

## 4.4.10 Career Scope WEX - Step-by-step guide

1. The Career Scope coach will establish an ESD WEX by:
  1. Interviewing an eligible participant who would benefit from WEX.
  2. Discussing with an eligible participant the appropriate work site opportunities.
  3. Determining and coordinating the stacked activities with other service providers, i.e. college, to ensure the participant remains in full time participation prior to commencing the WEX.
  4. Determining with the WFPS or as shown on the [WorkFirst Work Experience/Community Service FLSA Calculator](#), monthly/weekly hours block, the number of hours the participant may participate in a WEX.
  5. Developing WEX work sites and coordinating with Community Jobs and Workforce Investment Act (WIA) providers to avoid duplication of effort.
  6. Creating a WEX Agreement to:
    1. Discuss work site standards, limitations, and general conditions with the approving authority for the work site.
    2. Negotiate an agreement with the work site provider and sign the WorkFirst Work Experience (WEX) Master ~~Agreement~~, Agreement, the WorkFirst Work Experience (WEX) Training Contract Terms & Conditions and the ESD Voluntary Enrollment Form.
    3. State the specific job duties to reflect the skills to be learned or enhanced.
    4. Justify the Work Experience. The Career Scope supervisor must document the justification for the WEX in eJAS notes prior to signing Work Experience documents.
    5. Prior to the participant starting the Work Experience Contract all signatures must be obtained from the Career Services Coach, the WEX participant, the Career Scope supervisor and the WEX work site supervisor. The participant may sign to acknowledge the contract.
    6. ESD is responsible to pay the L&I premium for all Career Scope Work Experience performed for any department within the ESD agency. Arrange and submit the ESD Volunteer form and the ESD Volunteer Timesheet to the ECDD WorkFirst Admin Unit for processing.
    7. Advise the work site provider of the requirement to complete and turn in ~~the the~~ Work Experience Monthly Time Report and Progress Review and the ESD Volunteer Timesheet to the ESD Career Coach at each WorkFirst visit.
    8. The Career Scope coach must mail the [ESD Volunteer Enrollment form](#) at the beginning of each WEX contract, the Work Experience Monthly Time Report and Progress Review every two weeks, and the [ESD Volunteer Timesheet](#) monthly to the: Employment Security Department, ECDD WorkFirst Admin Unit., WEX Coordinator, P.O. Box 9046 , Olympia , WA 98507-9046
7. Documenting on the eJAS Notes Screen:
  1. Work site name, location, supervisor, and supervisor's phone number.
  2. Start and end dates of WEX agreement.
  3. Days and hours of participation.
  4. Skill sets to be practiced or expanded.
  5. List all stacked activities that will ensure participant remains in full time participation.
  6. Documentation of progress and on-site visits every 2 weeks.
8. Entering ~~WE~~ on Component Screen in eJAS.
9. Register the General Agreement in eJAS.
10. Create the JOBS Work Experience Contract in JAS/JFS (for instructions see the Internal Control manual in CATS).
11. Coordinating with the WFPS to update the IRP to include stacked activities with the Work Experience.

2. The Career Scope coach will also:
  1. Accompany the eligible participant to the Work Experience training site for initial introductions.
  2. Provide employer with the Work Experience **Monthly Time Report and Progress Review form**. This form will be returned to the Career Scope career coach during the on sites visits every two weeks.
  3. Document the participant's progress in eJAS Notes for attendance, attitude, communication skills, grooming/dress, interpersonal relationships, job skills progress, motivation, production, and punctuality after each 2 week visit.
  4. Record actual hours of participation, excused absences and other information concerning participation in CATS.
  5. Forward the WorkFirst Work Experience (WEX) Master Agreement, the WorkFirst Work Experience (WEX) Training Contract Terms & Conditions, the JOBS Work Experience Contract, the Work Experience/Community Service FLSA Calculator (Fair Labor Standards Act) and the ESD Voluntary Enrollment form to the ECDD WorkFirst Administrative ~~Unit~~ **Unit**, WEX Coordinator PO BOX 9046, Olympia WA 98507-9046- within 5 business days of the WEX Contract start date.-
  6. Also forward the Work Experience Monthly Time Report and Progress Review every two weeks and the ESD Volunteer Timesheet monthly to the: Employment Security Department, ECDD WorkFirst Admin Unit-, WEX Coordinator, P.O. Box 9046-, Olympia-, WA 98507-9046
  7. Authorize Support Services when needed.
  8. Meet with the participant at the end of the 5th week to review the participant's overall progress, determine next steps and document as part of Continuous Activity Planner:-
    1. If the participant is ready to resume job search or
    2. If other activities would be more appropriate.
  9. Modify the WEX Agreement as needed to include:
    1. Extending the period of time in the agreement
    2. Extending the WE on the Component Screen
    3. Coordination with the WFPS to continue stacked activities for fulltime participation.
3. The WorkFirst Program Specialist will:
  1. Update the IRP to include the stacked activities.
  2. Enter new component codes for stacked activities
  3. Authorize childcare when needed
4. The ECDD WorkFirst Unit will:
  1. Date stamp the WEX contract forms and documentation when received.
  2. Verify all documents for the correct information including the WorkFirst Work Experience/Community Service FLSA Calculator for the correct hours per the Fair Labor Standards Act.
  3. Make copies of the ESD Volunteer Enrollment forms and the ESD Volunteer Time Report to include in the WEX file and document the date when forwarding the originals to the ESD Payroll Services-WEX Unit for the Industrial Insurance processing.
  4. Monitor WEX contract to ensure timelines are kept.

\*(Note: The WE component is also used for internships and practicum. For more on internships and practicum see [Section 7.5](#). ~~The WE component is also used for the Commerce Career Development Program ( WEX). For more on WEX see Section 8.4.1).~~

### 3.2.1.10 What are the pathways of the Comprehensive Evaluation?

The following ~~criteria~~ ~~criteria~~ is designed to help the WFPS make an informed decision about which employment pathway(s) is most appropriate for a parent after completing the CE.

CE recommendations should be designed to meet parents' needs while maximizing federal participation requirements. Refer to the Stacking Activities Chart when determining the appropriate stackable activities for the parent.

Prior to approving a referral to any of the employment pathways listed, parents must be advised of WorkFirst program requirements and their responsibility to participate in the activities identified in their Individual Responsibility Plan.

Parents should have approved child care and transportation plans in place prior to referral. Parents reporting to an activity without arranged childcare and transportation may be referred back as they are unable to begin participating as required.

If the CE results ~~do not~~ ~~don't~~ identify an appropriate pathway(s) based on the following criteria, a Continuous Activity Plan (CAP) may be conducted immediately.

### ***Career Scope***

Referrals to Career Scope may be appropriate for parents who:

- Are currently employed or have had employment within the last 90 days
- Are receiving UI benefits or have a 'pending' UI claim ( *note: JS should be the requirement for parents in this category* )
- Indicate an interest in pursuing employment
- Are ready and able to accept employment within four (4) weeks
- Have recently completed an education or supported work program
- Are participating in another core activity for no more than 20 hours per week and need another activity to meet federal requirements and can accept employment within four (4) weeks-
- Would benefit from an On-the-Job Training (OJT)

**Exception:** Parents who are working full-time and want assistance finding a better job are appropriate for Career Scope services as long as they can come into the office at least once a week to receive assistance. Otherwise, they can be referred to the WorkSource Center as a self-directed job seeker.

### ***Education & Training Activity***

Referrals to Education & Training may be appropriate for parents who:

- Have little or no work history
- Are currently engaged in an educational activity
- Indicate interest in pursuing educational opportunities or want to enter an occupation that requires training
- ~~Have not~~ ~~Haven't~~ obtained a high school diploma or high school equivalency certificate
- Completed high school equivalency (HSE) but need or want to brush up on their skills
- Have had difficulty in school with reading, writing, math, following verbal directions, etc. and want to improve their basic skills in order to get a job or a better job

### ***Community Jobs***

Referrals to full-time Community Jobs may be appropriate for parents who:

- Are currently working on barrier/issue resolution and are ready to combine issue resolution with work in a supportive setting

- Are ready to learn to self-manage issues that affect the ability to obtain or keep employment
- Aren't viable candidates for placement through Job Search
- Are open in WF sanction and are interested in curing the sanction
- Are ready and able to be employed full-time (32-40 hours per week) within six months of the CJ enrollment
- Are able to participate full-time (40 hours per week) right now
- Have childcare and transportation plans
- Have demonstrated workplace behaviors that adversely affect the participant's ability to fully engage in Job Search
- Have participated in other activities without success
- Don't currently hold an unsubsidized job unless these hours are minimal and career progression is unlikely. These will be approved on a case by case basis by Commerce Headquarters.
- ~~Have little or no current work history~~
- ~~Are working on barrier management activities and are ready to combine issue resolution with subsidized work activities~~
- ~~Are able to participate full time but are not ready for unsubsidized employment~~
- ~~Are ready and able to be employed within 6 months~~

Referrals to part-time Community Jobs may be appropriate for parents who:

- Are single parents with a child under the age of six
- Aren't viable candidates for placement through Job Search
- Are open in WF sanction and are interested in curing the sanction
- Are ready and able to be employed at least part-time (20 hours per week) within six months of the CJ enrollment
- Are able to participate 23 hours per week
- Have childcare and transportation plans
- Are managing known barrier removal issues (such as mental or physical health, chemical dependency and family violence)
- Don't currently hold an unsubsidized job

***Job Connection Program***

Referrals to Job Connection may be appropriate for parents who:

- ~~Need recent work history to increase employability~~
- ~~Are able to participate full time~~
- ~~Are ready and able to be employed within 3 months~~
- ~~Have an identified occupation or industry and need to acquire experience in that field to be competitive in the labor market~~
- ~~Do not currently hold an unsubsidized job~~

***Career Development Community Works Program***

Referrals to Career Development may be appropriate for parents who:

- ~~Are currently enrolled in an education pathway coded to a community or technical college WorkFirst partner~~
- ~~Indicate an interest in gaining on-the-job experience in their field of study while they are enrolled in school~~

Referrals to Community Works may be appropriate for parents who:

- ~~Are currently enrolled/interested in an education component NOT coded to a community or technical college WorkFirst partner.~~
- Are employed less than 32 hours per week.
- Need additional hours to meet WorkFirst participation requirements.
- Are transitioning between activities,
- Need additional support for re-training or additional experience to be competitive in the labor market
- Will be in the work activity for 1-12 months for at least five hours per week

### *Unsubsidized Employment*

Parents may be in this pathway full- or part-time

- Have a paid, unsubsidized job
- Are self-employed
- Are participating in a college work study
- Are participating in a paid work experience, practicum or internship

### *LEP Pathway*

Referrals to the LEP Pathway may be appropriate for parents who:

- Receive Cash Assistance
- Have difficulty understanding or communicating in English
- An LEP parent with ESL Level 1 through 6 who is identified by college staff or an employment counselor as needing specialized assistance to participate
- Individuals receiving Refugee Cash Assistance (RCA) or Refugee Medical Assistance (RMA)

### *Issue Resolution*

Parents may be in this pathway full- or part-time, depending on their ability to participate in work or work-like activities. Whenever possible, these issue resolution activities should be stacked with one of the above activities as appropriate.

Issue resolution activities assist in helping parents resolve issues, including:

- Hard to engage or sanctioned individuals
- Mental, physical, and/or learning disabilities
- Alcohol or substance abuse/chemical dependency
- Family violence
- Homelessness
- Family planning
- Children with special needs
- Teen parenting
- First Steps
- Pregnancy to Employment Assessment(s)

### *Exempt*

Referrals to the Exempt Pathway may be appropriate for parents who:

- Are a needy caregiver relative and aged 55 or older
- Have a severe and chronic disability (including those likely to be approved for SSI or other federal benefits)

- Are required to be in the home to care for a child with special needs
- Are required to be in the home to care for an adult relative with a disability

**3rd trimester of pregnancy Deferral**

- Parents in the third trimester of pregnancy can choose to not participate in WorkFirst activities if there are no identified mental health and/or chemical dependency issues.

**Infant Exemption**

- The Infant Exempt may be appropriate for parents who are parenting an infant age 12 months or less (12 months in a lifetime infant exemption)

• **3.2.3.8 What is included in a Commerce contractor update to the comprehensive evaluation?**

When the user accesses the Commerce Partner Updates link from the CE Main Page, the user will be taken to the Commerce Plan Exit History summary page. The Commerce Plan Exit History summary page will allow for the exit section of closed Community Jobs Individual Development Plans, ~~Job Connection Career Plans~~, and Community Works Plans in which the parent has been enrolled to be viewed. The page will also display ~~Career Development~~ Community Works Plans in which the parent has been enrolled to be viewed. Note: Only plans created on or after 3/21/14 will be viewable in this section.

The plans will be viewable in the following order:

To view the detailed Exit section of the plan, select the hyperlinked date that appears under ‘Update Date’ on the Commerce Plan Exit History summary page. Please see the example below: (If a confidential Exit Category was selected by the Commerce Contractor, the Exit Reason and Explanation for Exit will only be viewable by DSHS).

1. The Individual Development Plans, ~~Job Connection Plans~~, Community Works Plans will display in descending order by the most recent Creation Date.
  1. The following exit information will be displayed for each closed Individual Development Plan, Job Connection Career plan, and Community Works Plan-
    - Exit Date
    - Exit Category
    - Exit Reason
    - Explanation of Exit
    - Unsubsidized Employment Start Date, if applicable
2. **IDP, ~~JC~~, and CW Exit History**

Update Date	Exit Date	Exit Reason	User	Reopened Date
<a href="#">03/01/2014</a>	02/12/2014	PT UNSUBSIDIZED EMPLOYMENT	JOYCE BEEBE	
<a href="#">02/12/2014</a>	02/12/2014	PT UNSUBSIDIZED EMPLOYMENT	JOYCE BEEBE	

3. The Career Development Plans shall display in descending order by the most recent Update Date. The whole plan will be visible for the user to review.

To view the detailed Career Development Plans, select the hyperlinked Worksite Name that appears under Career Development Plan History which is part of the Commerce Plan Exit History summary page. Please see the example below:

**Career Development Plan History**

Worksite Name	Employment Type	Hours	CSO	Start Date	Effective Date	Status	Term Code	Last Updated
Worksite 1	Career Development	12	034	02/07/2014	02/07/2014	A	-	02/07/2014
Worksite 2	Career Development	15	034	02/06/2014	02/07/2014	I	RB	02/07/2014
Worksite 3	Career Development	10	034	02/05/2014	02/07/2014	I	RB	02/07/2014
<b>Total Active hours:</b>	12							

### 1.2.3 What are the strengthened participation requirements?

Many parents ~~fail don't~~ to meet the federal participation rate for a month due to absences and because of the way the monthly rate is calculated. To help more clients meet federal requirements, staff must require an additional three hours (preferably core activity hours) in the parent's IRP when possible.

The strengthened participation requirements are as follows:

- Single parents with a child under six: Participates 23 hours per week with at least 20 hours core and 23 hours core when possible.
- Participating parent(s) in a two-parent household: Participates 38 hours per week with at least 30 hours core and 33 hours core when possible.
- Other parents: Participates 33 hours per week with at least 20 hours core and 23 hours core when possible.

The following guidelines apply:

- Community Jobs, Career Jump, ~~Jobs Connections~~ will meet the strengthened participation requirements without adding additional hours.
- The strengthened participation requirements don't apply to work study students as long as they meet the requirements in [WFHB 8.1.10](#).
- In most cases, vocational education will meet the strengthened participation requirements, but add an additional three hours core or non-core when ~~feasible~~ necessary.

- A 38-hour per week full time job search is available when only one parent in a two-parent family is participating under the two-parent option.
- Don't exceed the FLSA maximum hours for Community Service, ~~Career Development~~ or Community Works. You can substitute non-core hours for core hours as needed to stay within the FLSA maximum. See [WFHB 3.3.2.5](#) for more information about deeming rules and the FLSA maximum.
- When a parent has 20 hours of unsubsidized employment (or 30 hours for a two-parent family) this will meet the core activity requirement. For two-parent families or single parents with no children under six in this situation, consider adding non-core activities to meet the strengthened participation requirements.

#### Example #1:

Nancy is a single parent with no children under six and is in a full-time vocational education program. The college she is attending has a 35 hour per week vocational education program in her field of study. Her education plan shows she is scheduled to participate in VE for 35 hours per week. Because she is scheduled for between 33 and 40 hours per week of participation, this is a preferred activity plan.

Judy is pursuing a specialized certificate program taking 15 credits (which is 15 hours per week of class time), has 15 hours per week of homework and has two hours per week of lab time. Her education plan shows she is scheduled to participate in VE for 32 hours per week. This is acceptable even though it ~~does not~~doesn't meet the minimum 33 hours per week participation requirement because adding hours in her case ~~is not~~isn't ~~feasible~~possible.

#### Example #2:

Sharon is a single parent with a ten year old child. She has five hours per week of unsubsidized employment, and is participating 12 hours per week in a high school equivalency program. Staff add 18 hours of job search to meet her minimum core hours of 23 and 35 hours total per week.

Sharon loses her job and completes her high school equivalency and moves to full-time job search of 33 hours per week.

Then, the father of Sharon's child returns to the home and they qualify for the two-parent participation options. The decision is made that Sharon will continue participating and the other parent will opt out of participation. Since the father is opting out, Sharon's job search hours will now be 38 hours per week to meet the strengthened participation requirements for a two-parent household.

#### Example #3:

Tom is a single parent raising a teen-age son. He is in Community Works and his FLSA maximum is 25 hours per week. Staff schedule him for 23 hours of Community Works to meet his core requirement under strengthened participation rules. He is also doing 10 hours per week of high school equivalency for a total of 33 hours per week participation.

In a different scenario, Tom's FLSA maximum is 16 hours per week. Under deeming, this will meet his 20 hours of core activity, but we ~~cannot~~can't require any additional hours of Community Works. There is a Life Skills class available, so staff schedule him for 3 hours of LS per week to meet his core requirement of 23 hours.

In a third scenario, Tom's FLSA maximum is still 16 hours per week, but there is no Life Skills class or other core activity available that can be added to the 20 hours (using deeming) of Community Works to bring his core activity up to 23 hours per week. He has been doing 10 hours per week of high school equivalency at the local community college. College staff agreed to provide an additional three hours by enrolling Tom in a study hall to meet the strengthened participation requirements.



## 1.2.5 What is the participation requirement for single parents with a child under 6?

For single parents with a child under the age of six, the participation requirement is 20 hours per week in a core activity. Parents must be participating satisfactorily; if a parent is in sanction, the sanction must be cured to avoid Non-Compliance Sanction termination.

Parents are allowed to voluntarily participate for more than 20 hours per week. Parents who wish to participate in Vocational Education activities ~~that are full time by definition~~ must be willing to ~~volunteer to~~ participate full time because they are full time by definition. ~~These full time activities include:~~

~~Community Jobs,~~

~~Job Connection~~

~~Vocational Education~~

## 1.2.6 How do we determine the best employment pathway?

Everyone has skills and abilities needed in today's workforce. Weaving those skills and abilities with labor market realities and education levels is the cornerstone of the CE. It is designed to achieve better and quicker engagement in employment-related activities.

The CE will be a key tool in leading parents directly to employment and job search will continue to be the most appropriate pathway for the majority of parents. For other parents, the CE will lead to employment through activities like ~~Job Connection,~~ education, ~~or~~ Community Jobs or Career Jump.

The WorkFirst Program Specialist refers the parent to the appropriate employment pathway identified by the CE using the appropriate code(s). The pathways include:

- Job Search
- Education & Training Activity
- Unsubsidized Employment
- LEP Pathway
- Issue Resolution
- Exempt
- 3rd trimester of pregnancy Deferral
- Infant Exemption

See [section 3.2](#) and the "[Comprehensive Evaluation Referral Criteria](#)" document in the Resources section below for pathway details.

The information gained from the CE will also be available to the WorkFirst partners and the parent to ensure that the parent is engaged in the employment pathway that will move them most effectively toward self-sufficiency.

If at any time there is an indication or the family discloses involvement with Children's Administration (CA) and/or the Department of Corrections (DOC) we must work collaboratively to address the needs of the parents and children.

Families involved with CA and/or DOC may be required to do activities like counseling or treatment to help keep their families together. It's critical to take these activities into consideration when developing the parent's IRP and add these activities as a WorkFirst participation requirement as appropriate. We want to make sure

that WorkFirst requirements ~~do not~~don't interfere with the activities parents are taking to comply with CA and/or DOC requirements and resolve their family issues and emergencies.

### **Participation Example #1**

After a newly approved WorkFirst parent completes the CE, she or he will start with full-time employment services of 33 hours per week as their first activity. Full-time and part-time employment service activities and attendance are defined and directed by Employment Security staff. See [4.2 Job Preparation/Work Search](#) section for more information on job search.

### **Participation Example #2**

The WorkFirst parent is working 25 hours a week at a local restaurant and is also in an approved educational component for 10 hours a week. Record the actual number of hours for each activity in the IRP and input the number of hours for each component on the component screen in eJAS, for a total of 35 hours a week of participation

### **Participation Example #3**

The WorkFirst parent is able to participate full time but is involved in the DOC “Community Parenting Alternative” program. The parent is subject to electronic home monitoring and is only allowed to leave the home to participate in required DOC activities which include substance abuse treatment and parenting classes. The WFPS verifies these activities with the DOC Community Corrections Officer and records the actual number of hours for each activity in the IRP and inputs the number of hours for each component on the component screen in eJAS.

## 1.2.7 When can someone participate in the various WorkFirst activities?

Unless the CE indicates otherwise, employment services are the first activity for almost everyone. The CE is the key tool in leading parents to employment through job search, education, or other employment pathway activities like ~~Job Connection or Community Jobs, Career Jump or Community Works~~ approved by the WorkFirst Program Specialist (WFPS) or WorkFirst Social Service Specialist (WFSSS).

For individuals who ~~are not~~aren't successful in job related activities, it is important to determine what factors may be contributing to the lack of success. The person may have an undisclosed disability or deficit and you ~~cannot~~can't provide assistance without knowing what obstacles he or she is facing. Inform the person that you want to see him or her succeed and that support services are available for people needing special consideration. Ask whether circumstances have changed and/or has the person disclosed all information that may be affecting his or her success.

## 3.9.1.2 When do the federal participation verification requirements apply?

We monitor all participation to make sure parents are following their Individual Responsibility Plan and getting the services and activities they need to progress. Under the new federal rules, however, we will need to take additional steps for unpaid core and non-core activities to document and report that the parent participated as required.

The chart below shows the additional federal requirements for unpaid core and non-core activities.

These requirements ~~do not~~don't apply to *paid* core activities: employment, self-employment, Community Jobs, Career Jump, ~~Job Connection~~, on-the-job training, WIA paid WEX (coded as PT or FT in eJAS) and work study. The hours of paid core activities will be collected using ACES data and verified as required under the WorkFirst eligibility rules. The average weekly hours of employment will be calculated in ACES and

displayed in eJAS so every WorkFirst partner will know how many employment hours we are reporting to the federal government.

Requirements for All WorkFirst Activities	Additional Federal Requirements for Unpaid Core and Non-core Activities
Set IRP requirements and record the scheduled hours of participation on the eJAS component code screen.	Document, then report, how many of the scheduled hours the parent actually participated each month.
Providers/partners monitor participation.	Providers/partners must document actual hours of participation in a State-approved format on a regular basis and be able to produce the documentation upon request.
	<del>Do not</del> <u>Don't</u> count non-job search travel time as participation.
	Activity/Job Search Logs document on and off-site job search activities.
Providers/partners confirm the parent participated each month no later than the 10th of the following month.	Providers/partners report <i>actual</i> hours of participation in eJAS (including non-contracted activities).
Providers/partners excuse absences if the parent is unable to attend scheduled activities.	Providers with eJAS access must document and report hours of excused absence.
Providers/partners report unexcused absences immediately.	Providers with eJAS access must also report hours of unexcused absence.
Parents <del>are not</del> <u>aren't</u> asked to make up hours missed due to absences.	Parents are asked to make up missed hours, as possible, by the end of the month.