

# BFET & WORKFIRST FUNDING SURVEY

FY26/FFY25 Summer | DUE: August 12, 2025



## FUNDING SURVEY FORM INSTRUCTIONS

This is a fillable pdf form, so it is a good idea to download a copy, rename the file by adding your college name, and save as you go. The Tab key will navigate you to the next data field. Be sure to save a copy of your completed report before attaching it to an email to [studentsupport@sbctc.edu](mailto:studentsupport@sbctc.edu) along with your updated BFET Budget Workbook by **August 12, 2025**. Thank you!

### SBCTC Contacts

#### Program Questions & Survey Technical Assistance:

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## Section 1: College Information

College: \_\_\_\_\_

### BFET

Program Contact Name: \_\_\_\_\_

Program Contact Email: \_\_\_\_\_

Program Contact Phone: \_\_\_\_\_

### WorkFirst

Program Contact Name: \_\_\_\_\_

Program Contact Email: \_\_\_\_\_

Program Contact Phone: \_\_\_\_\_

#### 1. Summary of Funding Requests - *Check All That Apply*:

- Returning BFET Funds
- Requesting BFET Funds
- Returning WF Funds
- Requesting WF Funds

#### 2. **BFET ONLY:** If you are returning or requesting BFET funds, have you updated your Budget Workbook to match what you are requesting and/or returning in this survey? YES NO Not Applicable

## Section 2: WorkFirst Funding Survey

Please make sure you are up to date on your WorkFirst monthly billing. Your current monthly billing status will be taken into consideration for all requests. You will be asked to provide specific amounts and a short, specific narrative when returning funds or requesting additional funds for each budget category.

### Section 2A: WorkFirst – Returning Funds

Complete the tables below to indicate **the amount of funds you would like to return by budget cell.**

#### Returning WF General Funds & Tuition

Note: If you return funding in Salaries and Benefits, adjust your indirect amount accordingly.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Assets	Indirect	TUITION	Total
<b>Vocational Education</b>										
<b>WorkFirst Internal Controls</b>										
<b>Life Skills</b>										
<b>Basic Skills</b>										
<b>Tracking &amp; Monitoring</b>										
<b>Administration</b>										
<b>Total</b>										

Reason for return of general funds & tuition:

## Returning WorkFirst Earmarked Student Support Funds (SSF)

Note: Total earmarked Student Support Funds can only be reduced through return during a funding survey. Funds can be transferred within the student support categories (tools, clothing, etc.) through a standard budget revision in OBIS. Any funds returned through a funding survey will reduce the college’s Student Support Funds earmark.

Activity	Tools	Clothing	Emergency Costs	Personal Hygiene	Testing	Medical	Transportation	Total
<b>Student Support</b>								

Reason for return of Student Support Funds:

## Returning Earmarked WorkFirst Work Study (WFWS) Funds

Note: Earmarked WFWS Funds can only be reduced through return during a funding survey. Funds can be transferred within the Work-Based Learning categories (salaries, benefits, etc.) through a standard budget revision in OBIS. Any funds returned through a funding survey will reduce the college’s WFWS Funds earmark.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Assets	Indirect	Total
<b>Work-Based Learning</b>									

Reason for return of WFWS/WBL Funds:

## Section 2B: WorkFirst – Requesting Funds

Complete the tables below to indicate the amount of additional funds you would like to request by budget cell.

### Requesting WF General Funds & Tuition

Note: If you request funding in Salaries and Benefits, adjust your indirect amount accordingly.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Assets	Indirect	TUITION	Total
Vocational Education										
WorkFirst Internal Controls										
Life Skills										
Basic Skills										
Tracking & Monitoring										
Administration										
<b>Total</b>										

Reason for request of general funds & tuition:

## Requesting WorkFirst Earmarked Student Support Funds (SSF)

Note: Funds can be transferred within the student support categories (tools, clothing, etc.) through a standard budget revision in OBIS, and funds added from general funds to earmarked funds through a standard budget revision will not increase the college’s earmark. Any funds requested through a funding survey will increase the college’s total Student Support Funds earmark.

Activity	Tools	Clothing	Emergency Costs	Personal Hygiene	Testing	Medical	Transportation	Total
<b>Student Support</b>								

Reason for request of Student Support Funds:

## Request Earmarked WorkFirst Work Study (WFWS) Funds

Note: Funds can be transferred within the WFWS categories (salaries, benefits, etc.) through a standard budget revision in OBIS, and funds added from general funds to earmarked funds through a standard budget revision will not increase the college’s earmark. Any funds requested through a funding survey will increase the college’s total WFWS earmark.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Building Rental & Utilizations	Travel	Contracts	Capital Assets	Indirect	Total
<b>Work-Based Learning</b>									

Reason for request of WFWS/WBL Funds:

## Section 3: BFET Funding Survey

Please fill out all the questions as required. You will be asked to provide specific amounts and a short, specific narrative when returning funds or requesting additional funds for each budget category.

**(NEW!)** Please submit the latest FFY25 DSHS Budget Workbook following the approval of funding redistributions.

### Section 3A: BFET – Returning Funds

Complete the tables below to indicate **the amount of funds you would like to return by budget cell**. Please make sure you are using the 50% allowable reimbursement amounts. **NEW!** Amounts entered into the returning funds section of the survey will automatically convert to negative numbers to support automatic calculations in Section 3C: OPTIONAL - BFET Updated Budget Workbooks Amounts.

#### Returning BFET General Funds

Note: If you return funding in Salaries and Benefits, adjust your indirect amount accordingly.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Travel	Client Services	Indirect	TOTAL
<b>General</b>							

Reason for return of general funds:

#### Returning BFET Tuition Funds

Activity	Tuition
<b>Tuition</b>	

Reason for return of tuition funds:

### Returning BFET Participant Reimbursement (PR) Funds

Activity	Books	Clothing	Childcare	Housing	Personal Hygiene	Testing	Medical	Transportation	Digital Supports	Phone and Internet	Total
<b>PR</b>											

Reason for return of PR funds:

## Section 3B: BFET – Requesting Funds

Complete the tables below to indicate the **amount of additional funds you would like to request by budget cell**. Please make sure you are using the 50% allowable reimbursement amounts.

### Requesting BFET General Funds

Note: If you request funding in Salaries and Benefits, adjust your indirect amount accordingly.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Travel	Client Services	Indirect	TOTAL
<b>General</b>							

Reason for request of general funds:

### Requesting BFET Tuition Funds

Activity	Tuition
<b>Tuition</b>	

Reason for request of tuition funds:

### Requesting BFET Participant Reimbursement (PR) Funds

Activity	Books	Clothing	Childcare	Housing	Personal Hygiene	Testing	Medical	Transportation	Digital Supports	Phone and Internet	Total
<b>PR</b>											

Reason for request of PR funds:

## Section 3C: OPTIONAL - BFET Updated Budget Workbook Amounts

**NEW!** If you are returning or requesting BFET funds, you are required to update your DSHS approved budget workbook to reflect the request and/or returns in this survey. This tool will help you align your funding survey request from the sections 3 above with your budget workbook. **While not required, here’s how to use the tool:** Below, please input your Approved Current Budget (reference both OBIS and your DSHS approved workbook). The New Budget column will auto populate based on your requests from sections 3A & 3B above, and should match the updated workbook amounts that you will submit along with this funding survey.

### General

CATEGORY	Approved Current Budget (Local \$\$ 50%)	Funding Survey Returns or Requests (Local \$\$ 50%)	New Budget (Local \$\$ 50%)
Salaries			
Fringe Benefits			
Administrative Svcs			
Travel & Per Diem			
Total Indirect			
Tuition			
Client Services			

### Participant Reimbursement

CATEGORY	Approved Current Budget (Local \$\$ 50%)	Funding Survey Returns or Requests (Local \$\$ 50%)	New Budget (Local \$\$ 50%)
Transportation			
Educational/Credential Testing			
Clothing			
Childcare			
Medical			
Digital Supports			
Books & Training Supplies			
Housing			
Phone & Internet Svcs			
Personal Hygiene			
Total Participant Reimbursement			