



MEMORANDUM

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

From: Kelly Lindseth, 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: March 1, 2016

RE: Expanding Support Service Options for ESD Career Scope Participants

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Effective March 1, 2016, Career Scope participants will be able to receive work-related support services to *pursue* employment, including job search activities.

To learn more about what are allowable Support Services, go to the WorkFirst Support Services Directory in WFHB 2.2. In order to ensure appropriate ESD Support Services with this change, ESD will no longer maintain a separate ESD Support Services Directory.

ESD will reference the Internal Controls Manual located on the ESD WorkFirst Website for detailed allowable sub category codes and limits.

Other support services, such as automatic transportation payments, bus passes and OJT reimbursements, have not changed.

Please contact Linda Venera at 360-902-9779 or lvenera@esd.wa.gov if you have any questions.

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