

3.2.1.6 Who must receive a Comprehensive Evaluation and when should it be conducted?

Revised: July 1, 2021

The CE is conducted by the ~~WorkFirst staff~~FPS ~~in the Community Services Office (CSO)~~ for:

- Newly approved applicants, and,
- Likely to be approved applicants,
- ~~Participants~~sents currently in sanction (after July 1, 2021) ~~must do the sanction reengagement portion of the CE. (No longer valid as of July 1, 2021.)~~

Child-only cases do not require the Comprehensive Evaluation.

NOTE: CSOs refer "likely to be approved" applicants to the CE to save time and engage the ~~parent~~participant quicker (see [likely to be approved](#) definition)

The CE is completed when the ~~parent~~participant is approved (or likely to be approved) for WorkFirst cash assistance and stays active until the ~~parent~~participant has been off TANF for at least 12 months., However, a new CE may be -done any time at staff discretion. (See [Section 3.2.2 – Initial Comprehensive Evaluation.](#))

Staff ~~will~~ update the active CE when a ~~parent~~participant exits and reapplies within 12 months. DSHS and WorkFirst partners ~~will~~ also update recipient's CE periodically. (See [Section 3.2.3 – Comprehensive Evaluation Updates.](#))