



REFERRAL PROCEDURE AND ENROLLMENT PROCESS POLICY

Policy Number: 253 R2

Effective Date: July 1, 2020

Date Last Revised: April 13, 2026

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

V. SCOPE OF WORK

The Board will conduct an annual review of the Contractor's procedures to ensure alignment with the guidelines and requirements outlined in the Commerce WorkFirst Scope of Work. This review will assess the extent to which established processes, activities, and deliverables adhere to contractual expectations and applicable standards. Through this ongoing oversight, the Board aims to promote accountability, maintain program integrity, and ensure continued compliance with all relevant policies and performance requirements.

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