



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
COMMUNITY SERVICES DIVISION
Economic Services Administration
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TO: Regional Administrators
All WorkFirst Staff

FROM: Leo Ribas, Director
Community Services Division

SUBJECT: COUNTING HOMEWORK HOURS FOR NON-CONTRACTED PROVIDERS (January 2009)

Effective January 1, 2009, DSHS staff will be able to capture some (but not all) countable homework hours from non-contracted/non-partner educational providers. This process applies to all educational and training activities except for life skills, which is considered a job readiness assistance (not educational) activity by the federal government.

We have revised the Education and Training Overview of the WorkFirst Handbook, Section 7.1, to reflect the new process and forms DSHS staff will use to capture these hours. CTED is working to finalize this process for CTED WorkFirst Contractors providing or responsible for educational activities.

We are using a simplified method because non-contracted educational providers do not have uniform homework/classroom requirements. This means we would need detailed rules and information to pick up all countable homework hours. However, many of these providers may not have time to learn these rules and/or send in detailed information each month. We did not want to set up a complicated process that would be labor-intensive and error-prone.

The simplified method will require non-contracted/non-partner educational providers to send in a new form at the beginning of the school quarter. DSHS staff will use a new form to determine whether they can count homework hours each month.

We believe the simplified method in the WorkFirst Handbook will pick up enough additional countable hours to help most parents in non-contracted educational activities make the rate. We will review the results of this change after spring quarter to determine if we need additional enhancements.

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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