

**Klickitat/Skamania WorkFirst Comprehensive Evaluation  
White Salmon, Stevenson, Goldendale CSO, Work Source, Yakima Valley  
Community College and Clark College**

- 1. Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area.**
  - Stevenson CSO
  - White Salmon CSO
  - Goldendale CSO
  - Worksource (WIA, CTED)
  - Clark College
  - Yakima Valley Community College
  
- 2. Describe how child care and needed support services will be handled at the time of application. (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.**
  - Each parent, upon applying for TANF will have all possible resources reviewed, including child support, UI, and other resources to ensure the parent takes advantage of services which would prevent the need for TANF.
  - All parents needing child care, will be referred to the Child Care Resource and Referral number to find available providers, and have them apply for WCCC over the telephone, and have them visit the potential provider so they are comfortable leaving their children with that provider before they are referred for the CE.
  
- 3. Describe where each of the CE elements—listed above and in the standards—will be conducted.**
  - Financial Intake, Prevention Services and ongoing case management are located at each CSO.
  - CASAS appraisal and college advising will be performed at Work Source.
  - The Choices workshop and job counseling will be delivered at Work Source.

4. Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing, etc.)
  - Stevenson, White Salmon and Goldendale CSO use the e-JAS tools developed for the CE process (individual)
  - Clark College uses CASAS Appraisal, COMPASS, Work Keys as indicated by the parents training and educational needs/plans. Clark College staff will speak with each parent by phone for advising and/or education information for parents that want to explore the possibility of training/education opportunities. Clark College will be proctoring. A back-up will be identified.
  - Yakima Valley Community College staff will be performing the CASAS appraisal at the Goldendale Job Service Center 1 day per week. YVCC employee will be interpreting the results and meet with the parent individually to make recommendations for the appropriate pathway. This information will be communicated in writing to the parent also.
  - CE participants will be advised in their IRPs of the need to complete the CHOICES assessment and schedule Steps to Employment interview at the WorkSource office. Work Source Resource Center staff will provide individual assistance to CE participants as they complete the CHOICES assessment. This service is available during regular office hours, and customers will be asked to complete this step within the first week. The participant will be responsible for scheduling an appointment with reception staff (at the front desk in White Salmon or by calling 800/511-7388 for participants in Goldendale or Stevenson). CE participants will be responsible to report to the appointment with a copy of the CHOICES assessment. WorkFirst counselors will provide local labor market information and work with participants to complete a realistic Employment Plan. WorkFirst counselors will update eJAS to include CHOICES assessment detail and recommendations.
  
5. Describe how your local CE process will meet the completion time frame standards (an average of 10 working days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).
  - WFCM completes intake application for TANF and the foundation CE. The WFCM performs the foundation CE to determine if the parent needs to be routed to a social worker for emergent needs. The WFCM

- completes the initial IRP which describes specific steps to complete the process. This process is conducted daily. Parents with emergent issues will be referred on through the CE process as quickly as the issues are resolved.
- CASAS appraisal and college advising are conducted once weekly or as needed.
  - Choices workshop and job counseling are delivered daily.
  - The WFCM will schedule a return appointment 10 days from the date of intake following completion of the foundation CE.
6. Does your local area intend to include “enhancements” to the CE process beyond the required minimum standards?
- Klickitat/Skamania LPA purchased Dependable Strengths training package for staff and customers. Work Source (CJ) staff received the training and has begun providing the training to both counties at the Work Source offices. Clark has ABE/GED instructors located at Work Source centers 1-2 days wk. for all parents wanting to pursue their GED or adult diploma.
7. Describe how line staff will communicate and co-ordinate during the CE process.
- Line staff takes advantage of all forms of communication, including formal case staffing, e-mail, e-message (e-JAS), informal in-person and telephone communications. If there is a difference of opinion regarding the employability plan, the case will be staffed and resolved.
8. How will your local partnership pro-actively address challenges during CE start-up and ongoing phases?
- Challenges will be addressed by the partnership.

**LOCAL CE PLAN SIGNATURES AND REGIONAL SUPPORT:**

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**Cindy Mund, Region 6 Administrator**

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**Brenda Dalke, Stevenson CSOA**

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**Kathy Brockus, White Salmon CSOA**

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**Lorraine Fritsch, Goldendale CSOA**

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**Anne Goranson-Salas, Work Source**

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**Amy Pearson, Clark College**

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**Patrick Poppe, Yakima Valley Community College**