



## Parents Organizing for Welfare and Economic Rights

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### Education and Training Options

search specialist will determine whether you should continue in job search. Job search will end when:

- (a) You find a full-time job; or
- (b) You become exempt from WorkFirst requirements (see WAC 388-310-0300); or
- (c) Your situation changes and the case manager changes the activities on your IRP to fit your new circumstances (see WAC 388-310-0400); or
- (d) After fully participating in job search, and based on your experience in looking for work in the local labor market, it is determined that you need additional skills and/or experience to find a job; or
- (e) You have not found a job at the end of the job search period.

#### **(6) What happens at the end of job search if I have not found a job?**

At the end of each job search period, you will be referred back to your case manager who will, at a minimum, review and update the DSHS portion of your comprehensive evaluation if you have not found a job. You and your case manager will also modify your individual responsibility plan.

### **388-310-0900 WorkFirst — Basic education.**

#### **(1) What is basic education?**

Basic education is high school completion, classes to prepare for general equivalency diploma (GED), testing to acquire GED certification, adult basic education (ABE) or English as a second language (ESL) training.

#### **(2) When do I participate in basic education as part of WorkFirst?**

You may participate in basic education as part of WorkFirst under any of the following circumstances:

- (a) You are twenty years of age or older and your comprehensive evaluation shows you need this education to become employed or get a better job and:

**Dear Self Advocate,**

**Here is a complete list of education and training options and how they meet the WorkFirst requirements. Getting education approved on your Individual Responsibility Plan (IRP) can be difficult so it's important to know your rights. Stay firm and if your caseworker refused to approve your education plan, ask for a fair hearing. Contact POWER with any questions. Good luck!**

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### **(1) What is job search?**

Job search is an opportunity to learn and use skills you need to find and keep a job. Job search may include:

(a) Classroom instruction; and/or

(b) Structured job search that helps you find job openings, complete applications, practice interviews and apply other skills and abilities with a job search specialist or a search specialist will determine whether you should continue in job search. Job search will end when:

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You may participate in basic education as part of WorkFirst under any of the following circumstances:

(a) You are twenty years of age or older and your comprehensive evaluation shows you need this education to become employed or get a better job and:

group of fellow job-seekers; and/or

(c) Preemployment training; and/or

(d) High-wage/high-demand training.

**(2) What is preemployment training?**

Preemployment training helps you learn skills you need for an identified entry level job that pays more than average entry level wages.

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(a) Preemployment training is an acceptable job search activity when an employer or industry commits to hiring or giving hiring preference to WorkFirst participants who successfully complete preemployment training.

(b) You can find out about current preemployment training opportunities by asking your job service specialist, your case manager or staff at your local community and technical college.

**(3) What is high-wage/high-demand training?**

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(a) You are twenty years of age or older and your comprehensive evaluation shows you need this education to become employed or get a better job and:

(a) There are two types of high-wage/high-demand (HWHD) full-time training options for TANF recipients to complete a certificate or degree that will lead to employment in a high-wage/high-demand occupation:

(i) Information technology, health care or other professional-technical programs: This option allows you to start and finish a one-year or shorter state community or technical college training program in the information technology, health care fields or other professional-technical programs that meet high-wage high-demand criteria; and/or

(ii) Certificate/degree completion: This option allows you to finish up the last year of search specialist will determine whether you should continue in job search. Job search will end when:

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(a) You are twenty years of age or older and your comprehensive evaluation shows you need this education to become employed or get a better job and:

any certificate or degree program in a high-wage/high-demand field on an exception basis. The high-wage/high-demand criteria for this option is based on median income and high-demand occupations within the local labor market as determined by employment security department.

(b) For both types of HWHD training, the training can be approved one-time only (barring an approved exception to policy). There is no work requirement with either option for the twelve months of training time.

(c) To qualify for HWHD training, you must also:

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(a) You are twenty years of age or older and your comprehensive evaluation shows you need this education to become employed or get a better job and:

- (i) Meet all of the prerequisites for the course;
- (ii) Obtain the certificate or degree within twelve calendar months;
- (iii) Participate full time in the training program and make satisfactory progress;
- (iv) Work with co-located ESD staff during the last quarter of training for job placement; and

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- (a) You are twenty years of age or older and your comprehensive evaluation shows you need this education to become employed or get a better job and:

(v) Return to job search once you complete the educational program if still unemployed.

**(4) Who provides me with job search?**

You get job search from the employment security department or another organization under contract with WorkFirst to provide these services.

**(5) How long do I stay in job search?**

search specialist will determine whether you should continue in job search. Job search will end when:

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Periods of job search will start with a review of the work skills assessment portion of your comprehensive evaluation and may last up to twelve continuous weeks. Job search specialists will monitor your progress. By the end of the first four weeks, a job

search specialist will determine whether you should continue in job search. Job search will end when:

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