***WorkFirst Training Options***

The matrix below describes current WorkFirst policy. (Last updated February 2018)

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|  | **ESL/ GED/HIGH SCHOOL COMPLETION** | **SKILLS ENHANCEMENT**  (Job Skills) | **VOCATIONAL EDUCATION**  (24month life-time) | **HIGHER EDUCATION** | **CUSTOMIZED JOB SKILLS TRAINING**  **(was pre-employment training)** | **HIGH WAGE/ HIGH DEMAND** | **SOFT/LIFE SKILLS**  (12 weeks limit) |
| eJAS codes | **ES, GE, HS** | **JT** | **VE** | **VU** | **PE** | **HW, DC** | **LS** |
| Training Options can include | * GED preparation, * High school completion and * ESL (Levels 1 & 2) or ESL Level 3+ not stacked with Core activities | * ESL (stacked with core activity) * Basic Education * WorkFirst Family Literacy (aka Families That Work) or Pregnancy to Employment educational programs * Pre-requisites * Developmental/remedial education * Part-time vocational education or customized employer training * General Training | Certificate/degree for a specific occupation from a   * Public/private technical college or school * Community college * Tribal college This includes I-BEST. | Degree in an area of study or occupation (up to 4 yrs) | FT individualized or group training for a specific job with a higher than average starting wage than the average for all regional WF job entries. May include integrated basic skills.  (Typically up to 22 weeks of Training) | FT training options (up to 24 calendar months) that will lead to a certificate or degree that will lead to employment in a high-wage, high-demand field | * Self-awareness * Attitude * Balancing work and personal life * Money management * Stress and anger management * Time management * Interpersonal communication skills * Appropriate standards for dress and participation |
| Example | High school/ GED ,  ESL- Levels 1& 2 and ESL – Level 3+ not stacked with a Core Activity | Microsoft Excel  Workplace Communications (memos, business letters, presentations) | Certified medical records technician | Licensed practical nurse | Certified medical records technician | Computer Technology/Health Care | Dependable Strength Interpersonal Communication |
| Add to IRP when: | CE approval and:   * GE /HS combined w/20 hours/wk Core Activity; * ESL- Levels 1& 2, or ESL Level 3+ not stacked with Core activities, or * 19 years old or younger | Is combined with 20 hours or more of Core Activities | CE approval and:  Approved for full-time training | Do not approve, but participants can pursue on their own (w/o supports)  If combined with 20 hrs/wk employment or 16-19 hrs/wk work study, it meets Washington state, not federal, WF participation requirements | CE approval and :  Approved for full-time training | When approved by Community/Technical College (use HW)  Degree completion requires exception to policy approval by State Board for Community and Technical Colleges. (use DC) | Whenever determined appropriate to engage in activities that help and prepare the participant to make good choices about participating and keeping a job. |
| Child Care | Child care for employment, work activity and class time with no time limit | Child care for employment, work activity and class time with no time limit | Child care for employment, work activity and class time  2 year time limit for child care for class time. | Child care for employment with no time limit.  No child care for class time | Child care for up to 30 days before CJST starts.  Child care for up to 22 weeks of CJST. | Child care until start of next quarter.  Child care for up to 24 months of high-wage/high- demand training (HW and DC.). | Child care for employment, work activity and class time. |
| WAC  Reference | 388-310-0900 | 388-310-1050 | 388-310-1000 | 388-310-1000 | 388-310-1000 | 388-310-1000 | 388-310-0600 |