REFERRAL PROCEDURE AND ENROLLMENT PROCESS

Policy Number: 253 Revision 1
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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