



Chelan/Douglas Local Planning Area

2006 WorkFirst Local Comprehensive Evaluation (CE) Plan

"The best time to help a family is the minute they arrive to apply for WorkFirst assistance. At that time, there should be a coordinated complete evaluation and assessment".

Governor Gregoire's *Directive to Implement WorkFirst Reform*

Description of the Comprehensive Evaluation (CE) elements:

- **Foundation:** Conducted by a DSHS case manager, the foundation gathers family information and circumstances that can impact the parent's participation and contributes to the development of an employment plan. The Social Service Assessment will occur for those parents who are pregnant or have issues such as family violence or substance abuse. They will be referred to a social worker for an assessment as part of the CE.
- **Education:** Conducted by Community and Technical College staff, this section of the CE examines a parent's educational and training background and interests and uses the CASAS appraisal of basic skill levels to contribute to the employment plan.
- **Work Skills:** Conducted by an Employment Security WorkSource Specialist, the Work Skills evaluation examines work skills, interests and values and ties these to local labor market information to define career options and choices.
- **Employment Plan:** Based on information gathered from the foundation, education and work skills elements of the CE, ESD staff, along with the parent, will complete an Employment Plan and make recommendations for employment pathway activities.
- **Plan Review and IRP Development:** Together with the parent, the DSHS case manager will review the employment plan, consider the recommendations, special records and other relevant information and develop the Individual Responsibility Plan (IRP).

Process Flow:

- **Positive Prevention:** At the outset, all inquiries and applications for cash where there is an eligible WorkFirst adult in the household are referred to the Positive Prevention Specialist. At this point the application or request is screened and assessed for resources such as Diversion Cash Assistance, Unemployment Benefits, Child Support or other forms of available income for the family. Cases that can be diverted are also screened for other

DSHS programs such as Working Connections Child Care, Basic Food benefits or Medical assistance. At this point, cases being scheduled for TANF eligibility are given their first introduction/orientation to the CE process. Child care and transportation are discussed and when appropriate, WCCC may be opened for up to 30 days. *Bus passes and other transportation assistance may be authorized in order to facilitate early access to the CE process.*

- **TANF Eligibility:** Applicants that did not meet with the Positive Prevention Specialist are introduced to diversion options at their TANF eligibility interview. If TANF is the best option, eligibility is determined and eligible customers are referred (same day whenever possible) to the WorkFirst Program Specialist.
- **WFPS-1:** Adult members of TANF households meet with the WorkFirst Program Specialist to receive WorkFirst orientation and complete the foundational portion of CE. Information. Data is entered into EJAS and a CE IRP is created. The client is scheduled for all phases of the CE and this becomes part of the IRP. The first available opportunity to enter CE is given, usually within one week (with the goal being to complete the CE process within 30 days of the initial application).
- **Basic Skills Evaluation:** CASAS is administered by a qualified representative of Wenatchee Valley College at the CSO every Monday and Wednesday morning. WFPS's are responsible for reserving a seat for newly enrolled TANF parents as well as current participants that are appropriate, such as those coming out of sanction, completing a program component, etc.
- **Work Skills Evaluation:** WorkFirst participants attend the Work Skills Evaluation portion of the CE at the WorkSource office as pre-scheduled by the WFPS. These assessments are available on Tuesday and Thursday mornings (12 slots maximum per day). After completing the Choices assessment, WorkFirst participants meet with the WVC representative to receive feedback from their Basic Skills assessment. This is an opportunity to discuss options, ideas and available services through the college. The WorkFirst Job Service Specialist then gives information and feedback regarding the Work Skills Evaluation. This includes a review of work experience, skills, education and labor market information. An Employment Plan and recommendations are developed. All information is then entered into EJAS.
- **WFPS-2:** Having the information and recommendations from the College representative and Job Service Counselor, the WFPS is then ready to discuss the employment plan, the recommendations and with the WorkFirst parent, develop the IRP.

*** At any stage in the process, should disagreement occur between partner staff or if the client discloses inconsistent information, consultation with supervisors or managers is available.*

This local process is an agreement of the Chelan/Douglas Local Planning Area members.
It may amended by consent of the same parties.

Debbie Schomer, Administrator
Wenatchee CSO

Date Signed

Kathy Mertes, WorkSource Area Director

Date Signed

Hugh Vibbert, WorkFirst Coordinator
Wenatchee Valley College

Date Signed