



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
COMMUNITY SERVICES DIVISION
Economic Services Administration
Post Office Box 45440 Olympia WA 98504-5440

February 29, 2008

TO: Regional Administrators
All WorkFirst Staff

FROM: Dori Shoji, Interim Director
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**SUBJECT: eJAS EXCUSED ABSENCES HOURS ENHANCEMENT
(MARCH 2008)**

The Deficit Reduction Act allows states to count excused absences as participation. Effective March 7, 2008, eJAS will track the actual number of hours and the date of each excused absence by:

- Requiring users to report the date of each excused absence on the Client Monthly Participation and the Multiple Client Monthly Participation screens;
- Changing the wording from Excused Hours/Instances to Excused Hours/Dates on the Client Monthly Participation screen, the Multiple Client Monthly Participation screen, and the Actual Hours Transaction History screen; and

- Creating a new pop-up screen to enter the date and hours for each excused absence. The date of the excused absence must fall within the original date range selected by the user.

Effective March 7, 2008, users will be required to enter the actual number of hours and the date of each excused absence. Users will not be required to go back and enter dates for excused hours already entered.

This change was made to give WorkFirst partner agencies a way to more simply and accurately report excused absence hours to ensure our federal participation reports can capture all allowable hours of excused absences.

Please refer to the WorkFirst Handbook Section 3.9.1.4 - *What are the federal rules for holidays and absences?*

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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