



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF EMPLOYMENT AND ASSISTANCE PROGRAMS
Economic Services Administration
Post Office Box 45440 Olympia WA 98504-5440

February 18, 2009

TO: Regional Administrators
All WorkFirst Staff

FROM: Leo Ribas, Director
Community Services Division

SUBJECT: SCHOOL BREAKS

According to policy in the WorkFirst HandBook, section 7.2.6, parents are required to engage in approved WorkFirst activities during summer school break. Although it is not necessary to engage a parent in additional activities during other school breaks, it is encouraged when possible and appropriate in order to meet full-time participation.

If it is decided to ask for additional participation during other school breaks, please allow adequate time to plan these alternative activities with our WorkFirst partners and contractors. The recommended time to meet, talk about how many referrals there may be and decide issues such as when and how to send referrals to the contractor is one month prior to the beginning of the school break. This will streamline the process, give our partners and contractors time to set up activities and allow for continued full-time participation.

If you have any questions or need further information, please contact Stephanie Hill at hillsr@dshs.wa.gov or (360) 725-4666.

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