



## REFERRAL PROCEDURE AND ENROLLMENT PROCESS POLICY

**Policy Number: 253 R1**

**Effective Date: July 1, 2020**

**Date Last Revised: September 1, 2022**

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I. COMMUNITY JOBS REFERRAL PROCEDURE AND ENROLLMENT PROCESS:

Contractors will follow procedures as outlined in the DSHS WorkFirst Handbook; Section 8.3 Community Jobs Program. The DSHS WorkFirst Handbook is located at: <https://www.dshs.wa.gov/esa/chapter-8-paid-unpaid-employment/83-community-jobs>

II. COMMUNITY WORKS REFERRAL PROCEDURE AND ENROLLMENT PROCESS:

Contractors will follow procedures as outlined in the DSHS WorkFirst Handbook; Section 8.4 Community Works Program. The DSHS WorkFirst Handbook is located at: <https://www.dshs.wa.gov/esa/chapter-8-paid-unpaid-employment/84-community-works>

III. EJAS DATA:

All work related to referrals and enrollments for a given month must be entered into eJAS prior to the end of the month.

#### IV. ENROLLMENT DOCUMENTATION

During the enrollment process, the Contractor will review the following documents with the participant and/or the Worksite Supervisor. Contractors are required to provide a WorkFirst Program Orientation with the participant (See Attachment 5 WorkFirst Programs Orientation as an example). Contractors will maintain the appropriately signed copies of the following documents in the participant file:

- Release of Information
- Grievance Form
- DSHS Consent Form: DSHS 14-012
- WorkFirst Program Orientation
- Community Jobs Program Participant Agreement
- Community Works Program Participant Agreement
- Supervisor Agreement
- Worksite Contract (Admin Bulletin 257 Attachments 1 and 4)
- Signed Job Descriptions
- I-9 and W4 Documentation

#### Attachments:

- Attachment 1/1A: Release of Information (English/Spanish)
- Attachment 2/2A: Grievance Letter (English/Spanish)
- Attachment 3/3A: EEO Letter (English/Spanish)
- Attachment 4/4A: DSHS Consent Form: DSHS 14-012 (English/Spanish)
- Attachment 5: WorkFirst Programs Orientation
- Attachment 6: Community Jobs Program Participant Agreement
- Attachment 7: Community Works Program Participation Agreement
- Attachment 8: Supervisor Agreement