



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

June 24, 2008

TO: CSD Regional Administrators
All WorkFirst Staff

FROM: Leo Ribas, Director
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**SUBJECT: COMPREHENSIVE EVALUATION FAST TRACK
(JULY 2008)**

In order to quickly move families from the comprehensive evaluation (CE) into countable activities, a policy change has been approved that will allow certain populations to be “fast tracked” through the CE process.

Effective July 1, 2008, the following groups are required to complete **only** the foundation portion of the CE:

- Applicants who are working full time when they enter TANF,
- Applicants who verify full time enrollment in an approved training program,
- Applicants whose employment has ended within 30 days of application for TANF, who were working at least 20 hours per week, and

- Applicants who have been on TANF within the last six months and who have previously completed all elements of the CE.

eJAS will be changed to allow the CE to be closed successfully for the above populations. The WorkFirst Handbook, section 3.2.1, will be updated to reflect this change effective July 1, 2008.

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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