



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

January 16, 2009

**TO:** CSD Regional Administrators  
CSO Administrators  
All Staff

**FROM:** Leo Ribas, Director  
Community Services Division

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Work Source Operations Division, ESD

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**SUBJECT: CAREER SERVICES (February 2009)**

Career Services Program (CSP) has proven to be extremely successful in helping parents with wage progression and job retention services. Therefore, effective February 1, 2009, the program is expanding to include Non-Assistance Food Stamps (NAFS) parents.

Eligibility

To be eligible to receive Career Services, parents who receive NAFS must:

- Be working a minimum of thirty hours a week;
- Be a custodial parent or caretaker relative of a dependent child; and
- Apply at their local Employment Security Department (ESD) WorkSource Office anytime after the month of NAFS approval.

CSD staff

Any staff working with NAFS parents is responsible to:

- Take the Career Services training;
- Tell NAFS parents working 30 or more hours a week about Career Services;
- Give the Career Services flyer (rack card) when the client is in the office; and
- Tell the parent to go to the local ESD WorkSource to apply. (No formal referral needed.)

