



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*

July 24, 2007

TO: All WorkFirst Staff

FROM: Dori Shoji, Interim Director
Division of Employment and Assistance Programs

Sandy Miller, Deputy Assistant Commissioner
Work Source Operations Division, ESD

Denny Naughton, Managing Director, WorkFirst Unit
Community Trade and Economic Development

Amy Hatfield, Program Administrator
State Board of Community and Technical Colleges

Lynne Shanafelt, Assistant Director
Parent Support & Programs Division, Department of Early Learning

Amber Gillum, WorkFirst Program Coordinator
Office of Financial Management

SUBJECT: **RELEASE OF REVISION TO WORKFIRST HANDBOOK: SECTIONS 7.1 –
OVERVIEW AND 7.3 BASIC EDUCATION, SKILLS ENHANCEMENT &
HIGH SCHOOL/GED (JULY 2007)**

Sections 7.1 and 7.3 of the WorkFirst Handbook have been revised to reflect how to code basic education and English-as-a-Second Language (ESL) instruction for WorkFirst. Use of the correct codes will ensure that basic education and ESL instruction that is stacked with a core activity counts towards participation.

