

Commerce WorkFirst Programs FY25 Scope of Work

Program Descriptions

Community Jobs (CJ)

The CJ Program is a WorkFirst activity that provides TANF and TANF LEP-eligible participants with up to nine (9) months of paid, temporary, subsidized employment combined with intensive case management and stacked activities. CJ participants gain experience in an employment setting while increasing their income, skills, and self-confidence. They also gain references, develop networks, and demonstrate their work skills while working in their field of interest. Commerce WorkFirst Contractors assist participants with identifying challenges to employment and disadvantages in the labor market, and work with the participant on solutions and strategies. The goal of this program is to assist participants resolve barriers and obtain unsubsidized sustainable employment.

Limited English Proficient (LEP) providers: LEP participants must be provided with culturally and linguistically appropriate services to help stabilize and support their families. [Executive Order 13166](#) – *Improving Access to Services for Persons with Limited English Proficiency* mandates that agencies receiving federal funding must develop, provide, and implement a system by which LEP persons can meaningfully access services generally offered in English.

There are three (3) options for the CJ program. Please see [Attachment B-1 FY25 Commerce WorkFirst Program Guidelines](#) for detailed information:

1. Full-time CJ
2. Part-time CJ
3. Career Jump

Community Works (WC)

The WC Program is a long-term work experience program structured to provide a core work activity for WorkFirst participants that counts towards federal participation, meets TANF requirements, and builds work ethics, soft skills, and work skills. Participants are placed on a worksite and supervised by a Worksite Supervisor who provides daily supervision and work training for a minimum of one (1) month to a maximum of twelve (12) months. This program is not available to LEP participants served with the LEP Commerce WorkFirst budget.

Please see Commerce WorkFirst Programs Guidelines for detailed information.

All Commerce WorkFirst Programs provide:

- a. An initial assessment identifying work experience, education level, and desired work skills.
- b. Career planning identifying both short-term and long-term job goals.
- c. Ongoing assistance for work-related issues.
- d. Support services.
- e. Assistance with childcare and transportation plans.

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Administrative/Management Requirements

All Contractors must meet the requirements listed below. This includes direct service Contractors, consortium leads, and subcontractors. For consortium-only requirements, see the "Specific to Consortia" section.

Program Management and Services

Contractors must:

- a. Meet all Commerce WorkFirst contract requirements, including all attachments and program guidelines.
- b. Train all staff in contract requirements.
- c. Contact Commerce before changing any Commerce forms.
- d. Act as the "Employer of Record" for all program participants.
- e. Provide all employer payroll functions for participants, including processing and issuing wages to Community Jobs and Career Jump participants. The Contractor is required to pay for Labor and Industry (L&I) benefits for all Community Jobs, Career Jump, and Community Works Program participants.
- f. Participate in required training(s).
- g. Actively participate in Local Planning Area (LPA) activities.
- h. Coordinate with local Community Services Offices, Employment Security Department, community/technical colleges, non-profit, tribal, and government agencies as appropriate.
- i. Provide Commerce with any requested documentation and data needed to verify invoicing, measure performance, etc.
- j. Use Commerce Caseload Management Report (CLMR) and other available reporting tools to ensure participants are coded for full-time participation and are meeting participation requirements.

Direct Service Contractor and Subcontractor Procedures

All direct service Contractors and subcontractors must maintain written procedures specific to the Commerce WorkFirst Programs for the following areas. For example, a participant payroll procedure may outline each step, timeline, and responsible party, from collecting timesheets to participants receiving their pay.

Procedure	At a minimum, must describe the Contractor's internal procedure for:
1% Job Readiness/Job Hunting Logs Verification	Verifying and documenting one percent (1%) of the monthly total number of participants, or one (1), whichever is higher. Verification must be retained on file and available upon request.
Support Services	Providing and documenting support services in eJAS and the agency's internal systems for tracking and documenting participant support services, and collecting and filing all required support services receipts.
Participant Payroll	Collecting, verifying, documenting payroll, and processing payroll. This includes Community Jobs and Career Jump payroll, and Worker's Compensation for both the CJ/Career Jump and WC programs. All payroll processes must be in accordance with local, state, and federal employment laws.
Community Works Incentives	Verifying, distributing, documenting, and maintaining receipts for WC incentives.

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Billing	<p>Verifying, documenting, and submitting Commerce WorkFirst invoices. Include information for:</p> <ul style="list-style-type: none"> • Verifying pay points, support services, and payroll • How you ensure that backup documentation is appropriately filed • Information on how the Contractor conducts quality assurance before submitting to Commerce or consortium lead
Data Security, Retention, and Destruction	<p>Must meet all requirements outlined in the contract and attachments. This includes maintaining both hard and electronic files or data.</p>

Consortium Lead Procedures

Consortium leads must maintain written procedures specific to the Commerce WorkFirst programs for the following areas. For example, a monitoring procedure may describe the monitoring timeline, review areas, and corrective action plan process.

Procedure	At a minimum, must describe the Contractor's internal procedure for:
Technical Assistance	<p>Handling subcontractor technical assistance, including when the consortium lead provides direct technical assistance to the subcontractor, and when the consortium lead works with the Commerce WorkFirst team on technical assistance items.</p>
Training	<p>Providing initial and ongoing training to the subcontractor.</p>
Monitoring	<p>Conducting subcontractor monitoring, including an explanation of timelines, what is monitored, a scoring or rating system, and corrective action plan expectations.</p> <p>Maintain written procedures and tools for subcontractor monitoring to include:</p> <ul style="list-style-type: none"> • All contract requirements • Scope of Work • Commerce WorkFirst Programs Guidelines • WorkFirst Handbook requirements
Subcontracting Procedures	<p>Describe the consortium lead's internal procedure to ensure the following subcontractor procedures meet requirements:</p> <ul style="list-style-type: none"> • 1% Job Readiness/Job Hunting Logs Verification • Support Services • Participant Payroll • Community Works Incentives • Billing • Data Security, Retention, and Destruction
15% Admin Fee	<p>Detail how and where the 15% admin fee is applied, paid, and documented.</p>
Billing	<p>Verifying, documenting, and submitting Commerce WorkFirst invoices. Include information for:</p> <ul style="list-style-type: none"> • Verifying pay points, support services, and payroll • Ensuring that backup documentation is appropriately filed

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	<ul style="list-style-type: none"> • Include information on how the consortium lead conducts quality assurance before submitting to Commerce.
Data Security, Retention, and Destruction	Must meet all requirements outlined in the contract and attachments. This includes hard and electronic files or data.

Participant Orientation Packets

This describes the minimum information provided to the participants when they engage in the program. The Contractor can determine how to provide the information to the participants. Commerce WorkFirst will use the term “Orientation Packet” to describe the collection of required information and materials that must be provided to the participants when they engage in the program.

Document	Description
One-time Paper Notice of Sick Leave (Community Jobs and Career Jump only)	<p>Must comply with all local and state laws.</p> <ul style="list-style-type: none"> • Resource: Implementing a Paid Sick Leave Policy (wa.gov)
Employment Forms (Community Jobs and Career Jump only)	<p>Documents must be up-to-date. Includes the I-9 and W-4.</p> <ul style="list-style-type: none"> • Resource: Employment Eligibility Verification USCIS • Resource: W-4, Employee's Withholding Certificate Internal Revenue Service (irs.gov) <p>Note: Completed and signed copies, with backup documentation, must be retained in the participant's file.</p>
Grievance Procedure	<p>Describe the Contractor's internal procedure for handling participant grievances. This must include current and correct information on how a participant can submit a grievance to the Department of Commerce if they disagree with the Contractor's decision.</p> <p>The Department of Commerce Representative for participant grievances is the Commerce Representative listed on the contract Face Sheet.</p> <p>Note: A signed copy must be retained in the participant's file.</p>
Payroll Information	<p>Clearly outlines payroll procedures, timesheet expectations, state-recognized holiday procedures, and pay schedules. Information must be in accordance with local, state, and federal employment laws.</p> <ul style="list-style-type: none"> • Resources: <ul style="list-style-type: none"> ○ Labor & Industries (L&I), Washington State ○ Workers' Rights (wa.gov) ○ WHD U.S. Department of Labor (dol.gov)
DSHS Consent Form	Contractors cannot pre-fill any checkboxes in the DSHS Consent Form.

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	<p>For example, Contractors can pre-fill their agency name and address but cannot check the box next to their agency information.</p> <p>Note: A signed copy of the form or the verbal consent form must be retained in the participant's file.</p>
Program Description	<p>Must include information for the CJ and WC programs. Information must be current (e.g., 9 months vs. 6 months CJ program).</p>

Budget Management

- a. Contractors must manage their budget based on their contract amount.
- b. Contractors must communicate with Commerce at least 30 calendar days in advance of any budget modification requests.
- c. Contractors must continuously provide services throughout the contract year.
 - Contact Commerce for documented approval before taking any actions to reduce referrals.

Worksite Agreements and Union Approvals

All Worksite Agreements and Union Approvals must meet the criteria established in the Programs Guidelines and Scope of Work.

New worksites must have Worksite Agreements and Union Approvals before any participant starts on the worksite.

Ongoing Worksite Agreements and Union Approvals must be updated and signed before the start of each new biennium contract cycle. The current and upcoming biennium contract cycles include:

- FY24-25; begins July 1, 2023
- FY26-27; begins July 1, 2025
- FY28-29; begins July 1, 2027
- FY30-31; begins July 1, 2029

Employment Conditions (WAC 388-310-1500)

The participant's placement at the worksite must meet the criteria described in [WAC 388-310-1500](#).

Employment Laws

Contractors and worksites must comply with all applicable employment laws (e.g., paid sick and safe leave, paid family leave, non-discrimination, workplace safety).

Affordable Care Act (ACA)

Contractors are responsible for determining the necessary actions to ensure compliance with ACA law.

Fraud Reporting

The Contractor must report any knowledge of welfare fraud to DSHS by calling 1-800-562-6906 or [online](#).

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Career Jump Wages

Community Jobs Career Jump subsidized wages are based on the employer's established hourly rate for the position. The rate must be equal to or greater than the state or local minimum wage, whichever is highest.

Holidays

Participants are not allowed to work on [state-recognized holidays](#). However, if they are scheduled to work on a state-recognized holiday, they will be given a paid holiday. For participants with non-Monday to Friday work schedules, if a holiday falls on their scheduled workday, that day is considered the holiday. Refer to the Commerce WorkFirst Programs Guidelines for more information.

Earned Income Tax Credit (EITC)

Participation in the Earned Income Tax Credit program is a requirement. Contractors must educate participants about the benefits of the EITC. Learn more [here](#).

Confidentiality and Data Sharing

The information below applies to any person who can access participant data. This includes, but is not limited to, Contractor staff, volunteers, and third-party vendors.

1. Confidential data:

a. Confidential data includes:

- i. Personal Information (e.g. person's name, initials, address, etc.) ([RCW 42.56.230](#))
- ii. Category 4 Data:
 - "Category 4 Data" refers to data that is confidential and requires special handling due to statutes or regulations mandating strict protection. Serious consequences may arise in the event of any compromise of such data. It includes data protected by: the Health Insurance Portability and Accountability Act (HIPAA), Pub. L. 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), 45 CFR Parts 160 and 164; the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99; Internal Revenue Service [Publication 1075](#); Substance Abuse and Mental Health Services Administration regulations on Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2; and/or Criminal Justice Information Services, 28 CFR Part 20.

2. Confidentiality:

- a. Contractors must obtain permission from the participant before disclosing any participant information, unless required by law or a court order.
- b. Do not use or disclose any information about a participant for any purpose not directly connected with the administration of the Contractor's responsibilities under this agreement.
- c. Any documents or electronic communication submitted to Commerce that include confidential information must be sent using the Managed File Transfer (MFT) system.
 - i. **Do not submit confidential information (i.e., participant names) through the billing or technical assistance systems.**

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- d. Follow all requirements for the Address Confidentiality Program (ACP). Refer to the Commerce WorkFirst Programs Guidelines for more information.
 - e. Attachment I and Attachment I-1: Non-disclosure of Confidential Information must be completed by all persons who have access to participant information.
 - f. Additional requirements are outlined in the contract and Attachments E: Data Share Agreement, F: Data Security Requirements, and I and I-1: Non-disclosure of Confidential Information.
3. Data Sharing:
- a. Do not release any information to other agencies or persons without specific consent, unless required by law or court order.
 - b. Unauthorized disclosure of information is a gross misdemeanor, punishable by law. The Contractor is subject to the same standards and laws of confidentiality as Commerce.
 - c. Contractor staff must sign a confidentiality release form covering all communications or referrals related to Commerce WorkFirst Program participants.
 - d. Attachment I and Attachment I-1: Non-disclosure of Confidential Information must be completed by all organization staff, volunteers, and third-party vendors who have access to participant information.
 - e. Additional requirements are in the contract and the following Attachments E: Data Share Agreement, F: Data Security Requirements, and I and I-1: Non-disclosure of Confidential Information.
4. Data Access:
- a. The Contractor shall limit access to participant data to authorized persons whose duties specifically require access to such access in the performance of their assigned duties.
 - b. Prior to making participant data available, the Contractor shall notify all authorized persons of the use and disclosure requirements outlined in the most updated Commerce Non-disclosure of Confidential Information.
 - c. Commerce reserves the right to revoke, at any time, an individual's authorization to access information.
 - d. Contact Commerce for any eJAS access requests.
 - e. Contact Commerce within one (1) business day when any person with access to eJAS is terminated from employment or when their duties no longer require access. Commerce will revoke the individual's access to eJAS.
 - i. Inform Commerce via the [Commerce WorkFirst Technical Assistance Ticketing System](#).
 - f. Notification of Compromise or Potential Compromise: Report the compromise or potential compromise of Confidential Information to Commerce within one (1) business day of discovery. The Contractor must also take actions to mitigate the risk and comply with any notification or other requirements imposed by law or Commerce.
 - i. Inform Commerce via the [Commerce WorkFirst Technical Assistance Ticketing System](#).
 - g. Attachment I and Attachment I-1: Non-disclosure of Confidential Information must be completed by all organization staff, volunteers, and third-party vendors who have access to participant information.
 - h. Additional requirements are outlined in the contract and Attachments E: Data Share Agreement, F: Data Security Requirements, and I and I-1: Non-disclosure of Confidential Information.

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5. Required Forms

- a. Attachment I and Attachment I-1: Commerce Non-disclosure of Confidential Information Agreement:
 - i. All Contractor staff, volunteers, and third-party vendors must complete, sign, and submit both forms to Commerce:
 - When their position requires them to work with Commerce WorkFirst Programs data,
 - When their position has access to Commerce WorkFirst programs data,
 - At the start of each contract year, and
 - When requesting eJAS access for new employees whose duties require them to work with Commerce WorkFirst programs information.
 - ii. Copies of the signed non-disclosure forms must be maintained on file and available upon request.
 - iii. Process:
 - Complete Attachment I-1: Commerce Non-disclosure of Confidential Information using the form at this link: [Non-Disclosure of Confidential Information](#).
 - a. Attach a signed PDF version of Attachment I – Non-disclosure of Confidential Information to this form.
 - The Contractor’s authorized reviewer will approve the forms, and a copy will automatically be submitted to Commerce.
- b. **Before providing services, ensure each participant provides consent.** There are two (2) methods to obtain consent. The first (1st) method is the DSHS Consent Form DSHS 14-012(X), which requires a written or electronic signature. If a written or electronic signature is not possible, participants must provide verbal consent via the DSHS WorkFirst Verbal Consent Form.
 - i. [DSHS Consent Form DSHS 14-012\(X\)](#)
 - The form is available in 59 languages. Contractors must provide the form in the participant's preferred language.
 - Please see Programs Guidelines for more specific guidance on completing this form.
 - **Important note:** If a participant does not release specific record(s) information, any barriers, paperwork, e-messages, client notes, or special record case notes related to those subjects are not allowed to be documented.
 - a. Contractors and participants can complete new consent forms as needed.
 - Keep the signed form in the participant's case file, and the form must be available upon request.
 - Electronic signature methods include:
 - a. PDF electronic signatures,
 - b. Picture of the signed form, and
 - c. Mailed or emailed signed form.
 - ii. Verbal Consent Form is Attachment O.
 - Prior to receiving verbal consent, providers must send participants a copy of the DSHS 14-012(X) Consent Form in the participant's preferred language via email or mail.

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- Verbal consent does not apply to Substance Use Disorder, Mental Health, Physical Health, or other protected health information or data. This requires written consent using the DSHS 14-012(X) Consent Form.
 - Keep the completed form in the participant's case file, and the form must be available upon request.
- c. Additional requirements are outlined in the contract and attachments.

Specific to Consortiums

Consortiums must meet the below requirements in addition to all other contract and attachment requirements. This includes consortium leads and subcontractors.

For service areas operating as a consortium, the following are the lead Contractor's responsibilities and requirements:

- a. Lead Contractors must obtain prior written approval from Commerce to enter into or terminate a subcontract.
 - Approvals must be updated before the start of a new biennium contract cycle.
 - Report any changes to consortium membership and subcontracting at least 60 days in advance. This includes entering into new subcontracts or terminating subcontracts.
- b. Maintain active consortium representation within the Local Planning Area (LPA) partnership.
- c. Ensure that subcontractor(s) billing is accurate before submitting to Commerce.
- d. Maintain documentation and copies of all subcontracts and records related to the subcontractor(s).
- e. Ensure that all subcontractor staff attend required trainings.

15% Admin Charge

Lead Contractors, who subcontract program services, are limited to a maximum fifteen (15) percent administrative charge that can be applied to subcontractor earned pay points for lead Contractor administrative expenses. The remaining pay point funds are passed through to subcontractors providing direct service for Commerce WorkFirst programs. No administrative charges may be applied to reimbursable expenses such as participant payroll, benefits, payroll taxes, or support services expenses.

This information must be included in the subcontractor's contract with the consortium lead.

Subcontractor Monitoring

- a. Monitor subcontractor(s) **every two (2) years** to ensure WorkFirst contract compliance.
- b. Maintain copies of all monitoring back-up documentation, communications, reviews, reports, etc. on file and available upon request.
- c. Upon Commerce WorkFirst review, it should be evident that the consortium lead's monitoring includes a review of all Commerce WorkFirst administrative, fiscal, data, program, and reporting requirements. **The consortium lead can demonstrate their completion of this review through a monitoring results letter, a monitoring workbook, or another method of their choosing.**

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Performance Measures

Contractors are expected to meet the following performance measures:

1. Forty (40) percent gain unsubsidized employment
 - a. Forty (40) percent of all part-time CJ, full-time CJ, and Career Jump participants who enroll (i.e., start at a worksite) must gain unsubsidized employment.
 - b. The unsubsidized employment must meet the following minimum criteria:
 - Be retained for 10 business days from the employment start date
 - Or for 90 days for temporary or seasonal employment
 - Meet the part-time unsubsidized employment hours threshold (20 to 31 hours per week or income equivalent).
2. Federal participation
 - a. Participants must meet [participation requirements](#).
 - b. Federal participation is a statewide WorkFirst partner performance measure. DSHS evaluates Commerce for the accuracy of monthly participation documentation.
 - c. Commerce reserves the right to deny or recoup pay points from the Contractor for participants who do not consistently meet participation requirements.
 - For example, a participant does not meet stacked activity participation requirements for more than one month without clear documentation of the case manager's attempts to address the issue. Commerce reserves the right to recoup or deny any pay points associated with the stacked activity or attendance reporting instances.

Program Monitoring

Commerce will annually monitor all Contractors, providing contract compliance feedback and ensuring accountability. Detailed information is available in the Commerce WorkFirst Programs Guidelines.

Monitoring and Contract Cycle Impact of Ratings and Scoring

Each year, the annual monitoring will result in Monitoring Scores, e.g. pass, 91%. During the second (2nd) year of a contract cycle, the Monitoring Scores will be used to determine the Contractor's overall Monitoring Rating (e.g., Best Practice, Meets Requirements, or Recommendation). During both years, results may necessitate a corrective action.

Monitoring elements include:

- a. Organizational review
- b. Billing review
- c. File review
- d. Consortium review
- e. Performance review

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Monitoring Rating and Scoring Definitions

Rating	Definition	Scores		
		File Areas	Organization Areas	Performance, Employment Placement Rate
Best Practice	Notice of compliance or performance beyond the norm.	91 – 100%		70% – 100%
Meets Requirements	Contract standards are regularly met. There does not appear to be any existence of inefficient activity, process, or policy. A Corrective Action Plan is not required.	71 – 90%, or pass	Pass	40% – 69%
Recommendation	Notice of inefficient activities or processes, or the absence of useful policies is required. No Contractor response is necessary.	61 – 70%		N/A
Discrepancy	Notice of non-compliance with a contractual requirement that, in our judgment, does not warrant a Monitoring Finding. Contributing factors include, but are not limited to, the type of requirement, compliance history, frequency of non-compliance, extent of non-compliance, cost-effectiveness of correction, and/or extent of control over circumstances. A Corrective Action Plan is required.	31 – 60%	Fail	30% – 39%
Monitoring Finding	Lack of compliance with a significant contractual requirement requiring immediate correction. A Corrective Action Plan is required.	0 – 30%, or fail		0 – 29%

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Compensation, Invoicing, and Payment

Compensation

- a. Commerce will pay the Contractor all allowable costs based on pay points and reimbursements that meet the criteria and are accomplished during the contract period.
- b. The total amount reimbursed will not exceed the contract total amount stated on the Contract Face Sheet and any subsequent amendments.
- c. The Contractor has the flexibility to manage the allotment within the Community Jobs, Career Jump, and Community Works Programs without designated categories for pay points, support services, and payroll expenses.
- d. Review section four (4), Compensation, of the contract Special Terms and Conditions for additional information.
- e. Lead Contractors who subcontract program services are limited to a maximum fifteen percent (15%) administrative charge that can be applied to subcontractor-earned pay points for lead Contractor administrative expenses. The remaining pay point funds are passed through to subcontractors providing direct service for Commerce WorkFirst programs. No administrative charges may be applied to reimbursable expenses such as participant payroll, benefits, payroll taxes, or support services expenses.

Prepaid Merchant Cards and Vouchers

Contractors must ensure that they request reimbursement for actual expenses and not for vouchers or gift cards/pre-paid merchant card amounts. This does not apply to WC Incentives, as they are not a support service.

Billing Provisions

- a. Contractors must submit invoices through Commerce's Contract Management System (CMS) online portal.
Do not attach any documents with confidential information to CMS.
- b. For reimbursement, submit the following each month via CMS:
 - Completed Attachment H-1 FY25 Main & LEP Billing Workbook - Excel format
 - Copies of approval emails to add/subtract pay points and reimbursements via the Commerce WorkFirst Technical Assistance system
 - Diverse Spend Excel document (if applicable) - Attachment N
 - The Contractor can enter this information or upload Attachment N – FY24.25 Diverse Spend
- c. Invoices presented for payment without the required data will not be processed for payment until the data is received and verified.
- d. All pay points or reimbursable expenses added to or struck from the eJAS reports or billings require documented approval from Commerce staff. Send a message via the [Commerce WorkFirst Technical Assistance Ticketing System](#) for approval. Keep email approval on file and submit a copy with monthly billing.
 - See Blanket Approvals for pay points that may be added or struck from the eJAS reports or billings without prior approval.
- e. Any pay points or reimbursable expenses added to or struck from the eJAS reports or billings must be added to the appropriate tracker in the billing workbook with complete information.
 - This includes pay points or reimbursable expenses from the current and previous service months.
 - Do not modify the eJAS Pay Point Report or the eJAS Support Services Report.

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- f. Backup documentation (e.g., payroll ledgers, timecards, attendance logs, and itemized point of sale receipts) is to be kept on file and available upon request.
- Commerce will use the backup documentation for the billing to verify performance and ensure contract requirements are met.
 - If backup documentation is requested and it contains confidential information, it must be submitted via the Managed File Transfer (MFT) system.
- g. Commerce reserves the right to require the Contractor to repay pay points or reimbursements if performance or contract requirements are not met.

Blanket Approvals

Contractors have blanket approval to add the following pay points to the CJ or WC tracker.

- CJ and WC 2Gen Family Support Documentation
- Back-to-Back CJ Programs pay points:
 - Monthly Updates
 - Monthly Attendance Reporting
 - Stacked Activity
- Career Jump:
 - Worksite Placement/Program Start (If Program Start Pay Point ALREADY claimed)
 - CJ Main - Career Jump Worksite Placement/Program Start (If Program Start Pay Point HAS NOT BEEN claimed)
 - Includes a “-1” for the corresponding CJ Plan Create to account for the eJAS pay point report
- CJ and WC Attendance and Payroll Reporting

Billing Schedule

- a. Billing is every month.
- b. Completed invoices with documentation must be electronically submitted via CMS and received by the 20th of the following month for the billed service month.
- If the 20th falls on a Saturday, the fiscal invoice is due on the Friday before the 20th.
 - If the 20th falls on a Sunday, the fiscal invoice is due on the Monday after the 20th.
- c. Any omitted or overbilled pay points or reimbursements will be captured in the following month's billing. See the Commerce WorkFirst Programs Guidelines for additional information.
- d. The final fiscal year invoice covering costs incurred for work performed are:

<i>For work performed on or before</i>	<i>Invoice due date*</i>
June 30, 2024	July 10, 2024
June 30, 2025	July 10, 2025
*Note – Commerce WorkFirst reserves the right to require an earlier date.	

- e. Contractors must notify Commerce staff if any billing or backup documentation will not be received by the billing due date.
- f. Invoices received later than 60 days from the last day of the month being billed will only be processed with prior written approval from Commerce staff, except for the final fiscal invoice. The final fiscal invoice must be submitted by the invoice due date and the 60-day timeline does not apply.

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- g. Commerce shall remit payment to the Contractor within thirty (30) days of approving the fiscal invoice.

Reimbursements

Commerce will reimburse Contractors for the following:

- a. Participant wages and associated payroll benefits and taxes:
 - Contractors are responsible for wage subsidy costs, including participant payroll and employer payroll expenses for the Community Jobs, Career Jump, and Community Works Programs. Commerce will reimburse the Contractor 100% of payroll costs related directly to the participant.
- b. Support services (must meet criteria in the [Attachment J-1 Support Services Directory](#)).
- c. Community Works Incentives:
 - Community Works participants are eligible to receive two (2) non-cash incentives. The incentive is in the form of a store-specific issued gift card(s) of the participant's choice.
 - The 30-day Incentive is \$200.00
 - The 90-day Incentive is \$300.00
 - Commerce reserves the right to modify or amend the Community Works incentives reimbursement amounts.

Pay Point Schedule

Department of Commerce WorkFirst Team reserves the right to adjust pay points. All pay point amounts are based on funding.

Please see the Commerce WorkFirst Programs Guidelines for the requirements that must be met to claim each pay point. Commerce reserves the right to modify or amend the pay point schedule.

Community Jobs (CJ): full-time CJ, part-time CJ, and Career Jump	Revenue
Plan Create	\$250.00
Worksite Placement/Program Start Date	\$630.00
Monthly Updates	\$380.00
2Gen Family Support Documentation	\$345.00
Stacked Activity	\$190.00
Monthly Attendance Reporting	\$190.00
Unsubsidized Employment (Full and Part-Time)	\$1,000.00
Career Jump Worksite Placement/Program Start Date	\$315.00
<ul style="list-style-type: none"> • If the program start pay point has been claimed through the CJ programs 	
Career Jump Worksite Placement/Program Start Date	\$945.00
<ul style="list-style-type: none"> • If the program start pay point has not been claimed through the CJ programs 	
Attendance and Payroll Reporting	\$230.00

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Community Works (WC)	Revenue
Plan Create	\$250.00
Worksite Placement/Program Start Date	\$630.00
Monthly Updates	\$280.00
2Gen Family Support Documentation	\$345.00
Monthly Attendance Reporting	\$190.00