

Department of Social and Health Services  
Community Services Division  
**EA-Z Manual**

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Category: Basic Food Employment and Training (BFET) Program

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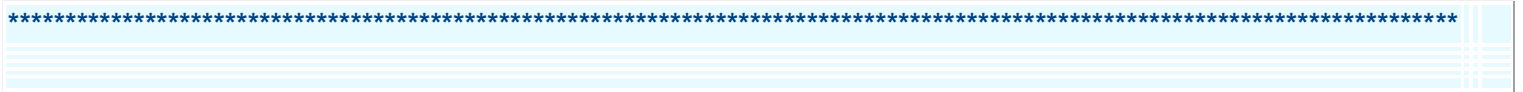
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**Summary**

Revised entire BFET Chapter has been replaced by below.



Revised October 29, 2020

**Basic Food Employment and Training (BFET) Program**

**WAC 388-444-0015** How can the Basic Food Employment and Training (BF E&T) program help me find work?

**Clarifying Information - [WAC 388-444-0015](#)**

**What is BFET?**

Basic Food Employment & Training (BFET) assist federally funded Basic Food (SNAP) participants gain skills, training or work experience to increase their ability to attain a living wage career. BFET services are available from all WA State community and technical colleges as well as many community based

organization (CBO) providers including the Employment Security Department (ESD). Additional information on the type of services and benefits is located on the BFET public website. [www.dshs.wa.gov/bfet](http://www.dshs.wa.gov/bfet)

### **Who can receive BFET services?**

Most clients who receive federally funded Basic Food (SNAP) and are at least 16 years old can receive BFET services. Even clients with college education may benefit from retraining or job search services.

### **How can BFET help pay for college?**

BFET students should utilize other forms of funding for tuition whenever possible. Typically all students who attempt to enroll into BFET will be asked by the college to apply for Federal Student Aid (FAFSA) as part of the enrollment process for BFET.

### **Who can't receive BFET services?**

Clients receiving the following programs:

- Temporary Assistance for Needy Families (TANF);
- State Food Assistance Program (FAP);
- LEP Pathway;
- Refugee Cash Assistance (RCA); or
- Career Ladder for Educated and vocationally Experienced Refugees (CLEVER)

Transfer degrees or BA educational degrees are **not eligible** through the BFET program so clients seeking these degrees should not be referred to BFET.

### **Do clients have to participate in BFET?**

No. BFET is voluntary and intended to focus resources on the most motivated individuals. Services are available for exempt and non-exempt clients who are eligible for federal SNAP benefits living in Washington.

#### **NOTE:**

There are clients called Able-Bodied Adults without Dependents (ABAWD) who do have additional work requirements in order to stay eligible for Basic Food benefits. BFET is an option to fulfill this requirement, but is not mandatory. To learn more about ABAWDs please see [www.dshs.wa.gov/abawd](http://www.dshs.wa.gov/abawd)

### **How does a student become eligible for Basic Food through BFET?**

If a client appears to be an ineligible student, give the client basic information about BFET to help decide if they could become eligible for Basic Food. Refer to [WAC 388-482-0005](#) for student eligibility. BFET recipients who are college students are typically eligible students (pending other Basic Food eligibility factors).

### **How do I find a list of current BFET providers?**

See our [public web site](#) for a list of BFET Partner Colleges and the counties in which they offer services.

## **BFET Processes and Procedures**

### **How does a Basic Food client receive BFET services?**

DSHS staff may provide the client with information about BFET as well as contact information for CBOs and Colleges. You can find a list of current BFET Providers on BFET Brochures, in the Barcode BFET Referral tool, or the BFET public website.

If the perspective individual is SNAP eligible the BFET Provider will complete an intake to determine appropriate BFET services. The BFET Provider will open components for eligible clients in eJAS.

If the perspective individual is enrolling in a **BFET college program** and appears eligible for BFET, but is not yet on SNAP, then the college will complete the 10-501 Referral Form to be submitted to DSHS. This form tells DSHS the client will be accepted into BFET upon approval of SNAP benefits, so the client should be considered an eligible student. The college will open the BFET components in eJAS after SNAP is approved.

If client was closed for ABAWD requirements they must meet requalifying requirements as outlined in ABAWD participating in BFET. <https://www.dshs.wa.gov/esa-1>

### **How do I know that a client is a current BFET recipient?**

There are two ways to check if a client is participating in BFET:

The first way is to review the information in the client's electronic case record. The second way is to view the client's case in eJAS. BFET clients have open components in eJAS. The BFET program uses the FI component to distinguish BFET participants from WorkFirst.

Providers record clients' BFET participation in a case management system called eJAS. Activities the client participates in are called **components**.

Additional components are opened based on the actual activity of the client, for example, JS (supervised job search), VE (vocational education) or BR (job retention). Components reflect the scheduled hours per week for each activity and dates of participation.

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## BFET - Reimbursement of Participant Expenses

### Purpose:

**WAC 388-444-0025** What expenses will the department support to help me participate in BF E&T?

- [Clarifying Information](#)
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### Clarifying Information - **WAC 388-444-0025**

#### 1. **BFET Participant Reimbursements:**

##### 1. **BFET - Reimbursement of Participant Expenses** ›**BFET Participant Reimbursements:**

People participating in BFET may be able to receive support services through their provider to help them participate in the program including but not limited to:

- Transportation, including repairs;
- Clothing;
- Tools or other specialized accessories for certain professions;
- Books; and
- Housing assistance;

The availability of these support services is depended on each BFET provider and the funding they have available.

**NOTE:** Earlier receipt of Work First support services or current receipt of post-TANF support services does not impact eligibility for the participant reimbursement

#### 2. **Dependent care allowance - Non-ABAWD participants only:**

- Allowed to BFET participant's ages 16 through 59 with dependents.
- Allowed for children up to age 12.
- Subject to funds availability by the Child Care Subsidy Programs (CCSP) and/or BFET.
- Must follow all other rules as established by CCSP unless the funding is directly from BFET.

<https://www.dcyf.wa.gov/child-care-subsidy-programs-policy-manual>

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