

## 1.4.7 WorkFirst Orientation - Step-by-Step Guide

The WorkFirst Program Specialist or Social Service Specialist:

1. Makes a positive connection with each group/~~person~~participant.
2. Provides an overview of the WorkFirst program, stressing all the opportunities that are available
3. Provides accommodations for those who need them or who do not understand English.
4. Uses the orientation PowerPoint and WorkFirst Talking Points to make sure the ~~person~~participant gets a good understanding of the employment pathway, their responsibility to take advantage of what the program offers, how work pays, and ~~that they~~ risk of a lowered or complete lossing of their cash grant for non-participation, if they decide to not participate.
5. Provides a WorkFirst folder, DSHS 22-395, to each participant which includes, at a minimum, the following documents:
  - WorkFirst Opportunities Brochure, DSHS 22-1125
  - Domestic Violence Flyer, DSHS 22-265

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

- Commerce Brochure, DSHS 22-1584
- Education Brochure, DSHS 22-1579; ~~DSHS 22-1579 (SP)~~
- Transitioning Off TANF or WorkFirst, DSHS 22-1586
- BFET Flyer, DSHS 22-1553
  - DSHS 22-1681 Region 1
  - DSHS 22-1682 Region 2
  - DSHS 22-1683 Region 3
- Child Care information
- Local Resource list

Please note that WorkFirst Opportunities brochure [DSHS 22-1125] replaces all the other required list of publications that were required for WorkFirst parents. The only exception to this rule is the Open the Door brochure [22-265], which will continue to be a required WorkFirst publication.

## Resources

### Related WorkFirst Handbook Sections

- [Introduction](#)
- [1.1 Engaging Parents in WorkFirst - Overview](#)

### Forms & Other Resources

- [WorkFirst Orientation Talking Points](#)
- [WorkFirst Opportunities brochure DSHS 22-1125 \[PDF\]](#)
- [WorkFirst Orientation PowerPoint](#)
- [WorkFirst Orientation PowerPoint \(with script\)](#)
- [WorkFirst Orientation Script](#)

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