ITS 05/11/2020 08:38:39**  
 xxx

**BFET Eligibility Auto-checked**  
**MELISSA JONES CSD BFET TEAM 04/27/2020 16:04:30**  
 Client not auto opened on BFET due to existing BFET-related activity.

**MODIFIED Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 04/07/2020 10:51:09**  
 Transportation - Fuel ; Amount \$23.25 [Click here to view Participant Reimbursement](#)

**Created Participant Reimbursement**  
**MELISSA JONES CSD BFET TEAM 04/07/2020 10:48:21**  
 Transportation - Fuel ; Amount \$25.00 [Click here to view Participant Reimbursement](#)

**Case Review Ongoing Observation**  
**MELISSA JONES CSD BFET TEAM 04/07/2020 10:20:39**  
 Monday came in today to discuss employment support options determined BFET is a good fit. Completed BFET intake and IEP. Right now Monday is seeking any job to pay

## Client Screen Links

- [E&T Component Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#)
- [Individual Employment Plan](#)

### Current Employment

ACES Emp Hours		
00	00	00
<a href="#">History</a>		

Add Employment

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
ABC LEARNING	Employment	25	\$12.34	034	10/01/2020	10/01/2020
Total Active hours: 25						

Home Main Employment History Help

### Employment Information screen:

- Where you can add new employment information
- Shows the participant's current employer recorded in eJAS
- Shows employment details
- Link to Employment History

### Employment Add/Modify

Worker Name: MELISSA JONES CJ Worker:  
 Worker ID: 034BFX

Use ACP for employer name and PO box from client detail screen for the address.

Save

Employer/Worksite Name:	ABC LEARNING	Employer/Worksite Address:	SESAME STREET		
City:	OLYMPIA	State:	WA	Zip:	54321
Employment Code:	F	Subsidized Code:	N	Job Code:	99
Insurance Code:		Hours per Week:	25	Reported Wage:	12.34
Contact Person:		Contact Phone:	3601234567	Actual Start Date:	10/01/2020
SSN:		Work-Based Learning:	<input checked="" type="radio"/> Paid <input type="radio"/> Unpaid		
Termination Date:		Termination Code:		Effective Date:	10/01/2020
Job Type: for CJ users only		Benefits*:			

Save

\*Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.

## Client Screen Links

- [E&T Component Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#)
- [Individual Employment Plan](#)

Payments link will get you to the **Participant Reimbursements** screen.

- Participant Reimbursement screen shows info for Participant Reimbursements (PRs) that have been issued
- Has button to create a new PR

**Review**

[Client Transportation](#)

[Client Payments](#)

**Payments**

[Client Voucher Review](#)

[Participant Reimbursements](#)

[Auto-Pay](#)

**Authorization**

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Home Main Back Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">MORNING_MONDAY</a>	2860063	2860063	2	047	C	004659231	
<b>Two Parent :</b>	<b>Required Part? :</b>	<b>LEP :</b>	<b>EA :</b> No		<b>Email ID:</b>		
<b>HOH :</b>	<b>Total</b> 000	<b>Recip:</b> 000	<b>Inelig:</b> 000	<b>Sngl Parent W/Child(ren) &lt; 6 :</b> No			
<b>TANF :</b> Open	<b>BFA:</b> Open	<b>RCA:</b>	<b>Refugee Months:</b>				
<b>Total NCS Months :</b> 000	<b>ABAWD Status:</b> Non-ABAWD						

**Participant Reimbursements Summary**

Reimbursement Type	FFY Payments	FFY Remaining Balance
Child Care	\$200.00	\$500.00
Clothing	\$350.00	\$450.00
Education/Books/Supplies	\$300.00	\$500.00
Housing/Utilities	\$2,100.00	\$1,400.00
Transportation	\$0.00	\$1,200.00
Transportation - Auto Repair	\$1,000.00	\$0.00

ZXZ-BFET & CONTRACTOR

Summary for period (MM/YYYY):

No Participant Reimbursements have been issued for 04/2023

## Home Screen Links



### eMessage Center

These links will show on your Home Screen and on the top of most pages

You will have access to 2 eMessage centers:

1 – for messages sent specifically to your eJAS ID  
– visible only to you

2 – for messages sent to the general contractor code  
– visible to everyone assigned to your provider contractor code

\*Check at least once per week\*

# eMessage Center

Looks and functions similar to email. Ability to read and send messages to other eJAS users.

The BFET field operations team will use this to notify you of information regarding a participant's case.

[New](#) [Sent Items](#) [Task Reminder](#) [Tools](#) [Close](#) [Help](#)

## e-JAS Inbox

[Delete](#)

**User Id:**  
**Unread Messages:** 0

<input type="checkbox"/>	<a href="#">From</a>	<a href="#">Status</a> ▼	<a href="#">Subject</a>	<a href="#">DateTime</a>
<input type="checkbox"/>	<a href="#">BFET CONTRACTOR</a>	Read	RE: Testing	01/23/20 16:48:07
<input type="checkbox"/>	<a href="#">JONES, MELISSA</a>	Read	Hello	10/30/19 21:07:28

[Delete](#)

[New](#) [Sent Items](#) [Task Reminder](#) [Tools](#) [Close](#) [Help](#)

Link to Task Reminder tool

**eMessage Center**  
 \*\*\* You have a Task Reminder\*\*\*

E-Message Tools Close Help

**e-JAS Task Reminder - Sorted By Due Date**

New Task Delete

User Id:

Start Date:



Go

Tasks Overdue: 0

Tasks Currently Due: 1

<input type="checkbox"/>	<a href="#">Due Date</a> *	<a href="#">From</a>	<a href="#">Subject</a>	<a href="#">Id</a>	<a href="#">Client Name</a>
<input type="checkbox"/>	<a href="#">10/14/2020</a>	JONES, MELISSA	Testing		

New Task Delete

E-Message Tools Close Help

**Task Reminder** allows you to create tasks for yourself or others in eJAS with a specific due date. You can include a specific eJAS ID and a note for the action needed to complete the task.

This is just a tool you could use if you find it helpful.

**BASIC FOOD E&T CONTRACTOR**

## Home Screen Links

[BFET Eligibility](#)  
[What's New](#)

[E&T Reports](#)  
[WorkFirst Reports](#)

### **BFET Authorization**

Home

Help

Enter Contractor Code  ?

Enter SSN  -  -

Or

Enter ID

Check Status

Reset

**BFET Eligibility** opens a tool where you can enter the potential new participant's SSN or eJAS ID and eJAS will determine if they meet BFET eligibility requirements.

If they are eligible, you will be able to enroll the participant and open components



**BASIC FOOD E&T CONTRACTOR**

[BFET Eligibility](#)  
[What's New](#)

[E&T Reports](#)  
[WorkFirst Reports](#)

## Home Screen Links

## E&T Reports

- ~~[Basic Food FI Component History Report](#)~~
- [Basic Food CLMR Report](#)
- ~~[Clients with Anticipated Employment Goal Completion Dates](#)~~
- ~~[Clients with Anticipated Work Based Learning Completion Dates](#)~~
- ~~[Client Contact Report](#)~~
- [Component History Report](#)
- ~~[Contractor to Contractor Referral Report](#)~~
- [Overdue Components/Activity End Preview](#)
- [Participant Employment Report](#)
- [Participant Reimbursements Report](#)
- ~~[Strategies for Success Cumulative Data Report](#)~~
- ~~[Strategies for Success Report](#)~~

### E&T Reports

There are several reports available in eJAS that can be used to help you manage your caseload and provide you with information for BFET participants across your agency

# Tour of eJAS

Each of the screens and functions shown in this overview are covered in more detail in the remaining modules of this eJAS training.

If you have questions please contact your assigned BFET Field Operations Program Consultant or email [BFETHelp@dshs.wa.gov](mailto:BFETHelp@dshs.wa.gov)

