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|  | **INTERLOCAL AGREEMENT**  **LEP Pathway**  **English Language Training and Education Services** | | | | | | | DSHS Agreement Number:  2365-60154 | | | | |
| This Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below, and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW. | | | | | | | | Program Contract Number:    Contractor Contract Number: | | | | |
| CONTRACTOR NAME  Sample Contract | | | | | | CONTRACTOR doing business as (DBA) | | | | | | |
| CONTRACTOR ADDRESS  568 5th St  Seattle, WA 98105 | | | | | | WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) | | | | DSHS INDEX NUMBER  146192 | | |
| CONTRACTOR CONTACT  Sample Contract | | CONTRACTOR TELEPHONE  (206) 555-5555 | | | | CONTRACTOR FAX | | | CONTRACTOR E-MAIL ADDRESS  sample@wa.edu | | |
| DSHS ADMINISTRATION  Economic Services Administration | | DSHS DIVISION  Community Services Division | | | | | | DSHS CONTRACT CODE  3000LC-65 | | | | |
| DSHS CONTACT NAME AND TITLE  Student Thirteen  Contracts Manager | | | | DSHS CONTACT ADDRESS  4500 10th Ave SE  Lacey, WA 98504 | | | | | | | | |
| DSHS CONTACT TELEPHONE  (888) 888-8888 | | | DSHS CONTACT FAX  (888) 888-8888 | | | | | DSHS CONTACT E-MAIL ADDRESS  eacdhelp@dshs.wa.gov | | | | |
| IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?  No | | | | | | | ASSISTANCE LISTING NUMBER(S) | | | | | |
| **AGREEMENT START DATE**  07/01/2023 | | | **AGREEMENT END DATE**  06/30/2024 | | | | | MAXIMUM AGREEMENT AMOUNT  $1.00 | | | | |
| **EXHIBITS. The following Exhibits are attached and are incorporated into this Agreement by reference:**  **Exhibits (specify):** Exhibit A - Data Security Requirements **Exhibit B - Statement of Work**  **No Exhibits.** | | | | | | | | | | | | |
| The terms and conditions of this Agreement are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise regarding the subject matter of this Agreement, between the parties. The parties signing below represent they have read and understand this Agreement, and have the authority to execute this Agreement. This Agreement shall be binding on DSHS only upon signature by DSHS. | | | | | | | | | | | | |
| CONTRACTOR SIGNATURE  Draft - Please Do Not Sign | | | | | PRINTED NAME AND TITLE | | | | | | DATE SIGNED | |
| DSHS SIGNATURE  Draft - Please Do Not Sign | | | | | PRINTED NAME AND TITLE | | | | | | DATE SIGNED | |

# **Definitions**. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

## “Central Contracts and Legal Services” means the DSHS central headquarters contracting office, or successor section or office.

## “Confidential Information” or “Data” means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.

## “Contract” or “Agreement” means the entire written agreement between DSHS and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

## “CCLS Chief” means the manager, or successor, of Central Contracts and Legal Services or successor section or office.

## “Contractor” means the individual or entity performing services pursuant to this Contract and includes the Contractor’s owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Contract. For purposes of any permitted Subcontract, “Contractor” includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.

## “Debarment” means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.

## “DSHS” or the “Department” means the state of Washington Department of Social and Health Services and its employees and authorized agents.

## “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key;” a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.

## “Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.

## “Physically Secure” means that access is restricted through physical means to authorized individuals only.

## “Program Agreement” means an agreement between the Contractor and DSHS containing special terms and conditions, including a statement of work to be performed by the Contractor and payment to be made by DSHS.

## “RCW” means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at http://apps.leg.wa.gov/rcw/.

## “Regulation” means any federal, state, or local regulation, rule, or ordinance.

## “Secured Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.

## “Subcontract” means any separate agreement or contract between the Contractor and an individual or entity (“Subcontractor”) to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.

## “Tracking” means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.

## “Trusted Systems” include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service (“USPS”) first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system.  For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.

## “WAC” means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at http://apps.leg.wa.gov/wac/.

# **Amendment.** This Contract may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.

# **Assignment.** The Contractor shall not assign this Contract or any Program Agreement to a third party without the prior written consent of DSHS.

# **Billing Limitations.**

## DSHS shall pay the Contractor only for authorized services provided in accordance with this Contract.

## DSHS shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.

## The Contractor shall not bill and DSHS shall not pay for services performed under this Contract, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.

# **Compliance with Applicable Law and Washington State Requirements.**

## **Applicable Law**. Throughout the performance of this Agreement, Contractor shall comply with all federal, state, and local laws, regulations, and executive orders to the extent they are applicable to this Agreement.

## **Civil Rights and Nondiscrimination**. Contractor shall comply with all federal and state civil rights and nondiscrimination laws, regulations, and executive orders to the extent they are applicable to this Agreement, including, but not limited to, and as amended, Titles VI and VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA); Executive Order 11246; the Health Insurance Portability and Accountability Act of 1996 (HIPAA); the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, and Chapter 49.60 of the Revised Code of Washington, Washington’s Law Against Discrimination. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

## In the event of the Contractor’s noncompliance or refusal to comply with any applicable nondiscrimination laws, regulations, and executive orders, this Agreement may be rescinded, canceled, or terminated in whole or in part.

## **Certification Regarding Russian Government Contracts and/or Investments**. Contractor shall abide by the requirements of Governor Jay Inslee’s Directive 22-03 and all subsequent amendments. The Contractor, by signature to this Contract, certifies that the Contractor is not presently an agency of the Russian government, an entity which is Russian-state owned to any extent, or an entity sanctioned by the United States government in response to Russia’s invasion of Ukraine. The Contractor also agrees to include the above certification in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor does not comply with this certification. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor does not comply with this certification during the term hereof.

# **Confidentiality.**

## The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor’s performance of the services contemplated hereunder, except:

### as provided by law; or,

### in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.

## The Contractor shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:

### Allowing access only to staff that have an authorized business requirement to view the Confidential Information.

### Physically Securing any computers, documents, or other media containing the Confidential Information.

### Ensure the security of Confidential Information transmitted via fax (facsimile) by:

#### Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.

#### Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.

#### Verifying after transmittal that the fax was received by the intended recipient.

### When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:

#### Use a Trusted System.

#### Encrypt the Confidential Information, including:

##### Encrypting email and/or email attachments which contain the Confidential Information.

##### Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.

#### **Note: If the DSHS Data Security Requirements Exhibit is attached to this contract, this item, 6.b.(4), is superseded by the language contained in the Exhibit.**

### Send paper documents containing Confidential Information via a Trusted System.

### Following the requirements of the DSHS Data Security Requirements Exhibit, if attached to this contract.

## Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or Contractor shall certify in writing that they employed a DSHS approved method to destroy the information. Contractor may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.

## Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.

## Notificationof Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery.  Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

# **Debarment Certification.** The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor becomes Debarred. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor becomes Debarred during the term hereof.

# **E-Signature and Records.** An electronic signature or electronic record of this Contract or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other ancillary agreement for all purposes.

# **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

# **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and his or her employees or agents performing under this Contract are not employees or agents of the Department. The Contractor, his or her employees, or agents performing under this Contract will not hold himself/herself out as, nor claim to be, an officer or employee of the Department by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.

# **Inspection.** The Contractor shall, at no cost, provide DSHS and the Office of the State Auditor with reasonable access to Contractor’s place of business, Contractor’s records, and DSHS client records, wherever located. These inspection rights are intended to allow DSHS and the Office of the State Auditor to monitor, audit, and evaluate the Contractor’s performance and compliance with applicable laws, regulations, and these Contract terms. These inspection rights shall survive for six (6) years following this Contract’s termination or expiration.

# **Maintenance of Records.** The Contractor shall maintain records relating to this Contract and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. All records and other material relevant to this Contract shall be retained for six (6) years after expiration or termination of this Contract.

Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

# **Order of Precedence.** In the event of any inconsistency or conflict between the General Terms and Conditions and the Special Terms and Conditions of this Contract or any Program Agreement, the inconsistency or conflict shall be resolved by giving precedence to these General Terms and Conditions. Terms or conditions that are more restrictive, specific, or particular than those contained in the General Terms and Conditions shall not be construed as being inconsistent or in conflict.

# **Severability.** If any term or condition of this Contract is held invalid by any court, the remainder of the Contract remains valid and in full force and effect.

# **Survivability.** The terms and conditions contained in this Contract or any Program Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

# **Contract Renegotiation, Suspension, or Termination Due to Change in Funding.**

If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

## At DSHS’s discretion, the Contract or Program Agreement may be renegotiated under the revised funding conditions.

## At DSHS’s discretion, DSHS may give notice to Contractor to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor’s performance to be resumed prior to the normal completion date of this contract.

### During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.

### When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsubsection, “written notice” may include email.

### If the Contractor’s proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

## DSHS may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.

# **Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the CCLS Chief or designee has the authority to waive any term or condition of this Contract on behalf of DSHS.

**Additional General Terms and Conditions – Interlocal Agreements:**

# **Disputes**. Both DSHS and the Contractor (“Parties”) agree to work in good faith to resolve all conflicts at the lowest level possible. However, if the Parties are not able to promptly and efficiently resolve, through direct informal contact, any dispute concerning the interpretation, application, or implementation of any section of this Agreement, either Party may reduce its description of the dispute in writing, and deliver it to the other Party for consideration. Once received, the assigned managers or designees of each Party will work to informally and amicably resolve the issue within five (5) business days. If managers or designees are unable to come to a mutually acceptable decision within five (5) business days, they may agree to issue an extension to allow for more time.

If the dispute cannot be resolved by the managers or designees, the issue will be referred through each Agency’s respective operational protocols, to the Secretary of DSHS (“Secretary”) and the Contractor’s Agency Head (“Agency Head”) or their deputies or designated delegates. Both Parties will be responsible for submitting all relevant documentation, along with a short statement as to how they believe the dispute should be settled, to the Secretary and Agency Head.

Upon receipt of the referral and relevant documentation, the Secretary and Agency Head will confer to consider the potential options of resolution, and to arrive at a decision within fifteen (15) business days. The Secretary and Agency Head may appoint a review team, a facilitator, or both, to assist in the resolution of the dispute. If the Secretary and Agency Head are unable to come to a mutually acceptable decision within fifteen (15) business days, they may agree to issue an extension to allow for more time.

The final decision will be put in writing, and will be signed by both the Secretary and Agency Head. If the Agreement is active at the time of resolution, the Parties will execute an amendment or change order to incorporate the final decision into the Agreement. The decision will be final and binding as to the matter reviewed and the dispute shall be settled in accordance with the terms of the decision.

If the Secretary and Agency Head are unable to come to a mutually acceptable decision, the Parties will request intervention by the Governor, per RCW 43.17.330, in which case the governor shall employ whatever dispute resolution methods that the governor deems appropriate in resolving the dispute.

Both Parties agree that, the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

# **Hold Harmless**. The Contractor shall be responsible for and shall hold DSHS harmless from all claims, loss, liability, damages, or fines arising out of or relating to the Contractor’s negligent acts or omissions or its performance or failure to perform this Agreement. DSHS shall be responsible for and shall hold the Contractor harmless from all claims, loss, liability, damages, or fines arising out of or relating to DSHS’ performance or failure to perform this Agreement.

# **Ownership of Material**. Copyright in all material created by the Contractor and paid for by DSHS as a part of this Interlocal Agreement shall be the property of the State of Washington. Both DSHS and Contractor may use these materials, and permit others to use them, for any purpose consistent with their respective missions as agencies of the state of Washington. This material includes, but is not limited to: books; computer programs; documents; films; pamphlets; reports; sound reproductions; studies; surveys; tapes; and/or training materials. Material that the Contractor uses to perform this Interlocal Agreement but which is not created for or paid for by DSHS shall be owned by Contractor or such other party as determined by Copyright Law and/or Contractor’s internal policies. Contractor hereby grants (or, if necessary and to the extent reasonably possible, shall obtain and grant) a perpetual, unrestricted, royalty free, non-exclusive license to DSHS to use the materials for DSHS internal purposes.

# **Subrecipients**.

## General. If the Contractor is a subrecipient of federal awards as defined by 2 CFR Part 200 this Agreement, the Contractor shall:

### Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;

### Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;

### Prepare appropriate financial statements, including a schedule of expenditures of federal awards;

### Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;

### Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and

### Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to <https://ojp.gov/about/offices/ocr.htm> for additional information and access to the aforementioned Federal laws and regulations.)

## Single Audit Act Compliance. If the Contractor is a subrecipient and expends $750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:

### Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;

### Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a “Summary Schedule of Prior Audit Findings” reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.

## Overpayments. If it is determined by DSHS, or during the course of a required audit, that the Contractor has been paid unallowable costs under this or any Program Agreement, DSHS may require the Contractor to reimburse DSHS in accordance with 2 CFR Part 200.

# **Termination**.

## Default. If for any cause, either party fails to fulfill its obligations under this Agreement in a timely and proper manner, or if either party violates any of the terms and conditions contained in this Agreement, then the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given 15 working days to correct the violation or failure. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice from the aggrieved party to the other party.

## Convenience. Either party may terminate this Interlocal Agreement for any other reason by providing 30 calendar days’ written notice to the other party.

## Payment for Performance. If this Interlocal Agreement is terminated for any reason, DSHS shall only pay for performance rendered or costs incurred in accordance with the terms of this Agreement and prior to the effective date of termination.

# **Treatment of Client Property**. Unless otherwise provided, the Contractor shall ensure that any adult client receiving services from the Contractor has unrestricted access to the client’s personal property. The Contractor shall not interfere with any adult client’s ownership, possession, or use of the client’s property. The Contractor shall provide clients under age eighteen (18) with reasonable access to their personal property that is appropriate to the client’s age, development, and needs. Upon termination of the Contract, the Contractor shall immediately release to the client and/or the client’s guardian or custodian all of the client’s personal property.

1. **Definitions Specific to Special Terms**.

The words and phrases listed below, as used in this Contract, shall each have the following definitions:

* 1. “Afghan Humanitarian Parolee” means certain Afghan individuals granted humanitarian parole by the U.S. Department of Homeland Security, between July 31, 2021 and September 30, 2022, and are eligible to apply for mainstream benefits, resettlement assistance, and other benefits available to refugees.
  2. “Afghan Special Immigrants” means a citizen or national of Afghanistan who is granted special immigrant status under 101(a) (27) of the Immigration and Nationality Act.
  3. “Amerasians” means an individual born in Vietnam after January 1, 1962 and before January 1, 1976 who was fathered by a US Citizen.
  4. “Asylee” means an individual who is physically present in the US or at a border or port of entry and who has been granted political asylum by the US Attorney General. An applicant for political asylum does not meet the immigration status requirement for refugee assistance until asylum has been granted.
  5. “Authorization of Release of Information form” means a Contractor’s form signed by the participant giving the Contractor permission to share his/her personal information with third party providers as it relates to contracted services.
  6. “Business day” means any day Monday through Friday, excluding state and Federal holidays.
  7. “Calendar day” means any and all days in a year.
  8. “CASAS” means Comprehensive Adult Student Assessment System. CASAS is a competency-based assessment tool designed to assess the basic literacy skills of adult learners.
  9. “Consent form” means the DSHS 14-012 Consent form signed by the participant giving the Contractor and DSHS permission to share his/her personal information as it relates to contracted services.
  10. “Core Activity” means a WorkFirst activity that is countable toward federal Temporary Assistance for Needy Families (TANF) participation rate. TANF parents must be in a twenty (20) hour per week core activity to have any non-core activities counted toward the total federation participation rate.
  11. “CSO” means the DSHS Community Service Office.
  12. “Cuban/Haitian Entrant” means a national of Cuba or Haiti who was paroled into the US or was paroled for criminal prosecution or to give testimony, or has a pending case, or applied for asylum status.
  13. “Data” means any personal information and/or other information accessed and gained while providing services in accordance with this Contract.
  14. “DSHS Contact” means the DSHS Contact named on page one (1) of this Contract and or their designee.
  15. “eJAS” means the DSHS automated case management tool for individuals and families participating in employment and training programs.
  16. “ESL” means English as a Second Language.
  17. “ELA” means English Language Acquisition.
  18. “Excused absence” means the participant has a good reason not to participate in WorkFirst activities due to significant problems or events outside his/her control.
  19. “Full level gain” is a measurement of English proficiency skills attainment using the CASAS system and either the College and Career Readiness Standards or the Washington ESL Adult Learning Standards skill indicators. ESL proficiency levels range from Level 1 (the lowest proficiency level) to Level 6 (the highest proficiency level). Each proficiency level tests a student’s ability in four (4) basic literacy skills – listening, reading, speaking and writing. A student must pass tests in all four (4) literacy skills in an ESL level to achieve a full level gain and move up to the next level.
  20. “Iraqi Special Immigrant” means a citizen or national of Iraq who is granted special immigrant status under 101(a) (27) of the Immigration and Nationality Act.
  21. “LEP” means Limited English Proficient.
  22. “LEP Pathway” means services which use a blended approach that combines ESL with job search, work, and/or work-like activities to increase a participant’s employability.

## “Life Skills Training” prepares participants to meet the demands of everyday life and employment. It may be employment related and an up-front introduction that helps WorkFirst parents to participate in activities effectively. Ideally, life skills training is available for one (1) week, or thirty (30) hours, and participants enter training near the beginning of job preparation activities as part of employment services. Life Skills topics include, but aren't limited to: self-awareness, attitude, balancing work and personal life, money management, stress and anger management, time management, communication skills, appropriate standards for dress and participation.

* 1. “Non-core Activity” means a WorkFirst activity that is only countable toward the federal TANF participation rate once core activity requirements are met.
  2. “Nondisclosure form” means the DSHS 03-374D ESA Nondisclosure of Confidential Information Agreement – Non Employee Form signed by Contractor’s staff giving them permission to access confidential and personal information from DSHS as it relates to contracted services.
  3. “ORIA” means the DSHS Office of Refugee and Immigrant Assistance within the Economic Services Administration Community Services Division.
  4. “Participant” means a DSHS client or eligible refugee enrolled in LEP Pathway services.
  5. “RCA” means Refugee Cash Assistance, a federally funded program that provides monthly cash for up to twelve (12) months from the date of arrival to single individuals or childless couples who entered the US with refugee status and meet program income and resource requirements. RCA recipients also receive medical assistance.
  6. “Refugee” means a person who is unable to return to his/her home country because of persecution, or a well-founded fear of persecution due to his/her race, religion, nationality, membership in a particular social group, or political opinion.  For purposes of this Contract, the term “refugee” also refers to asylees, victims of human trafficking, Amerasians, Cuban-Haitian entrants, and Iraqi and Afghani Special Immigrants.
  7. “Stacking activities” means engaging a TANF parent in more than one (1) WorkFirst activity in order to maximize DSHS’s ability to meet federal participation requirements while increasing the TANF parent’s employability.
  8. “Support Services” mean goods and services purchased to help clients participate in LEP Pathway activities. Support Service delivery is described in detail in the LEP Pathway Support Service Handbook.
  9. “TANF” means Temporary Assistance for Needy Families.
  10. “Unexcused absences” means the participant does not have a good reason for missing WorkFirst activities.
  11. “Ukrainian Humanitarian Parolee” means a citizen or national of Ukraine, who the Department of Homeland Security has paroled into the United States between February 24, 2022 and September 23, 2023 due to urgent humanitarian reasons or for significant public benefit.
  12. “Victim of Human Trafficking” means a person who has been trafficked into the US and forced into the international sex trade, prostitution, slavery and/or forced labor through coercion, threats of physical violence, psychological abuse, torture and imprisonment.
  13. “WorkFirst Participation Rate” means the federal rate set for states that require individuals to participate in full-time work or work-related activities. To meet the rate, states must have a percentage of TANF participants in the required number of hours of countable activities each month. Federal rules reduce funding for states that fail to meet their rates.
  14. “WorkFirst Program” means Washington State’s TANF program. It provides cash grants, welfare-to-work services and work supports (including subsidized child care through the Working Connections Child Care program) to eligible low-income families. The program is designed to help parents with dependent children to prepare for and go to work.

1. **Reference.**

The following reference information is available for the Contractor’s use under this Contract and is incorporated by reference into this Contract.

* 1. For services to refugees in the U.S. five (5) years or less, the federal Office of Refugee Resettlement’s lists of criteria for appropriate employability services and employment as stated in Title 45 Public Welfare, Code of Federal Regulations, Part 400, Section 81 (45 CFR §400.81). For the latest revision of 45 CFR §400.81, Contractor shall check [eCFR :: 45 CFR 400.81 -- Criteria for appropriate employability services and employment.](https://www.ecfr.gov/current/title-45/subtitle-B/chapter-IV/part-400/subpart-F/subject-group-ECFR65cd9b5bf235720/section-400.81)

The WorkFirst Hand Book (WFHB) provides more detailed information on the WorkFirst program in regards to procedures and definitions. For the latest revision of the WFHB the Contractor shall check [WorkFirst Handbook | DSHS (wa.gov)](https://www.dshs.wa.gov/esa/manuals/workfirst-handbook)

* 1. The LEP Pathway Support Services Handbook provides more detailed information on the definitions, procedures and reimbursement of services for LEP participants.
  2. The DSHS Consent Form 14-012 in English and translated versions can be found at <https://www.dshs.wa.gov/fsa/forms?field_number_value=14-012&title=&=Apply>
  3. The DSHS ESA Nondisclosure of Confidential Information Agreement form 03-374E for Non Employees can be found at <https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/03-374d.pdf>
  4. The DSHS Confidential Information, Fraud and Abuse form 03-374E for eJAS access requests can be found at <http://forms.dshs.wa.lcl/formDetails.aspx?ID=14167%20>

1. **Purpose**.

The purpose of this Contract is to provide English language training and education services to LEP TANF participants, RCA recipients, and eligible refugees not on public assistance, to help them gain the language proficiency necessary to obtain and maintain employment, integrate in their new community and achieve personal goals.

1. **Statement of Work**.

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as described in this Contract and the attached Exhibit(s).

1. **Performance Outcome Goals**.
   1. ORIA will assess the Contractor’s performance based on the total number of ESL/ELA full language level gains achieved and the number of ESL/ELA students enrolled in the LEP Pathway – ESL/ELA program.
   2. ORIA and the Contractor have agreed on the following performance outcome goals for ESL/ELA full language level gains (the contractor will notify the DSHS Contact, via email, prior to the end of each quarter if post-assessment cannot be completed. The DSHS Contact will provide in writing the approval to waive the specified quarter of the performance outcome goals (level gains):

1st Quarter (Summer 2023):

2nd Quarter (Fall 2023):

3rd Quarter (Winter 2024):

4th Quarter (Spring 2024):

**Annual Goal:**

1. **Consideration.**
   1. The total amount payable to the Contractor shall not exceed the Maximum Contract Amount shown on page one (1) of this Contract as follows:

Base Payment Amount:  $

Performance Outcome Payment Amount: $

Support Services Amount: $

**Contract Maximum Amount: $**

* 1. **Base Payments**.
     1. DSHS shall make quarterly Base payments for services provided by the Contractor upon receipt and approval of the Quarterly Invoice. The quarterly Base payment is $
     2. The Contractor agrees that DSHS shall make the Base payment only if the total number of participants served under this Contract during the reporting quarter is no less than
  2. **Performance Outcome Payments**.
     1. DSHS shall make quarterly Performance Outcome payments upon receipt and approval of the Quarterly Invoice each quarter in which the Contractor achieves and or is approved to waive that quarter’s Performance Outcome goal as specified in Special Terms and Conditions, Performance Outcome Goals, Section 5b.
     2. The quarterly Performance Outcome payment is $. If necessary, DSHS will adjust the last quarter’s Base payment to stay within the Maximum Contract Amount.
     3. If the Contractor achieves at least ninety-five percent (95%) of its Annual ESL Performance Outcome goal by the last month of the Contract year, any previously withheld quarterly Performance Outcome payment(s) shall be paid upon approval of the final invoice.
  3. **Support Services Reimbursement.**

DSHS shall reimburse up to the maximum of $ for direct support services provided to LEP Pathway participants.

* + 1. All reimbursement requests must comply with the conditions of this Contract and the LEP Pathway Support Services Handbook and/or at the guidance of ORIA.
    2. The Contractor must maintain documentation of all support services paid as described in the LEP Pathway Support Services Handbook.

1. **Provision of Services.**

The Contractor shall ensure consistent availability of services each quarter of the term of this Contract.

1. **Duplication of Services.**

The Contractor shall ensure that work to be performed under this Contract does not duplicate services charged to the State of Washington under any other contract with the Contractor or other ORIA Contractors.

1. **Billing and Payment**.
   1. **Invoice System.**

### The Contractor must use and may not modified the provided State Form A19-1A Invoice Voucher when submitting invoices.

#### The Contractor shall submit one (1) invoice for each quarter. All invoice documents must be received by ORIA no later than thirty (30) calendar days after the last day of the final month of the quarter.

#### The Contractor must use secure email to submit the exported eJAS invoice report by the 15th day of the following month in which the quarter ends. The report submitted on the 15th day of the following month in which the quarter ends is verification of the Contractor’s caseload for the reporting period.

#### The breakdown of the quarters are:

#### Q1 (July, August, September)

#### Q2 (October, November, December)

#### Q3 (January, February, March)

#### Q4 (April, May, June)

### Each quarter invoice submitted for payment must be accompanied by:

#### A completed A19-1A and Contract Summary Report (CSR), format provided by DSHS.

#### Invoice report generated out of ORIA eJAS and exported to MS Excel format. If Contractor is adding anything into the exported report, those items will be highlighted with written explanations and will need to be pre-approved by the ORIA PM. Contractor will use the eJAS system to manage the caseload containing active student engagement in instruction for the reporting quarter.

#### Quarterly narrative report, format provided by DSHS.

#### Legible copies of front and back sides of the Permanent Resident Card (I-551), I-94 or other USCIS documentation verifying current immigration status for non-TANF and non-public assistance participants when reporting the participant for the first time.

#### Any other additional backup documentation requested by the DSHS Contact that provides clarification or gives details regarding the A19-1A Invoice Voucher, CSR, and exported eJAS invoice report submitted for payment.

* 1. **Payment**.
     1. Payment shall be considered timely if made by DSHS within thirty (30) calendar days after receipt and acceptance of all properly completed forms.
     2. If invoices are returned to the Contractor due to missing, incomplete information, data fix, and/or verification of active student attendance, the Contractor will be required to resubmit the entire quarterly invoice documents.
     3. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract.
     4. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

1. **Child Abuse and Health and Safety Concerns.**

In the delivery of services under this Contract, children’s health and safety shall always be the first concern of the Contractor. The Contractor shall immediately report all instances of suspected child abuse to Child Protective Services at **1-866-END HARM.**

1. **Contractor Information.**

The Contractor shall forward to the DSHS Contact within ten (10) business days any information concerning the Contractor’s change of circumstances. Changes in the Contractor’s circumstances include change of business address, telephone number, fax number, e-mail address, business status, and names of current employee(s) employed by the Contractor.

1. **Contract Extensions.**

DSHS may make subsequent Contract awards or extensions at DSHS’ sole discretion. DSHS will base such future awards or extensions on the Contractor’s ability to achieve annual outcome goals and for the number of students served, to comply with the terms and conditions of this Contract, and to meet the requirements of the statement(s) of work.

1. **Contract Suspension.**

DSHS may take certain actions in the event the Contractor, or any of its partners, officers, directors, or employees, is investigated by a local, county, state or federal agency, for a matter which DSHS determines may adversely affect the delivery of services provided under this Contract. DSHS may, without prior notice, either suspend the delivery of services or disallow the person(s) involved in the allegation(s) from providing services or having contact with clients pending final resolution of the investigation.

1. **Culturally Relevant Services.**

The Contractor shall ensure culturally and linguistically that all services are provided in the cultural context of the participant and/or participant's family. The Contractor shall ensure that communication is provided in the participant and/or participant’s family’s preferred language.

1. **Data Sharing.**

DSHS will provide the Contractor access to eJAS.

* 1. Purpose:
     1. Activity for which the Data is needed:

To provide LEP ESL/ELA services to DSHS clients.

* + 1. How Data Recipient will use Data:

To accept DSHS referrals to provide LEP services to eligible DSHS clients and to provide to DSHS the documentation required for client participation.

### (3) To manage Contractor’s entire active caseload.

* 1. Description of Data.
     1. Data elements.

Client’s personal data including but not limited to:

* + - 1. Date of birth.
      2. Social Security Number.
      3. Address.
      4. Household composition.
      5. Employer and wage information.
    1. Time frame(s) for Data disclosure or exchange:

Duration of Contract.

* 1. Data access or transfer.
     1. Staff access to Data.
        1. Access to Data shall be limited to staff that are assigned to provide services under this Contract.
        2. The Contractor shall provide the DSHS Contact a list of their staff who are providing services under this Contract and who have been granted access to eJAS.
        3. The Contractor shall provide this information by **July 31, 2023,** using the Excel documentprovided by DSHS. The Contractor will have staff complete the Nondisclosure of Confidential Information Agreement for Non-Employee (eJAS Access) DSHS 03-374E form for SFY23.
        4. The Contractor shall contact the DSHS Contact whenever they need to increase the number of staff that are granted access to eJAS. Contractor must also contact the DSHS Contact when any staff or volunteer with access to the Data is terminated from employment or when his or her duties no longer require access to the Data.
     2. Method.

The Contractor shall access eJAS only through on-line work computers attached to a Local Area Network (LAN) on a secure Internet connection. All transactions shall be secured through the Washington State Fortress server.

* + 1. Requirements for access.

#### Prior to making eligible client data available, the Contractor shall notify all staff with access to data of the authorized use and disclosure requirements identified in this section and General Terms and Conditions, Section 6 Confidentiality and Exhibit A - Data Security Requirements.

#### Staff that are authorized to have access to DSHS data must annually review and sign a DSHS ESA Nondisclosure of Confidential Information Agreement-Non Employee (eJAS Access DSHS Form 03-374E).

#### The Contractor shall retain the original signed copies of the forms for their records and send the DSHS Contact a list of staff who have signed the Nondisclosure by July 31, 2023 and ongoing updates with any staff changes.

#### Upon DSHS request, the Contractor shall provide DSHS with copies of the signed forms.

* + 1. Frequency of Exchange.

Daily access.

* 1. Limitations on use of Data.

If the Data and analyses generated by Data Recipient contain personal information about DSHS clients, then any and all reports utilizing these Data shall be subject to review and approval by the Data Provider prior to publication in any medium or presentation in any forum.

* 1. Security of Data.
     1. Data Protection. The Data Recipient shall exercise due care to protect Data from unauthorized physical and electronic access. Due care includes establishing and maintaining security policies, standards, and procedures which detail:
        1. Access security, identification, and authentication.
        2. Network and workstation security.
        3. Premise security.
        4. Sanctions for unauthorized use or disclosure of Data.
     2. Data Disposition.

The Data provided will remain the property of the Data Provider and will be promptly destroyed by the Data Recipient, or returned to the Data Provider, when the work for which the Data was required, as fully described herein, is completed. This includes removal of the Data from hard drives upon which the Data may have been stored, in a way that prevents the Data from being retrieved (such as by using a “wipe” utility).

* 1. Confidentiality and Nondisclosure.
     1. The Data Recipient may use Personal Information and other information or Data gained by reason of this Contract only for the purposes of this Contract.
     2. The Data Recipient shall not disclose, transfer, or sell any such information to any party, except as provided by law or, in the case of Personal Information, without the prior written consent of the person to whom the Personal Information pertains.
        1. The Contractor shall use an Authorization to Release Information form and file the signed release form in each participant’s file.
        2. The Data Recipient shall maintain the confidentiality of all Personal Information and other information gained by reason of this Contract. Further, the Data Recipient shall not link the Data with Personal Information or individually identifiable data from any other source nor re-disclose or duplicate the Data unless specifically authorized to do so in this Contract or by the prior written consent of DSHS.
     3. Paper documents with confidential information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.
  2. Portable Devices or Media
     1. The Contractor must obtain written permission from the DSHS Contact prior to using portable devices or portable media for purposes related to providing services under this Contract.

1. The Contractor shall provide DSHS with information about the type of portable devices or portable media that will be used.
2. The use of portable devices or portable media is subject to requirements of Exhibit A, Data Security Requirements.
3. The Contractor shall provide training about the Exhibit A, Data Security Requirements to all staff, volunteers, interns and those who represent the Contractor who will be using portable devices or portable media that contain DSHS Data.
4. The Contractor shall keep a copy of the training materials, a record which contains the dates of the training and the names of the staff, volunteers, interns and those who represent the Contractor who attended the training during the beginning of this contract and throughout as staff, volunteers, interns and those who represent the Contractor is added.
5. The Contractor shall keep the following records about their use of portable devices or media:
   * + 1. Type of portable devices or portable media used
       2. Serial numbers
       3. Proof of encryption of DSHS Data
       4. Check-in and check-out system which identifies which of the Contractor’s staff, volunteers, interns and those who represent the Contractor is using the portable devices or media that contain DSHS Data
6. The Contractor must have a process in place that will ensure that, on a weekly basis, they download all DSHS Data from portable devices or portable media to a secure storage method as described in Exhibit A, Data Security Requirements.
7. The Contractor shall keep a record of dates of the weekly storage download and the storage method.
8. The Contractor shall, upon the request of DSHS, make the records required in this section available to DSHS.
9. **Dispute Resolution**

Either party may submit a request for resolution of a contract dispute (rates set by law, regulation, or DSHS policy are not disputable). The requesting party shall submit a written statement identifying the issue(s) in dispute and the relative positions of the parties. A request for a dispute resolution must include the Contractor’s name, address, and contract number, and be mailed to the address listed below within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue in dispute.

DSHS/Community Services Division

Attn: CSD Contracts Unit

P.O. Box 45470

Olympia, WA 98504-5470

1. **Exceptions to Policy.**

The Contractor shall submit to the DSHS Contact a prior written request for any Exceptions. The DSHS Contact shall provide the Contractor with a written confirmation of the status (approved, denied or pending) of the request within ten (10) business days of its receipt. The DSHS Contact shall provide a justification for the decision.

1. **Fraud Reporting.**

The Contractor shall report any knowledge of welfare fraud to DSHS by calling **1-800-562-6906** or on-line information at <https://www.dshs.wa.gov/faq/how-do-i-report-welfare-fraud-washington-state>

1. **Interpretation and Translation Services.**

The Contractor shall provide interpretation and translation services as necessary to perform the obligations of this Contract.

1. **Participant Referrals.**

DSHS, at its sole discretion, shall refer participants to the Contractor on an as-needed basis, and does not guarantee any participants shall be referred to the Contractor during the period of this Contract. DSHS reserves the right to withdraw any participant(s) referred to the Contractor.

1. **Program Training.**

The Contractor shall ensure that key employees who provide services under this Contract participate in ORIA program technical guidance as requested by DSHS, and in turn train all staff, volunteers, interns and those who represent the Contractor who provide services through the Contract.

Prior to requesting eJAS access for new staff, Contractor will provide a comprehensive overview and training of the sign-in process and navigation of eJAS. Contractor will complete and email the Nondisclosure of Confidential Information Agreement for Non-Employee (eJAS Access) DSHS 03-374E form to the DSHS Contact.

1. **Reduction of Funds.**
   1. Funding for this Contract is based upon the Contractor’s ability to:
      1. Achieve outcome goal(s) and that the number of students served is reasonable to the cost per student toward the contract amount
      2. Comply with the terms and conditions of this Contract, and
      3. Meet the requirements of the statement(s) of work, including the use and navigation of the eJAS system.
   2. Administrative requirements of this Contract include, but are not limited to, complete and timely submission of reports and invoices, adequate record keeping and timely management of active caseload in the eJAS system. If the Contractor fails to comply with these requirements:
      1. DSHS shall notify the Contractor and provide technical assistance.
      2. If the Contractor still fails to comply with the administrative requirements of this Contract:
         1. DSHS shall notify the Contractor.
         2. The Contractor will be required to develop a written corrective action plan.
         3. The Contractor shall submit the corrective action plan to the DSHS Contact as directed.
         4. If the Contractor continues to fail to comply with all the terms of the corrective action plan, DSHS shall reduce the Maximum Contract Amount of this Contract and/or move to termination of the contract.
2. **Subcontracting.**

In addition to the requirements of Section 24 of the General Terms and Conditions of this Contract, entitled Subcontracting, the Contractor:

* 1. Shall not subcontract any of the contracted services without the prior approval of DSHS.
  2. Is responsible to ensure that all terms, conditions, assurance and certifications set forth in the Contract are included in any and all Subcontracts.

## c. Submit written requests for approval to subcontract to the DSHS Contact along with the proposed subcontractors’ qualifications prior to entering into an agreement with a subcontractor; and

## d. Submit to the DSHS Contact copies of any subcontracts the Contractor enters into within ten (10) business days of the date of execution, along with a plan for monitoring the subcontractors at least once during the first six (6) months of the subcontract; and

## e. Submit copies of subcontract monitoring reports to the DSHS Contact within thirty (30) calendar days of the monitoring visit.

Any failure of the Contractor or its subcontractors to perform the obligations of this Contract shall not discharge the Contractor from its obligations hereunder or diminish DSHS rights or remedies available under this Contract.

1. **Contract Monitoring**.

DSHS shall monitor the Contractor for compliance with the terms and condition of this Contract and provide technical assistance upon request or when necessary to assist with Contract compliance. The method of monitoring may include the following:

* 1. Site Visits.

The DSHS Contact shall perform site visits as determined to be necessary by DSHS. The Contractor shall be present for site visits (virtually or in-person), which shall be scheduled during regular business hours. Site visits shall be conducted with prior notification to the Contractor and may include, but are not limited to, review of the following:

* + 1. License and certification, if applicable.
    2. Confidentiality policy and process, including required consent, release of information and nondisclosure forms.
    3. Data Sharing and Data Security.
    4. Insurance, if applicable.
    5. Individual participant files.
    6. Service documentation and verification.
    7. Billing process.
    8. Subcontracting, if applicable.
    9. Support Services records, if applicable.
  1. Desk audits.
  2. Request for random documentation verifying services, invoices and Outcome Goals.
  3. Observation of class, training and/or workshop.
  4. Participant interviews.

1. **LEP Pathway Support Services Handbook**

The LEP Pathway Support Services Handbook provides detailed information on the definitions, procedures and reimbursement of services for LEP Non-TANF participants.

* 1. The LEP Pathway Support Services Handbook is incorporated by reference into this Contract.
  2. The Contractor acknowledges receipt of the LEP Pathway Support Services Handbook, and understands that the Contractor must follow the instructions it contains.
  3. DSHS may amend or update the LEP Pathway Support Services Handbook periodically. DSHS shall notify the Contractor of any amendments or updates to the LEP Pathway Support Services Handbook by emailing the documents to the Contractor’s Contact Person listed on page (1) of this Contract.

**Exhibit A – Data Security Requirements**

**1. Definitions**. The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:

a. “AES” means the Advanced Encryption Standard, a specification of Federal Information Processing Standards Publications for the encryption of electronic data issued by the National Institute of Standards and Technology (http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.197.pdf).

b. “Authorized Users(s)” means an individual or individuals with a business need to access DSHS Confidential Information, and who has or have been authorized to do so.

c. “Business Associate Agreement” means an agreement between DSHS and a contractor who is receiving Data covered under the Privacy and Security Rules of the Health Insurance Portability and Accountability Act of 1996. The agreement establishes permitted and required uses and disclosures of protected health information (PHI) in accordance with HIPAA requirements and provides obligations for business associates to safeguard the information.

d. “Category 4 Data” is data that is confidential and requires special handling due to statutes or regulations that require especially strict protection of the data and from which especially serious consequences may arise in the event of any compromise of such data. Data classified as Category 4 includes but is not limited to data protected by: the Health Insurance Portability and Accountability Act (HIPAA), Pub. L. 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), 45 CFR Parts 160 and 164; the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99; Internal Revenue Service Publication 1075 (https://www.irs.gov/pub/irs-pdf/p1075.pdf); Substance Abuse and Mental Health Services Administration regulations on Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2; and/or Criminal Justice Information Services, 28 CFR Part 20.

e. “Cloud” means data storage on servers hosted by an entity other than the Contractor and on a network outside the control of the Contractor. Physical storage of data in the cloud typically spans multiple servers and often multiple locations. Cloud storage can be divided between consumer grade storage for personal files and enterprise grade for companies and governmental entities. Examples of consumer grade storage would include iTunes, Dropbox, Box.com, and many other entities. Enterprise cloud vendors include Microsoft Azure, Amazon Web Services, and Rackspace.

f. “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key”; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.

g. “FedRAMP” means the Federal Risk and Authorization Management Program (see www.fedramp.gov), which is an assessment and authorization process that federal government agencies have been directed to use to ensure security is in place when accessing Cloud computing products and services.

h. “Hardened Password” means a string of at least eight characters containing at least three of the following four character classes: Uppercase alphabetic, lowercase alphabetic, numeral, and special characters such as an asterisk, ampersand, or exclamation point.

i. “Mobile Device” means a computing device, typically smaller than a notebook, which runs a mobile operating system, such as iOS, Android, or Windows Phone. Mobile Devices include smart phones, most tablets, and other form factors.

j. “Multi-factor Authentication” means controlling access to computers and other IT resources by requiring two or more pieces of evidence that the user is who they claim to be. These pieces of evidence consist of something the user knows, such as a password or PIN; something the user has such as a key card, smart card, or physical token; and something the user is, a biometric identifier such as a fingerprint, facial scan, or retinal scan. “PIN” means a personal identification number, a series of numbers which act as a password for a device. Since PINs are typically only four to six characters, PINs are usually used in conjunction with another factor of authentication, such as a fingerprint.

k. “Portable Device” means any computing device with a small form factor, designed to be transported from place to place. Portable devices are primarily battery powered devices with base computing resources in the form of a processor, memory, storage, and network access. Examples include, but are not limited to, mobile phones, tablets, and laptops. Mobile Device is a subset of Portable Device.

l. “Portable Media” means any machine readable media that may routinely be stored or moved independently of computing devices. Examples include magnetic tapes, optical discs (CDs or DVDs), flash memory (thumb drive) devices, external hard drives, and internal hard drives that have been removed from a computing device.

m. “Secure Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access, and access is controlled through use of a key, card key, combination lock, or comparable mechanism. Secure Areas may include buildings, rooms or locked storage containers (such as a filing cabinet or desk drawer) within a room, as long as access to the Confidential Information is not available to unauthorized personnel. In otherwise Secure Areas, such as an office with restricted access, the Data must be secured in such a way as to prevent access by non-authorized staff such as janitorial or facility security staff, when authorized Contractor staff are not present to ensure that non-authorized staff cannot access it.

n. “Trusted Network” means a network operated and maintained by the Contractor, which includes security controls sufficient to protect DSHS Data on that network. Controls would include a firewall between any other networks, access control lists on networking devices such as routers and switches, and other such mechanisms which protect the confidentiality, integrity, and availability of the Data.

o. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.

**2. Authority**. The security requirements described in this document reflect the applicable requirements of Standard 141.10 (<https://ocio.wa.gov/policies>) of the Office of the Chief Information Officer for the state of Washington, and of the DSHS Information Security Policy and Standards Manual. Reference material related to these requirements can be found here: <https://www.dshs.wa.gov/ffa/keeping-dshs-client-information-private-and-secure>, which is a site developed by the DSHS Information Security Office and hosted by DSHS Central Contracts and Legal Services.

**3. Administrative Controls.** The Contractor must have the following controls in place:

a. A documented security policy governing the secure use of its computer network and systems, and which defines sanctions that may be applied to Contractor staff for violating that policy.

b. If the Data shared under this agreement is classified as Category 4, the Contractor must be aware of and compliant with the applicable legal or regulatory requirements for that Category 4 Data.

c. If Confidential Information shared under this agreement is classified as Category 4, the Contractor must have a documented risk assessment for the system(s) housing the Category 4 Data.

**4. Authorization, Authentication, and Access.** In order to ensure that access to the Data is limited to authorized staff, the Contractor must:

a. Have documented policies and procedures governing access to systems with the shared Data.

b. Restrict access through administrative, physical, and technical controls to authorized staff.

c. Ensure that user accounts are unique and that any given user account logon ID and password combination is known only to the one employee to whom that account is assigned. For purposes of non-repudiation, it must always be possible to determine which employee performed a given action on a system housing the Data based solely on the logon ID used to perform the action.

d. Ensure that only authorized users are capable of accessing the Data.

e. Ensure that an employee’s access to the Data is removed immediately:

(1) Upon suspected compromise of the user credentials.

(2) When their employment, or the contract under which the Data is made available to them, is terminated.

(3) When they no longer need access to the Data to fulfill the requirements of the contract.

f. Have a process to periodically review and verify that only authorized users have access to systems containing DSHS Confidential Information.

g. When accessing the Data from within the Contractor’s network (the Data stays within the Contractor’s network at all times), enforce password and logon requirements for users within the Contractor’s network, including:

(1) A minimum length of 8 characters, and containing at least three of the following character classes: uppercase letters, lowercase letters, numerals, and special characters such as an asterisk, ampersand, or exclamation point.

(2) That a password does not contain a user’s name, logon ID, or any form of their full name.

(3) That a password does not consist of a single dictionary word. A password may be formed as a passphrase which consists of multiple dictionary words.

(4) That passwords are significantly different from the previous four passwords. Passwords that increment by simply adding a number are not considered significantly different.

h. When accessing Confidential Information from an external location (the Data will traverse the Internet or otherwise travel outside the Contractor’s network), mitigate risk and enforce password and logon requirements for users by employing measures including:

(1) Ensuring mitigations applied to the system don’t allow end-user modification.

(2) Not allowing the use of dial-up connections.

(3) Using industry standard protocols and solutions for remote access. Examples would include RADIUS and Citrix.

(4) Encrypting all remote access traffic from the external workstation to Trusted Network or to a component within the Trusted Network. The traffic must be encrypted at all times while traversing any network, including the Internet, which is not a Trusted Network.

(5) Ensuring that the remote access system prompts for re-authentication or performs automated session termination after no more than 30 minutes of inactivity.

(6) Ensuring use of Multi-factor Authentication to connect from the external end point to the internal end point.

i. Passwords or PIN codes may meet a lesser standard if used in conjunction with another authentication mechanism, such as a biometric (fingerprint, face recognition, iris scan) or token (software, hardware, smart card, etc.) in that case:

(1) The PIN or password must be at least 5 letters or numbers when used in conjunction with at least one other authentication factor

(2) Must not be comprised of all the same letter or number (11111, 22222, aaaaa, would not be acceptable)

(3) Must not contain a “run” of three or more consecutive numbers (12398, 98743 would not be acceptable)

j. If the contract specifically allows for the storage of Confidential Information on a Mobile Device, passcodes used on the device must:

(1) Be a minimum of six alphanumeric characters.

(2) Contain at least three unique character classes (upper case, lower case, letter, number).

(3) Not contain more than a three consecutive character run. Passcodes consisting of 12345, or abcd12 would not be acceptable.

k. Render the device unusable after a maximum of 10 failed logon attempts.

**5. Protection of Data**. The Contractor agrees to store Data on one or more of the following media and protect the Data as described:

a. **Hard disk drives**. For Data stored on local workstation hard disks, access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.

b. **Network server disks**. For Data stored on hard disks mounted on network servers and made available through shared folders, access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secure Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data, as outlined below in Section 8 Data Disposition, may be deferred until the disks are retired, replaced, or otherwise taken out of the Secure Area.

c. **Optical discs (CDs or DVDs) in local workstation optical disc drives**. Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secure Area. When not in use for the contracted purpose, such discs must be Stored in a Secure Area. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers**. Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secure Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

e. **Paper documents**. Any paper records must be protected by storing the records in a Secure Area which is only accessible to authorized personnel. When not in use, such records must be stored in a Secure Area.

f. **Remote Access**. Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor’s staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User’s duties change such that the Authorized User no longer requires access to perform work for this Contract.

g. **Data storage on portable devices or media**.

(1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:

(a) Encrypt the Data.

(b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.

(c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.

(d) Apply administrative and physical security controls to Portable Devices and Portable Media by:

i. Keeping them in a Secure Area when not in use,

ii. Using check-in/check-out procedures when they are shared, and

iii. Taking frequent inventories.

(2) When being transported outside of a Secure Area, Portable Devices and Portable Media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data, even if the Data is encrypted.

h. **Data stored for backup purposes**.

(1) DSHS Confidential Information may be stored on Portable Media as part of a Contractor’s existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements below in Section 8 *Data Disposition*.

(2) Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor’s existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements below in Section 8 *Data Disposition*.

i. **Cloud storage**. DSHS Confidential Information requires protections equal to or greater than those specified elsewhere within this exhibit. Cloud storage of Data is problematic as neither DSHS nor the Contractor has control of the environment in which the Data is stored. For this reason:

(1) DSHS Data will not be stored in any consumer grade Cloud solution, unless all of the following conditions are met:

(a) Contractor has written procedures in place governing use of the Cloud storage and Contractor attests in writing that all such procedures will be uniformly followed.

(b) The Data will be Encrypted while within the Contractor network.

(c) The Data will remain Encrypted during transmission to the Cloud.

(d) The Data will remain Encrypted at all times while residing within the Cloud storage solution.

(e) The Contractor will possess a decryption key for the Data, and the decryption key will be possessed only by the Contractor and/or DSHS.

(f) The Data will not be downloaded to non-authorized systems, meaning systems that are not on either the DSHS or Contractor networks.

(g) The Data will not be decrypted until downloaded onto a computer within the control of an Authorized User and within either the DSHS or Contractor’s network.

(2) Data will not be stored on an Enterprise Cloud storage solution unless either:

(a) The Cloud storage provider is treated as any other Sub-Contractor, and agrees in writing to all of the requirements within this exhibit; or,

(b) The Cloud storage solution used is FedRAMP certified.

(3) If the Data includes protected health information covered by the Health Insurance Portability and Accountability Act (HIPAA), the Cloud provider must sign a Business Associate Agreement prior to Data being stored in their Cloud solution.

**6. System Protection**. To prevent compromise of systems which contain DSHS Data or through which that Data passes:

a. Systems containing DSHS Data must have all security patches or hotfixes applied within 3 months of being made available.

b. The Contractor will have a method of ensuring that the requisite patches and hotfixes have been applied within the required timeframes.

c. Systems containing DSHS Data shall have an Anti-Malware application, if available, installed.

d. Anti-Malware software shall be kept up to date. The product, its anti-virus engine, and any malware database the system uses, will be no more than one update behind current.

**7. Data Segregation**.

a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.

(1) DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS Data. And/or,

(2) DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,

(3) DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,

(4) DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.

(5) When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.

b. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

**8. Data Disposition**. When the contracted work has been completed or when the Data is no longer needed, except as noted above in Section 5.b, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

|  |  |
| --- | --- |
| **Data stored on:** | **Will be destroyed by:** |
| Server or workstation hard disks, or  Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs | Using a “wipe” utility which will overwrite the Data at least three (3) times using either random or single character data, or  Degaussing sufficiently to ensure that the Data cannot be reconstructed, or  Physically destroying the disk |
|  |  |
| Paper documents with sensitive or Confidential Information | Recycling through a contracted firm, provided the contract with the recycler assures that the confidentiality of Data will be protected. |
|  |  |
| Paper documents containing Confidential Information requiring special handling (e.g. protected health information) | On-site shredding, pulping, or incineration |
|  |  |
| Optical discs (e.g. CDs or DVDs) | Incineration, shredding, or completely defacing the readable surface with a coarse abrasive |
|  |  |
| Magnetic tape | Degaussing, incinerating or crosscut shredding |

**9. Notification of Compromise or Potential Compromise**. The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact designated in the Contract within one (1) business day of discovery. If no DSHS Contact is designated in the Contract, then the notification must be reported to the DSHS Privacy Officer at dshsprivacyofficer@dshs.wa.gov. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

**10. Data shared with Subcontractors**. If DSHS Data provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract. If the Contractor cannot protect the Data as articulated within this Contract, then the contract with the sub-Contractor must be submitted to the DSHS Contact specified for this contract for review and approval.

Exhibit B- Statement of Work

**Limited English Proficiency Pathway (LEP Pathway)**

**English Language Training and Education Program**

# **Purpose.**

# The purpose of this Contract is to provide English language training and education services to LEP TANF participants, RCA recipients, and eligible refugees not on public assistance, to help them gain the language proficiency necessary to obtain and maintain employment, integrate in their new community and achieve personal goals.

**2. Participant Eligibility.**

## The Contractor shall provide services and caseload management to Washington State residents who are:

### LEP TANF participants who have been referred by DSHS; or

### RCA recipients; or

### Individuals age sixteen (16) and older residing in the US for less than sixty (60) months, who have not naturalized as a US citizen and have current or entry status of a:

#### Refugee

#### Asylee

#### Victim of human trafficking

#### Amerasian

#### Cuban-Haitian entrant

#### Iraqi or Afghan Special Immigrants and eligible family members

#### Afghan Humanitarian Parolee

#### Ukrainian Humanitarian Parolee

## For victims of human trafficking, time in the United States (U.S.) is based on the date status is certified/approved by the Office of Refugee Resettlement.

## For asylees, time in the U.S. is based on the approval date of the asylum petition.

## Updated guidance from DSHS may expand participant eligibility through SFY23 contract coverage timeframe.

# **3. Priority in Provision of Services.**

Enrollment priorities are in the following order per 45 CFR 400.147:

## a. Refugees during their first year in the United States who apply for services

## b. Refugees receiving cash assistance

## c. Unemployed refugees in the U.S. less than sixty (60) months at the beginning of the quarter who are not receiving cash assistance

## Employed refugees in the U.S. less than sixty (60) months at the beginning of the quarter in need of services to retain employment or to attain economic independence

# **4. Contractor Responsibilities**

## The Contractor shall:

## Provide services to participants with limited English abilities that fall within ESL Levels 1-6.

## Maintain individual files for all participants and collect all required documents as described in Section 8.

## Ensure that staff members have the following credentials:

### Instructors must have a Bachelor’s degree with a TESOL/TESL/TEFL certification or three (3) years of experience teaching ESL to adults; or have a combination of credentials and experience that are approved by a college or by the DSHS Contact.

### Test administrators must be qualified to administer the Comprehensive Adult Student Assessment System (CASAS) appraisals and testing. CASAS recertification training must be completed once every two (2) years.

## Administer CASAS tests for reading and listening and college or ORIA-approved tests for writing and speaking to determine the participant’s initial ESL level and subsequent literacy gains.

## Ensure that participants in LEP Pathway ESL services have immediate access to classes and are not placed on a waiting list.

## Ensure that classroom instruction:

### Is provided a minimum of twelve (12) hours per week unless otherwise approved by the DSHS Contact, plus homework hours for students who need additional hours to meet mandatory TANF participation levels. Class attendance and homework verification must be documented for all students;

### Is held in an environment that has suitable classroom space or virtual/remote learning platform and is conducive to teaching and learning;

### Is held at an accessible location and/or is accessible virtually;

### Maintains a teacher to student ratio which is conducive to student learning.

### Utilizes the College and Career Readiness Standards for Adult Education <http://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf> or the Washington ESL Adult Learning Standards <https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/basic-education-for-adults/wastateadultlearningstandards_expandedcontentspage_2012.pdf> as the basis for learning goals and measures.

### Utilizes curriculum that incorporates content and language to prepare participants for the workforce and integration into their communities.

## Enroll and assess participant literacy skills within ten (10) business days of the DSHS, community and/or self-referral.

## Monitor participation / attendance. Disenroll students for non-participation if unexcused absence exceeds 8 days or 24 hours of instruction.

## Document in eJAS at a minimum monthly participation, absences, and progress on each student on contractor’s caseload.

## Review and update the ORIA Demographics screen on all students on the Contractor’s caseload.

## Ensure that each new participant signs the required Consent Form, format provided by DSHS, prior to the provision of services under this Contract.

1. If an interpreter or translator is used to explain the form to the participant, the interpreter/translator must sign and date under the “Agency Contact or Witness” box and provide the following: printed and signed name of interpreter, interpretation language, translation company name (if applicable) and telephone / email contact information.
2. The Consent form (English and translated versions) shall be maintained in the participant’s individual case file and made available upon request.

## Ensure that each new participant signs an Authorization of Release of Information form prior to sharing a participant’s personal and confidential information with a third party provider. This form shall be maintained in the participant’s individual case file and made available upon request.

## Refer TANF participants to their CSO for support services.

## If funded for Support Services, provide support services for non-TANF LEP Pathway participants as described in the LEP Pathway Support Services Handbook for LEP ESL services. Other Support Services must first be approved by the DSHS Contact. Contractors will be required to complete a Request for Approval (RFA) in the ORIA eJAS system. Contractor will use the support service feature in eJAS.

## Ensure that all staff working on LEP Pathway funded services sign the required Nondisclosure form, format provided by ORIA for SFY23. Contractor shall send a list of Staff who have signed the Nondisclosure form to the DSHS Contact by July 31, 2023 for the provision of services under this Contract. The original signed forms shall be maintained on site with the Contractor.

# **5. ESL Language Level Gains.**

## The Contractor shall assess participants’ literacy skills upon entry into the program and at the end of each quarter to determine language levels and level gains by using the CASAS assessment tool for reading and listening and college or ORIA-approved assessment tools for speaking and writing. Assessment tools developed by the Contractor must be pre-approved by the DSHS Contact prior to use under this Contract.

## The Contractor shall determine participants’ language level gains based on quarterly testing in all four (4) skill levels. Below are the scores needed for completion of levels by literacy skills: Listening, Reading, Speaking, and Writing.

### These levels will auto populate in ORIA eJAS when scores are entered:

|  |  |  |  |
| --- | --- | --- | --- |
| CASAS Level and Score Ranges | Participant  Level | Minimum  Score | Maximum  Score |
| A | 1 | 150 | 180 |
| A | 2 | 181 | 190 |
| A | 3 | 191 | 200 |
| B | 4 | 201 | 210 |
| B | 5 | 211 | 220 |
| C | 6 | 221 | 235 |

### Language level gains for speaking and writing are based on the college or ORIA-approved assessment tools with a passing test score of seventy-five percent (75%).

|  |  |
| --- | --- |
| Participant  Level | Minimum  Score |
| 1 | 75% Pass |
| 2 | 75% Pass |
| 3 | 75% Pass |
| 4 | 75% Pass |
| 5 | 75% Pass |
| 6 | 75% Pass |

## The ESL assessment determines the participant’s level. If the scores are at different levels for listening, reading, speaking and writing, the Contractor shall place the participant in the level with the lowest score. The ORIA eJAS system will auto-populate the participant’s overall level.

## For example, if a participant tests at Level 2 in writing but at Level 3 in the other literacy skills, the participant is considered to be at Level 2.

## At the end of the quarter the Contractor must test literacy skills to determine if level gains have been made. A participant must pass all four (4) literacy skills in an ESL level to achieve a full level gain and move up to the next level. The ORIA eJAS system will auto-populate the participant’s level gains.

## For example, if the same participant was placed at Level 2 (due to his lowest skill: writing), when his/her score for writing indicates that he is now at Level 3 or higher, he has achieved a level gain (completion) of Level 2.

## Full language level gains achieved at the end of the quarter are countable toward the Quarterly Performance Outcome Goals.

## Multiple full language level gains achieved in a quarter are countable toward the Quarterly Outcome Goals.

### For example, if a participant who is at ESL Level 2 at the beginning of the quarter achieves ESL Level 4 in all four (4) literacy skills at the end of the quarter, the Contractor can report two (2) full language level gains (levels 2 & 3) toward their Quarterly Outcome Goals.

## If a participant’s English proficiency regresses and he/she must repeat a level, the Contractor may not count additional level gains a second time until after a period of six months and will be required to complete a Request for Approval (RFA) in the ORIA eJAS system.

# **6. Life Skills Training**

## a. The Contractor may also provide Life Skills Training with prior approval from the DSHS Contact. Life Skills training may count as a core activity for TANF participants and may be stacked with other Job Preparation/Job Search activities. Life Skills Training prepares participants to meet the demands of everyday life and employment. Programs are locally designed and operated to maximize available resources to best serve the participants within the community.

## Life Skills Training may include topics such as:

### Self-reflection, critical thinking and problem solving

### Interpersonal skills, resilience

### Balancing work and personal life

### Money management / financial literacy

### Stress and life management skills

### Time management

### Communication skills

### Workplace communication, standards, dress and participation

**7. ORIA eJAS Requirements**

## a. The Contractor shall use the ORIA eJAS system to case manage **ALL** LEP Pathway participants/students on a regular basis, at a minimum three (3) days a week, Monday through Friday, unless a state or federally approved holiday falls during the work week.

## b. ORIA eJAS is a comprehensive system that allows providers to:

### (1) Accept/reject TANF/RCA referrals

### (2) Assign eJAS IDs and enroll non-PA participants who have never been in eJAS system

### (3) Update/create ORIA Demographics and General Intakes and

### (4) Create an education Plan, assign services and if applicable document support service

### (5) Track ESL assessments

### (6) Run invoices and reports to better manage ESL caseload

### (7) The Contractor will document in eJAS each student’s monthly participation hours, absences, and progress.

## For TANF participants the Contractor shall:

### Accept or reject each CSO TANF referral within three (3) business days of the referral. Enter activity actual start date within three (3) business days from the start of the activity.

### Enter dates and the total hours for which the LEP TANF parent was excused from participation.

### Notify the referring CSO, using Immediate Notify feature in eJAS after participant had two (2) excused or unexcused absence in one (1) calendar month.

### Report actual hours of participation by the 10th of each month for the previous month’s activities using eJAS Multiple Client Monthly Participation screen.

#### Document total class attendance and unsupervised homework hours to determine monthly hours. Note that homework hours do not count toward the participant’s twelve (12) hour per week LEP Pathway ESL classroom requirement.

#### One (1) hour of unsupervised homework may be claimed for each hour of scheduled class time towards the state’s TANF federal participation rate.

* + - 1. To report total hours of participation, the Contractor may combine the participant’s actual attended hours with the participant’s homework hours using the WorkFirst Homework Calculator Tool or the Educational Homework Requirements Worksheet. Both can be found in the WorkFirst Handbook section 5.2.11 at <https://www.dshs.wa.gov/sites/default/files/ESA/wf-manual/WorkFirst%20Calculator%20Tool.xls>

## For RCA participants the Contractor shall:

## Accept or reject each CSO TANF referral within three (3) business days of the referral. Enter activity actual start date within three (3) business days from the start of the activity.

## **8. Participant and Service Documentation.**

## a. The Contractor shall maintain individual files for all participants. The files shall include, but are not limited to, the following:

### Original Consent and Authorization of Release of Information (English and translated) forms signed by the participant and Contractor. If an interpreter is used to explain the form to the participant, the interpreter must sign and date the form also.

### Legible copies of front and back side of the Permanent Resident Card (I-551), I-94 or other USCIS documentation verifying current immigration status for service eligibility.

### For RCA and non-TANF participants, documentation of support services requests and reimbursement as required according to the Support Services Handbook.

### For TANF clients a copy of the homework tool documenting class and unsupervised homework hours (WorkFirst Homework Calculator or Educational Homework Requirements Worksheet).

## b. Class Attendance Documentation

## The Contractor will enroll new students in eJAS. Within two (2) weeks of the date of enrollment, if the student does not engage/participate, the Contractor will disenroll the student and ensure the student is not included on the reported quarter caseload. For returning students, the Contractor will disenroll the student using the last date of attendance on the actual end date or exit plan in eJAS.

## If a data fix is required, the Contractor will notify the DSHS Contact or include the DSHS Contact on email data fix requests sent to the eJAS Help Desk at [jashelp@dshs.wa.gov](mailto:jashelp@dshs.wa.gov).

# The Contractor shall have ESL attendance sheets that include class title, quarter, scheduled time, instructor’s name and student names. This information may be kept in the participant’s case file or in a different location but accessible to onsite monitoring and/or if requested by DSHS.

**Incorporated by Reference**, guidance from DSHS: Office of Refugee and Immigrant Assistance (ORIA) and the federal Office of Refugee Resettlement (ORR) related to client eligibility and services.