



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

December 1, 2008

TO: CSD Regional Administrators

FROM: Leo Ribas, Director
Community Services Division

SUBJECT: Historical Coding Of Employment Hours In Aces (December 2008)

Employment hour information for WorkFirst parents is federally reported out of ACES. When a WorkFirst parent is employed, staff input the income and hours information in the ongoing month. The historical months are not being captured. This negatively affects our WorkFirst participation rate.

A process is underway to automate the capturing of historical hours. In the meantime, a workaround has been developed to capture historical employment hours of earned income and Community Jobs.

Effective December 15, 2008, once employment hours are verified for a WorkFirst parent, staff will enter the employment hours information on the ACES EARN screen for a minimum of two historical months. Workers have the option of going all the way back to the employment start date if it is more than two months in the past, but should not go back farther than October 1, 2008.

Please see the attached document, "Historical Employment Hours Step-by-Step".

The following WorkFirst Handbook sections have been updated to reflect this change:

- 8.1 – Paid & Unpaid Employment
- 8.3 – Community Jobs

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

Enclosure

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