



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

September 23, 2008

TO: CSD Regional Administrators
All WorkFirst Staff

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SUBJECT: RELEASE OF REVISED WORKFIRST HANDBOOK SECTIONS (OCTOBER 2008)

Effective October 1, 2008 the WorkFirst Handbook sections are being revised to reflect the following changes.

DISABLED FAMILY MEMBER

The final rule of the Deficit Reduction Act (DRA) removes the requirement to consider a disabled family member's ability to attend school when deciding whether to use the XC/XN or ZB/ZC eJAS component codes.

The following sections of the WorkFirst Handbook have been updated to reflect this policy:

- 6.4 – Children: Special Needs
- 6.8 – Exemptions

UNSUPERVISED STUDY TIME

The final rule of the DRA allows us to count up to one hour of unsupervised study time for each hour of scheduled class time. Total homework time (both supervised and unsupervised) reported for participation cannot exceed the hours required or advised by a particular educational program.

College staff and LEP Pathway providers will communicate the weekly educational hours to the WorkFirst Program Specialist or WorkFirst Social Worker through the Education and Training Worksheet allowing the countable hours to be built into the parent's Individual Responsibility Plan.

The following sections of the WorkFirst Handbook have been updated to reflect this policy:

- 5.2 – LEP Pathway
- 7.1 – Education & Training Overview
- 7.2 – Vocational Education
- 7.3 – Basic Education, Skills Enhancement, High School/GED, and
- 7.6 – What do I do when a parent is already in school when he or she comes to me?

DEGREE COMPLETION

The final rule of the DRA allows us to count Degree Completion as a core activity. We are not changing current policy on who qualifies for Degree Completion, or how to approve this activity.

The following sections of the WorkFirst Handbook have been updated to reflect this policy:

- 7.2 – Vocational Education
- 7.4 – Other Education

PREGNANCY TO EMPLOYMENT

Due to increased workload and redundancy, the third trimester partial assessment is being eliminated.

WAC 388-310-1450 still requires Chemical Dependency and/or Mental Health treatment during the third trimester if the comprehensive evaluation or assessment indicates a need. The WorkFirst Social Worker may also request a partial assessment at anytime if information is received indicating there are mental health and/or chemical dependency issues.

The following section of the WorkFirst Handbook has been updated to reflect this policy:

- 5.1 – Pregnancy to Employment

If you have any questions or need further information, please contact Stacey Bushaw at bushask@dshs.wa.gov or (360) 725-4622 or Stephanie Nielsen at nielssm@dshs.wa.gov or (360) 725-4699.

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