BFET Return to Services Information and Guidance

The following information is important guidance for BFET programs to transition back to full operations.

OGMS Approvals

The SBCTC will approve college's FFY26 BFET program applications in the Online Grants Management System (OGMS) over the next several days.

Once approved, SBCTC fiscal staff will upload the college's program award into the Online Billing and Invoicing System (OBIS) and send out award letters. Please be sure to check OGMS for your approval and award letter.

If you need access to OGMS or OBIS, please contact your college's administrator.

OBIS Budget Revisions and Updated BFET Budget Workbooks

Based on the final approval from DSHS for FFY26 BFET contracts and Budget Workbooks, a budget revision in OBIS may be required immediately after the award is released in OGMS for your college to align with the approved DSHS 50/50 BFET budget. Sheila Acosta will contact colleges directly early next for those requiring a budget revision.

Please make sure to complete any required budget revisions timely to limit potential impacts to the upcoming billing and invoicing deadline.

Billing & Invoicing

DSHS has approved repayment for October expenses. Due to the shutdown, colleges will not include expenditures from November 1 –14 in their fall quarterly billing for BFET. By the invoice deadline, submit your invoice in OBIS with a start date of 10/1/25 and an end date 12/31/25 and include a comment noting that you are not including the November 1 - 14 period.

Per BFET Policy (2025-26 BFET Program & Fiscal Guidelines, p.7), all funds expended from the BFET 146 Fund must be accounted for in the BFET Quarterly Billing & Invoicing Workbook.

If your college has expenditures from your BFET 146 Fund during November 1-14, please follow the instructions below based on the scenario(s) that apply to your college to document your

actual account balance. If none of these scenarios apply but you had expenditures from your BFET 146 Fund, please reach out to us and we will work with you on how to properly document.

BFET Quarterly Billing & Invoicing Workbook > Reutilized Funds Tracking Tab

- In the column labeled "Funds Expended (Not Reutilized)" column, enter the amount of funds that have been transferred from the BFET 146 Fund or otherwise expended in a way not eligible for reimbursement. Reminder, no expenditures during the stated period of time are eligible for reimbursement.
- In the column labeled "Reasons Funds NOT Reutilized," enter a note that explains where these funds were moved or how the funds were expended.
  - Example: $2,000 returned to SEAG as the original funding source.
  - Example: $5,000 BFET funding for staff salaries and benefits during shutdown.
  - Example: $10,000 in tuition for students during shutdown.
  - Example: $3,000 in participant reimbursements for students during shutdown
- These amounts should correlate to journal entries in your BFET 146 Fund General Ledger showing the movement of funds.

Additional Information for Potential Campus Scenarios
Scenario: The college paid salary/benefits with BFET chart strings, utilizing the BFET 146 Fund during November 1-14.

- Follow the instructions above to identify these as "Funds Expended (Not Reutilized)" on the Reutilized Tracking Tab.

Scenario: The college paid tuition and/or Participant Reimbursements during the time the BFET program was paused (November 1-14).

- Follow the instructions above to identify these as "Funds Expended (Not Reutilized)" on the Reutilized Tracking Tab.

Scenario: The college moved funds from the BFET 146 Fund to cover expenses (during any period, not just November 1-14):

- Identify these funds as "Funds Expended (Not Reutilized)" on the Reutilized Tracking Tab and ensure that these align with appropriate journal entries in the General Ledger.
- Make sure to document in the explanation cell the total amount and where the funds were moved to.

Scenario: BFET funds were expended in any other way that is not eligible for billing/invoicing or during November 1-14.

- Identify these funds as "Funds Expended (Not Reutilized)" on the Reutilized Tracking Tab and ensure that these align with appropriate journal entries in the General Ledger.
- Make sure to document in the explanation cell the total amount and where the funds were moved to.

Scenario: The college paid salary/benefits from leveraged source chart strings (generally associated with the BFET program code chart field value) November 1-14.

- Exclude these leveraged amounts from the November billing calculation of the quarterly invoice.
- Continue to retain Time & Effort forms for this timeframe.
- Do not include these amounts on the Reutilized Funds Tracker as they are not BFET funds.

Scenario: The college paid tuition and/or Participant Reimbursements (PR) from leveraged sources during November 1-14 that would normally be included in the Local Certification Form and quarterly invoice.

- When filtering data to determine tuition/PR from leveraged sources for November, exclude November 1-14 from the data source.
- Do not include these amounts in the Local Certification Form.
- Do not include these amounts on the Reutilized Funds Tracker as they are not BFET funds.

eJAS Case Notes and Documentation

Colleges will not be held to standard case note audits for the period of time when DSHS suspended all programs and services. Additionally, colleges will not be held to standard case note audits for the period of time when the SBCTC did not have a contract and all referrals were paused.

Moving forward, college staff will need to document in eJAS case notes for when the student returned to the BFET program. DSHS recommends the following templates for use:

Client returned to BFET services:

- Client participation paused due to the federal government shutdown. No services provided during shutdown. Client returned to BFET services on XX. XX, 2025.

Client did not return to BFET services:

- Client participation paused due to the federal government shutdown. No services provided during shutdown. Client did not return to BFET participation. Closed component with CS as Oct. 31, 2025.

Referrals and Overdue Components

Colleges are to resume accepting referrals for BFET clients coming in from DSHS. If you have questions on component start dates for students, please reach out to Sheila Acosta.

There may be a large number of overdue components on your caseload. Please begin to update or close components as necessary. The DSHS BFET Operations team is supporting the effort to get components updated and may reach out to college staff directly to ensure overdue components are updated.

We are aware of the ABAWD work requirements and waiver changes effective November 2nd, 2025. SBCTC policy has been working with DSHS and will follow up next week with college guidance. In the meantime, if you receive a referral for an ABAWD student, please refer to the [DSHS BFET Provider Handbook](#) for guidance.

SSP BFET Open Office Hours

SSP team will be holding open office hours to go over the guidance and answer any questions you may have.

When: December 15, 2025
Time: 11:00 am - 12:00 pm
Link: https://zoom.us/j/98667396675

SBCTC Contacts

Fiscal Staff:

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