



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

July 11, 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
Department of Early Learning

Amber Gillum, WorkFirst Program Coordinator
Office of Financial Management

SUBJECT: **RELEASE OF REVISION TO WORKFIRST HANDBOOK-SECTION 8.1-
PAID & UNPAID EMPLOYMENT OVERVIEW WITH AMERICORPS
LANGUAGE (JULY 2007)**

The WorkFirst Handbook, section 8.1-*Paid & Unpaid Employment Overview* will be revised July 16, 2007 to incorporate policy clarifications and notify staff that AmeriCorps employment is normally full-time, generally lasts nine months to one year and provides WorkFirst parents with income, skills and experience they need to achieve self-sufficiency.

If you have any questions or need further information, please contact Aurea Figueroa at (360) 725-4623 or FigueAL@dshs.wa.gov.

