

Strategies for Success Referral Process

4.1.13 Step-by-Step Guide: Strategies for Success (SFS) Life Skills – Participants NOT enrolled in Job Search

The WFPS/WFSSS:

Meets with the participant

- Reviews the Strategies for Success curriculum and determines which workshops the participant would benefit from.
- Refers the participant to Employment Security Department using the SW (Strategies for Success) component code.

Adds the **LS** component

- Start date is the date the WFPS/WFSSS meets with the participant
- Codes 20 hours
- End date is the last date of the participant's scheduled workshop/s. Account for Instructor Development Weeks (IDWs).
- Adds the **SFS** contractor code and populates the IRP

Adds the **SW** component

- Start date is the date the WFPS/WFSSS meets with the participant
- Code 0 hours
- End date is the last date of the participant's scheduled workshop/s. Don't forget to account for IDWs.

The WFPS/WFSSS communicates with the participant regarding the delivery method of the workshops (in person or virtual) and the times/location of workshops (class details are available on www.worksourcewa.com)

- If Strategies for Success is delivered virtually, ensures the participant has the means (hardware, internet, etc.) to be able to attend. Obtains the participant's email address and includes it in the participant's eJAS profile to ensure the instructor can send virtual invites and class materials to the participant. Reminds the participant to check email for the instructor's communication.

The Strategies for Success Instructor provides:

Supervision

- Provides required daily supervision

Documentation

- Documents attendance records every week and maintains them.
- Provides this information in a State-approved format, such as an approved attendance roster signed by the participant and faculty member, supervisor, or other appropriate individual or document in electronic tracking systems, as appropriate.

Reporting

- Uses eJAS to report participation to the WFPS/WFSSS on a weekly basis.
- Immediately notifies the WFPS/WFSSS if the participant isn't maintaining satisfactory progress, or fails to participate as required (See WorkFirst Handbook 3.7.2 Documenting and Reporting).

Verification

- Provides information, documentation, and records as requested to support State Work Verification efforts.
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- Note see desk aid Strategies for Success LS Referrals (referrals for participants not in JS.)