



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*

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TO: All WorkFirst Staff

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SUBJECT: **RELEASE OF REVISION TO WORKFIRST HANDBOOK: SECTION 5.2 – LIMITED ENGLISH PROFICIENCY (LEP) PATHWAY (JULY 2007)**

Section 5.2 of the WorkFirst Handbook has been revised to reflect how to code English-as-a-Second Language (ESL) instruction for parents in the LEP Pathway. Use of the correct codes will ensure that ESL instruction that is stacked with a core activity counts towards participation.

Specifically, staff will code ESL that is stacked with a core activity as "JT" and stand-alone ESL as "ES". LEP Pathway providers will document that ESL that is stacked with a core activity is a skill needed for employment in the parent's employment plan.

