



**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

February 3, 2009

TO: Regional Administrators
All WorkFirst Staff

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SUBJECT: UNEXCUSED ABSENCES (February 2009)

Effective February 9, 2009, the unexcused absence policy will be modified as follows:

A conversation (CAP - Continuous Activity Planning) will occur between the case manager, the parent (when available) and the service provider or partner when an immediate notification or ESD contact indicates the parent has two unexcused absences.

The purpose of this conversation is to determine if:

1. The issue that caused the unexcused absences has been resolved or requires further action,
2. The parent can continue in the activity or must be referred back, and
3. The case manager should begin the good cause process.

The following chapters of the WorkFirst Handbook will be updated to support this policy:

- 3.9.1.5 – How do we treat excused and unexcused absences?

