



STATE OF WASHINGTON
WASHINGTON WORKFIRST

- *Office of Financial Management*
- *Department of Social and Health Services*
- *Employment Security Department*
- *Department of Community, Trade & Economic Development*
- *State Board for Community and Technical Colleges*
- *Department of Early Learning*

June 19, 2007

TO: All WorkFirst Staff

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SUBJECT: **RELEASE OF REVISIONS TO WORKFIRST
HANDBOOK: REPORTING ACTUAL HOURS OF UNPAID CORE AND NON-
CORE ACTIVITIES (JULY 2007)**

The WorkFirst Handbook will be revised on July 1, 2007 to reflect the implementation of the federal Deficit Reduction Act (DRA) participation verification requirements. Chapter 4 of the WorkFirst Handbook was revised on June 1, 2007 to reflect Employment Security Department's implementation of these requirements.

The DRA requires new policies and procedures for reporting actual hours of participation in unpaid core and non-core activities. Hours of employment (Community Jobs, Career Jump, on-the-job

training, work study, self-employment and regular employment) are not affected by the new 'actual hour' rules.

Specifically, the following sections are revised to describe how staff will document and report actual hours of participation for unpaid core and non-core activities:

- 3.9.1 Federal Participation Requirements
- 3.9.2 Documenting & Reporting Participation
- 3.9.3 WorkFirst Quality Assurance
- 5.2 Limited English Proficiency Pathway
- 6.3 Participation While Resolving Issues
- 6.5 Family Violence
- 6.6 Disabilities
- 6.7 Substance Abuse
- 7.1 Education & Training – Overview
- 7.2 Vocational Education
- 7.3 Basic Education, Skills Enhancement, & High School / GED
- 7.5 Internships & Practicums
- 7.6 What do I do when a parent is already in school when he or she comes to me?
- 8.3 Community Jobs
- 8.4 Supported Work Programs

If you have any questions or need further information, please contact Olga Walker at (360) 725-4641 or walkeop@dshs.wa.gov.

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