

General Instructions

None of the following pathways are required; this criterion is designed to help a DSHS case manager make an informed decision about which pathway(s) is/are most appropriate for a particular parent.

Comprehensive Evaluation (CE) recommendations should be designed to meet parents' need while maximizing our ability to meet federal participation requirements. Refer to the Stacking Activities Chart when determining the appropriate stackable activities for the parent.

Prior to approving a referral to any of the pathways listed, parents must be advised of WorkFirst program requirements and their responsibility to participate in the activities identified in their Individual Responsibility Plan.

Parents should have approved child care and transportation plans in place prior to referral. Parents reporting to an activity without arranged childcare and transportation may be referred back as they are unable to begin participating as required.

If the CE results do not identify an appropriate pathway based on the following criteria, a Continuous Activity Plan (CAP) may be conducted immediately. The CAP is an informal consultation or joint evaluation with available WorkFirst partners, DSHS co-workers, or other service providers.

Job Search

Referrals to Job Search may be appropriate for parents who:

- Are currently employed or have had employment within the last 90 days
- Are receiving UI benefits or have a 'pending' UI claim (*note: JS should be the requirement for parents in this category*)
- Indicate an interest in pursuing employment
- Are ready and able to accept employment within 4 weeks
- Have recently completed an education or supported work program
- Are participating in another core activity for no more than 20 hours per week and need another activity to meet federal requirements and can accept employment within 4 weeks.
- Would benefit from an On-the-Job Training (OJT)

Exception: Parents who are working full-time and want assistance finding a better job are appropriate for Job Search as long as they can come into the office at least once a week to receive assistance. Otherwise, they can be referred to WorkSource Center as a self-directed job seeker.

Education & Training Activity

Referrals to Education & Training may be appropriate for parents who:

- Have little or no work history
- Are currently engaged in an educational activity
- Indicate interest in pursuing educational opportunities or want to enter an occupation that requires training

COMPREHENSIVE EVALUATION REFERRAL CRITERIA

- Have not completed a high school diploma or GED and want to complete
- Completed high school or obtained a GED, but need or want to brush up their skills
- Have had difficulty in school with reading, writing, math, following verbal directions, etc. and want to improve their basic skills in order to get a job or a better job
- Are participating in a college work study
- Are participating in a paid work experience, practicum or internship

Department of Commerce Work Programs

Community Jobs

Referrals to Community Jobs may be appropriate for parents who:

- Have little or no current work history
- Are working on barrier management activities and are ready to combine issue resolution with subsidized work activities
- Are able to participate full-time but are not ready for unsubsidized employment
- Are ready and able to be employed within 6 months
- Are not curing a non-compliance sanction. The TANF grant must be open before the parent can be referred.

Job Connection

Referrals to Job Connection may be appropriate for parents who:

- Are able to participate full time
- Are ready and able to be employed full-time (32-40 hours per week) within three months
- Need recent work history to increase employability
- Have completed vocational education training or obtained their HSD/GED
- Do not currently hold an unsubsidized job
- Are not curing a non-compliance sanction. The TANF grant must be open before the parent can be referred.

Career Development

Referrals to Career Development may be appropriate for parents for whom education attainment is the primary goal. These parents must:

- Be enrolled in an education pathway
- Maintain an enrollment status in the pathway
- Need work experience in their field of study

Unsubsidized Employment

Parents may be in this pathway full- or part-time

- Have a paid, unsubsidized job
- Are self-employed

LEP Pathway

Referrals to the LEP Pathway may be appropriate for parents who:

COMPREHENSIVE EVALUATION REFERRAL CRITERIA

- Receive Cash Assistance
- Have difficulty understanding or communicating in English
- An LEP parent with ESL Level 5 or 6 who is identified by college staff or an employment counselor as needing specialized assistance to participate
- Individuals receiving Refugee Cash Assistance (RCA) or Refugee Medical Assistance (RMA)

Issue Resolution

Parents may be in this pathway full- or part-time, depending on their ability to participate in work or work-like activities. Whenever possible, these issue resolution activities should be stacked with one of the above activities as appropriate.

Issue resolution activities assist in helping parents resolve issues, including:

- Hard to engage or sanctioned individuals
- Mental, physical, and/or learning disabilities
- Alcohol or substance abuse/chemical dependency
- Family violence
- Homelessness
- Family planning
- Children with special needs
- Teen parenting
- First Steps
- Pregnancy to Employment Assessment(s)

Exempt

Referrals to the Exempt Pathway may be appropriate for parents who:

- Are a needy caregiver relative and aged 55 or older
- Have a severe and chronic disability (including those likely to be approved for SSI or other federal benefits)
- Are required to be in the home to care for a child with special needs
- Are required to be in the home to care for an adult relative with a disability

3rd trimester of pregnancy Deferral

Parents in the third trimester of pregnancy can choose to not participate in WorkFirst activities if there are no identified mental health and/or chemical dependency issues.

Infant Exemption

The Infant Exempt may be appropriate for parents who: Are parenting an infant age 12 months or less (12 months in a lifetime infant exemption)