



STATE OF WASHINGTON  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
Community Services Division  
Post Office Box 45440 Olympia WA 98504-5440

March 17, 2009

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

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

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Work Source Operations Division, ESD

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Department of Community, Trade, and Economic Development

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Department of Early Learning

Amber Gillum, WorkFirst Program Coordinator  
Office of Financial Management

**SUBJECT: CHANGING SUPPORT SERVICES RULES FOR CAREER SERVICES (FEBRUARY 2009)**

Effective April 1, 2009, the Career Services program will no longer provide support services to Diversion Cash Assistance (DCA) parents.

Parents who enroll in Career Services after leaving TANF will still be eligible to receive support services because they meet the post-TANF rules for support services in WAC 388-310-0800 *WorkFirst - Support Services, 1(d) Former WorkFirst recipients who are working at least twenty hours or more per week for up to six months after leaving TANF if they need support services to meet a temporary emergency. This can include up to four weeks of support services if they lose a job and are looking for another one (see also WAC 388-310-1800).*

The WorkFirst Handbook is being updated to reflect the deletion of support services from DCA parents enrolled in the Career Services Program. Handbook changes will go into effect on April 1, 2009.

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eJAS changes:

- When a post-TANF parent enrolls in Career Services, ESD will still automatically enter the SS code in eJAS. This is the component code for ESD staff only to use when issuing support services to post-TANF parents. When Career Services ends, ESD will automatically close the SS component.
- CSD staff are to use Full-Time employment (FT) or Part-Time employment (PT) when issuing support services to post-TANF parents.
- The payment Project Code for Career Services (2491) will no longer be available.

Please refer to the WorkFirst Handbook section *4.5 WorkFirst Career Services* and section *2.2 Support Services*.

If you have any questions or need further information, please contact Ian Horlor at [Horloit@dshs.wa.gov](mailto:Horloit@dshs.wa.gov) or (360) 725-4634 or Tom Lowe at [Tlowe@esd.wa.gov](mailto:Tlowe@esd.wa.gov) or (360)438-4185.

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