



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

August 18, 2008

TO: CSD Regional Administrators
All CSD Staff

FROM: Leo Ribas, Director
Community Services Division

**SUBJECT: **MARKETING THE CAREER SERVICES PROGRAM
TO DIVERSION CASH ASSISTANCE RECIPIENTS****

Due to the success of the Career Services Program (CSP), the Sub-Cabinet approved expanding the program beginning October 1, 2008, to include recipients of Diversion Cash Assistance (DCA) who are working 30 or more hours a week. Furthermore, we are making support services available to parents participating in Career Services.

Expanding the program supports working parents while helping to increase the TANF federal work participation rate. To promote the expansion, it is essential that all partners market the program to assist working parents to access these services.

CSP training for DSHS staff will be available Tuesday, August 19, 2008, via the DSHS Learning Center. The training provides information on the benefits and eligibility rules for the program and how to market the program to potentially eligible parents.

Staff that will need to complete the training include:

- Customer Service Specialists;
- All Financial Service Specialists (including call center and childcare staff);
- All WorkFirst Staff (including program specialists, social workers, and supervisors); and
- Any other CSO staff that interact with TANF families including recipients of DCA.

In order to receive credit for completion, DSHS staff must access the training entitled "DCA Career Services Program Overview" through the DSHS Learning Center at <http://training.dshs.wa.gov/MaestroC/index.cfm>.

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If you have any questions or need further information about CSP, please contact Ian Horlor at horloit@dshs.wa.gov or (360) 725-4634.

If you have questions regarding the training or the DSHS Learning Center, please contact Bill Callahan at callalw@dshs.wa.gov or (360) 725-4619.

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