



MEMORANDUM

To: Employment Security Department (ESD) and Department of Social and Health Services (DSHS) staff and supervisors affiliated with WorkFirst

From: Amy L. Smith, Director, Workforce and Career Development Division, Employment Security Department

Babette Roberts, Director, Community Services Division, Economic Services Administration, Department of Social and Health Services

Date: September 18, 2013

RE: Provision of WorkFirst support services by ESD under the PY13 inter-local agreement

This joint communication is designed to provide WorkFirst-affiliated staff and supervisors from both ESD and DSHS with important information about changes to WorkFirst support services available to WorkFirst participants through ESD. The changes, as described below, are a result of funding cuts in the Program Year 2013 inter-local agreement signed by our two agencies, which in turn reduced the support services funding available to ESD job coaches for WorkFirst participants

This impact will be seen primarily in the narrower scope of ESD basic support services, which has long been defined as those supports needed for WorkFirst participants to pursue and accept employment. Effective immediately, that category of support services will encompass only those supports needed to accept an offer of employment. Support services needed for participants to engage in the job search or interviewing (i.e., pre-employment) process will no longer be provided by ESD. Refer to attachment titled, *ESD Support Services Directory for WorkFirst (September 2013)*, for guidance on what ESD will or will not provide. WorkFirst participants will be directed to their DSHS case managers for consideration of pre-employment support services that ESD cannot provide.

This is a major change and one likely to impact local DSHS case managers in the form of WorkFirst participants approaching them for pre-employment support services no longer offered by ESD. It is underscored, however, that other ESD support services – namely automatic transportation payments, bus passes, and OJT reimbursements – will continue to be provided by ESD.

As it relates to job search activities, ESD job coaches will continue to provide WorkFirst job search participants with the full range of employment services currently available as part of the agency's Career Scope model.

Please let us know if you have questions. Thank you all for your ongoing commitment and contribution to our local WorkFirst participants and partnership, respectively.