

NEW SECTION

**WAC 388-310-2100 WorkFirst career services program. (1)What is the WorkFirst career services program?**

The WorkFirst career services program is available to employed adults who leave temporary assistance for needy families (TANF) or state family assistance (SFA) and are working thirty hours or more per week. The employment security department administers the program.

WorkFirst career services provide up to six months of:

- Basic needs payments;
- Wage progression services; and
- Job retention services.

**(2) Who is eligible for the WorkFirst career services program?**

(a) To qualify for the program, you must enroll with the employment security department within the first two months after your TANF/SFA ends.

(b) You must also meet the following conditions:

(i) You are working thirty hours or more per week in a paid unsubsidized job; and

(ii) You are a custodial parent or caretaker relative who received TANF/SFA within the past two months; and

(iii) You did not leave TANF/SFA in sanction status.

(c) Each adult in your family who meets these conditions and enrolls in the program will receive their own basic needs payments and services.

**(3) What services and basic needs payments are available while I am enrolled in the WorkFirst career services program?**

The WorkFirst career services program provides wage progression services, job retention services and basic needs payments.

(a) Services include employment planning that will help you keep your job and increase your wages.

(b) As shown in the chart below, cash payments and bonuses are made monthly, for up to six consecutive months after leaving TANF/SFA.

(c) You may receive up to six hundred fifty dollars in cash payments and bonuses over the six-month period following your TANF/SFA case closing.

Eligible Month	Payments & Bonus Amounts	Description of Payments and Bonuses
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Month 1-6 After TANF/SFA	\$50.00 a month	Monthly payments begin once you enroll. If you enroll during Month 2, then you are not eligible for the Month 1 payment.
Month 1 or 2	\$150.00	One-time enrollment bonus when you sign up for the program.
Month 4 and 6	\$100.00 month 4 \$100.00 month 6	Bonus for completing the WorkFirst career services assessment and employment planning interview.

**(4) How long can I receive WorkFirst Career Services and basic needs payments?**

(a) WorkFirst career services and basic needs payments are available for a maximum of six consecutive months. Month one begins the calendar month after your TANF/SFA assistance ends.

(b) Your WorkFirst career services and basic needs payments will stop when:

(i) We learn you are no longer working thirty hours a week in unsubsidized employment; or

(ii) You begin receiving TANF/SFA assistance again; or

(iii) We do not have your current mailing address; or

(iv) You are not living in Washington; or

(v) It has been more than six months since you stopped receiving TANF/SFA.

**(5) What happens if the employment security department learns I am no longer working thirty hours or more per week?**

(a) The employment security department will provide you with a letter giving you at least ten days advance notice that your WorkFirst career services will close. This means that your WorkFirst career services basic needs payments will stop at the end of the month in which your ten days notice expires. The letter will tell you how to request an administrative hearing if you disagree with the decision.

(b) If you find a new job or increase your hours back up to thirty hours before the end of the month, you will remain eligible.

(c) Employment Security staff can help you find new employment or work with you to increase your hours of employment.

**(6) What happens if I am approved for TANF/SFA assistance**

**while I am receiving WorkFirst career services?**

If you start receiving TANF/SFA assistance, the employment security department will provide you with a letter and close your WorkFirst career services case at the end of the month. The letter will tell you how to request an administrative hearing if you disagree with the decision.

**(7) What happens if I request an administrative hearing?**

(a) You have the right to request an administrative hearing if you disagree with a decision or action regarding the WorkFirst career services Program. For more information, see chapter 388-02 WAC and RCW 74.08.080.

(b) If you receive continued benefits, they will still end when you reach your benefit maximum as outlined under (3)(c) regardless of any other pending administrative hearing.