



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Community Services Division
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TO: Regional Administrators
All WorkFirst Staff

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SUBJECT: STACKING COMMUNITY JOBS WITH JOB SEARCH (April 2009)

Effective April 1, 2009, the WorkFirst Handbook is being updated to provide guidance on when it is appropriate to stack Community Jobs (CJ) with part-time Job Search (JS). Once the Department of Community, Trade and Economic Development (CTED) determines a parent will be job ready within the next four weeks, they may recommend a new four-week IRP that stacks part-time job search (10-15 hours per week) with 20 hours of CJ. At the end of the four-week period, almost all of these parents will move to full-time job search if they have not yet found a job.

The following chapters of the WorkFirst Handbook will be updated to reflect these changes:

- 4.1 – Employment Services Overview
- 4.2 – Employment Services
- 8.3.12 – Stacking CJ with Part Time Job Search

If you have any questions or need further information, please contact Stephanie Nielsen at nielssm@dshs.wa.gov or (360) 725-4699.

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