1.4.6 WorkFirst Orientation - Step-by-Step Guide

The WorkFirst Program Specialist or Social Service Specialist:

1.    Makes a positive connection with the participant.

2.    Plays the **WorkFirst Orientation Video**for the participant.

* For LEP participants: Accommodate by using the **Desk-Side WorkFirst Orientation Script**and interpretation services.
* For telephone WorkFirst Orientations: Use the **Desk-Side WorkFirst Orientation Script**to deliver the content verbally over the phone in place of playing the WorkFirst Orientation Video.

3.    Asks if the participant has any questions about the WorkFirst Orientation.

4.    Provides a **WorkFirst Folder, DSHS 22-395**, to each participant which includes, at a minimum, the following documents:

* [WorkFirst Opportunities Brochure, DSHS 22-1125](https://www.dshs.wa.gov/os/publications-library?combine&field_program_topic_value=All&field_job__value=22-1125&field_language_available_value=All)
* [Domestic Violence Flyer, DSHS 22-265](https://www.dshs.wa.gov/os/publications-library?combine&field_program_topic_value=All&field_job__value=22-265&field_language_available_value=All)

       Other resources can be included in the folder, including but not limited to, the following documents:

* [Commerce Brochure, DSHS 22-1584](https://www.dshs.wa.gov/os/publications-library?combine&field_program_topic_value=All&field_job__value=22-1584&field_language_available_value=All)
* [Education Brochure, DSHS 22-1579](https://www.dshs.wa.gov/os/publications-library?combine&field_program_topic_value=All&field_job__value=22-1579&field_language_available_value=All)
* [Transitioning Off TANF, DSHS 22-1586](https://www.dshs.wa.gov/os/publications-library?combine&field_program_topic_value=All&field_job__value=22-1586&field_language_available_value=All)
* [Within Reach Brochure, DSHS 22-1780](https://csd.esa.dshs.wa.lcl/programs/WorkFirst_Site/WorkFirst/Home%20Visiting%20and%20Parent%20Support%20Referral%20Expansion/Within%20Reach%20Brochure%20%2822-1780%29%20%28005%29.pdf)
* BFET Brochure:
	+ DSHS 22-1681 Region 1
	+ DSHS 22-1682 Region 2
	+ DSHS 22-1683 Region 3
* Child Care information
* Local Resource list

**NOTE: For WorkFirst Orientations conducted over the telephone, mail the participant the WorkFirst Folder, DSHS 22-395.**

5.    Documents completion of the WorkFirst Orientation and completes the TANF cash assistance approval process.