

workforce development directory

2004



*a valuable resource for
programs and services in
Washington State*

WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD

The Vision

The Workforce Training and Education Coordinating Board is Washington State's valued and trusted source of leadership for the workforce training and education system.

Mission Statement

The Workforce Training and Education Coordinating Board's mission is to bring business, labor, and the public sector together to shape strategies to best meet the state and local workforce and employer needs of Washington in order to create and sustain a high-skill, high-wage economy.

To fulfill this Mission, Board members, with the support of staff, work together to:

- Advise the Governor and Legislature on workforce development policy.
- Promote a system of workforce development that responds to the lifelong learning needs of the current and future workforce.
- Advocate for the non-baccalaureate training and education needs of workers and employers.
- Facilitate innovations in workforce development policy and practices.
- Ensure system quality and accountability by evaluating results and supporting high standards and continuous improvement.

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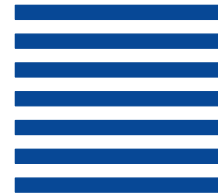
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PO BOX 43105
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Workforce Development Directory 2004

*a valuable resource for programs
and services in Washington State*



Washington State
Workforce Training and Education Coordinating Board
128 - 10th Avenue, S.W.
P.O. Box 43105
Olympia, WA 98504-3105
(360) 753-5662/Fax (360) 586-5862
<http://www.wtb.wa.gov>
E-mail: wtecb@wtb.wa.gov


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INTRODUCTION

Workforce Development Directory 2004 identifies and describes workforce development programs and related services available to youth and adults in Washington State. Consistent with the Workforce Training and Education Coordinating Board's (WTECB) statutory role, it focuses on education and training resulting in less than a baccalaureate degree—education and training that prepares individuals for 75 percent of all jobs. The *Directory* is a valuable resource for workforce development educators and planners, school and social service administrators, community and government officials, legislators, and business and labor leaders to understand the variety, scope, and interrelationships of workforce development programs and services in our state.

The *Directory* supports the work of Washington State's 12 workforce development councils. The work of each council is guided by Governor Locke's Executive Order No. 99-02, the Workforce Investment Act (WIA) of 1998, *High Skills, High Wages: Washington's Strategic Plan for Workforce Development*, and by that council's strategic plan for workforce development. Business, labor, education, economic development, and workforce development program stakeholders are represented on these local area councils, and through their leadership, communities are benefiting in new ways.

The councils promote coordination of workforce development activities at the local level and ensure a link with local economic development strategies. Each council has a Governor-approved strategic plan assessing local employment opportunities and skill gaps and setting forth goals, objectives, and strategies for the local workforce development system consistent with *High Skills, High Wages*. Each council, in consultation with chief local elected officials, directs WIA Title I-B activities, provides outreach to employers, and oversees the WorkSource system, the state's one-stop access to services. Many of the programs offered in WorkSource centers are mandated by WIA or by state policy. These WorkSource partners are indicated on each program description by the WorkSource logo .

Twenty-seven full-service WorkSource centers across the state provide employers and job seekers access to workforce services and career planning information from at least sixteen of the programs included in this directory, either in person or electronically. This one-stop approach is one of the primary service delivery improvements of the WIA. In addition to comprehensive WorkSource centers, there are 41 affiliate locations offering more specialized services with access to mandatory partners.

Governor Locke's Executive Order 99-02 also named WTECB to act as the Workforce Investment Board for WIA purposes. It directed WTECB to work with the state's workforce development operating agencies, the Department of Social and Health Services, local elected officials, local workforce development councils, and other organizations to prepare a strategic plan for the state's workforce development system.

In order to carry out the plan, the best information about program goals, resources, services, and performance expectations is needed. To meet this need, the *Directory* describes the 18 public workforce development programs as defined by state statute and the executive order as the state workforce development system.

- Secondary career and technical education
- Community and technical college technical education
- Private career school and college programs and courses
- Adult literacy and basic skills programs
- Employer-sponsored training
- Apprenticeship
- Programs and courses for youth, adults, and dislocated workers funded by the Workforce Investment Act, Title I-B
- Labor exchange and employment services for the Wagner-Peyser Act
- Customized training for workers funded by the Job Skills Program
- Worker Retraining Program for dislocated workers
- Training Benefits Program
- Work-related components of vocational rehabilitation programs
- Job training or work-related adult literacy programs offered by private and public nonprofit training and education organizations
- WorkSource, the state's one-stop system for employment-related services

CHART 1
State Workforce Development System
(RCW 28C.18, RCW 50.12, and E.O. 99-02)

State Board for Community and Technical Colleges	Postsecondary Technical Education	\$309,518,000
	Adult Education and Basic Skills	\$85,951,300
	Carl D. Perkins Postsecondary Technical Education	\$13,700,500
	Worker Retraining Program	\$34,255,100
	Volunteer Literacy Program	\$366,000
	Job Skills Program	\$1,475,000
Office of Superintendent of Public Instruction	Secondary Career and Technical Education	\$242,835,200
	Carl D. Perkins Secondary Career and Technical Education	\$9,655,500
	Even Start Family Literacy Program	\$2,908,500
Employment Security Department	WIA, Title I-B Dislocated Workers Program	\$39,395,500
	WIA, Title I-B Adult Training Programs	\$25,857,700
	WIA, Title I-B Youth Activities Program	\$27,578,700
	Training Benefits Program	\$20,000,000
	Wagner-Peyser	\$15,903,400
Department of Social and Health Services	Division of Vocational Rehabilitation	\$45,898,700
Department of Services for the Blind	Vocational Rehabilitation for the Blind	\$7,672,900
Opportunities Industrialization Center	Employment and Training for Migrant Seasonal Farm Workers	\$2,187,800
Department of Labor and Industries	Apprenticeship	\$1,050,000
Private Career Schools	(no public funds)	
Total Public Funds		\$886,209,800

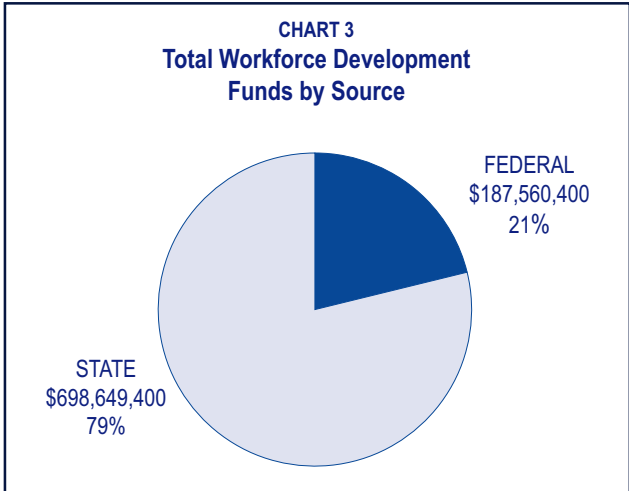
CHART 2
Workforce Development Funds by Administering Agency

ADMINISTERING AGENCY	STATE FUNDS	FEDERAL FUNDS	AGENCY TOTAL
State Board for Community and Technical Colleges	\$423,509,300	\$21,756,600	\$445,265,900
Office of Superintendent of Public Instruction	\$242,835,200	\$12,564,000	\$255,399,200
Employment Security Department	\$20,000,000	\$108,735,300	\$128,735,300
Department of Social and Health Services	\$9,856,700	\$36,042,000	\$45,898,700
Department of Services for the Blind	\$1,398,200	\$6,274,700	\$7,672,900
Opportunities Industrialization Center		\$2,187,800	\$2,187,800
Department of Labor and Industries	\$1,050,000		\$1,050,000

Chart 2 summarizes the state and federal funds for the workforce development system for each of the seven administering agencies.

The combined annual total of state and federal funds for workforce development programs is \$886,209,800. Federal funds account for \$187,560,400 or 21 percent of the total workforce development funds. State funds account for \$698,649,400 or 79 percent. (See Chart 3.)

These programs provide a variety of services designed to develop and upgrade the skills of the state’s current and future workforce and to connect job seekers to jobs. Programs are grouped together based on customer characteristics and needed services. The major groups are Workforce Preparation for Youth, Workforce Preparation and Employment Services for Adults, and Workforce Preparation and Employment Services for Adults with Barriers to Employment, e.g., individuals who are disabled or economically disadvantaged. (See Chart 4.)



This *Directory* covers the services of a broader set of programs than those defined by state statute and the executive order as the state workforce development system. These other related programs also prepare people for employment and include:

- Washington's TANF Work Program (WorkFirst)
- Post Employment Labor Exchange Center
- Community Jobs
- WorkFirst Training
- Welfare-to-Work (federal welfare reform program through the Department of Labor)*
- Juvenile Corrections Education
- Refugee Assistance Program
- Workers' Compensation Vocational Rehabilitation Benefits Program
- Employment and Training for Migrant and Seasonal Farm Workers
- Trade Act-Trade Adjustment Assistance Program
- Washington Service Corps/AmeriCorps
- Corrections Clearinghouse Program
- Job Corps
- Offender Education Program
- Washington State Business Enterprise for the Blind
- Washington Conservation Corps
- Displaced Homemaker Program
- Community Services Block Grant Program
- On-the-Job Program
- Claimant Placement
- Disabled Veterans' Outreach
- Local Veterans' Employment Representatives
- Special Employment Services for Offenders

** This program ended in late 2003.*

CHART 4 State and Federal Funding of Workforce Development and Related Programs Grouped by Population Cohort Served				
POPULATION COHORT	NUMBER OF PROGRAMS	ANNUAL STATE FUNDS	ANNUAL FEDERAL FUNDS	TOTAL ANNUAL FUNDS
Workforce Preparation for Youth	4	\$242,835,200	\$40,142,700	\$282,977,900
Workforce Preparation and Employment Services for Employed and Unemployed Adults	8	\$366,298,100	\$68,999,400	\$435,297,500
Workforce Preparation and Employment Services for Adults With Barriers	6	\$89,516,100	\$78,418,300	\$167,934,400
TOTAL	18	\$698,649,400	\$187,560,400	\$886,209,800

WTECB staff compiled the *Directory* with the assistance and cooperation of the many individuals from state agencies and organizations whose programs are described in the document. Staff from the various agencies provided updated information on the various programs and services. Their work is greatly appreciated.

WORKFORCE PREPARATION FOR ALL YOUTH (in-school and out-of-school)

Program		Targeted Population	State Funds	Federal Funds	Federal Grantor	Operating Cycle	State Admin. Agency
IN-SCHOOL							
Secondary Career and Technical Education	All secondary students	\$242,835,200				7/01 to 6/30	Office of Superintendent of Public Instruction
Carl Perkins Secondary Career and Technical Education	Improvement of vocational education for all participants		\$9,655,500	U.S. Dept. of Education		7/01 to 6/30	Workforce Training & Education Coordinating Board disburses funds to Office of Superintendent of Public Instruction
Even Start Family Literacy	Low-income parents and their children		\$2,908,500	U.S. Dept. of Education		9/01 to 8/31	Office of Superintendent of Public Instruction
Workforce Investment Act (WIA), Title I-B Youth Activities Program	Economically disadvantaged youth, 14-21		\$27,578,700	U.S. Dept. of Labor		7/01 to 6/30	Employment Security Dept.
OUT-OF-SCHOOL							
Washington Service Corps/AmeriCorps	Unemployed, out-of-school youth, 18-25	\$910,000	\$6,922,400			9/01 to 8/31	Employment Security Dept.
Washington Conservation Corps	Unemployed youth, 18-25, with emphasis on minority and disadvantaged youth	\$2,259,400				7/01 to 6/30	Depts. of Ecology, Natural Resources, Fish & Wildlife, and Parks & Recreation
Job Corps	Low-income youth, 16-24		\$23,799,000	U.S. Dept. of Labor		7/01 to 6/30	U.S. Dept. of Labor
	TOTALS	\$246,004,600	\$70,864,100				

SECONDARY CAREER AND TECHNICAL EDUCATION (State Funds)

Contact: Rob Fieldman
Office of Superintendent of Public Instruction
P.O. Box 47200
Olympia, WA 98504-7200
Telephone: 360-725-6242
Fax: 360-753-4515
E-mail: rfieldman@ospi.wednet.edu
Website: www.k12.wa.us/careertech/

Statutory Authority	State Basic Education Authorization to Common Schools, RCW 28A, WAC 180, and WAC 392. Administered by the Office of Superintendent of Public Instruction (OSPI).
State Funding	\$242,835,200 (School Year 2001-02).
Program History	Prior to 1939, most financial support for vocational education in public schools was provided through federal legislation such as the Smith-Hughes Act of 1917 or state Public Works Administration funds. The funds established vocational training centers and schools in a handful of communities. State funding for vocational education began in 1939 after the passage of legislation that created a weighting factor for approved vocational classes in local school districts. Over the years, significant changes were made to this vocational funding formula. More recently, the term “vocational education” has evolved into “career and technical education (CTE).” At present, state funding for secondary CTE uses an enhancement formula, whereby the local district’s basic education apportionment receives enhanced funding for those students who enroll in approved CTE programs.
Planning Cycle	School year.
Purpose and Type of Services	CTE provides for the occupational and technical skills interest of students and the need of industry for a skilled workforce. Its mission is to prepare all learners for successful roles in families, careers, and communities. Programs are designed to develop the skills, understanding, and attitudes needed by workers in their occupations. Instructional programs organized within career pathways include agriculture, family and consumer sciences, trade and industry, marketing education, business education, diversified occupations, technology education, cosmetology, health education, and others. Leadership development activities are an integral part of CTE programs.

Funding and Regional Division

CTE programs are offered in approximately 235 local school districts and 9 vocational skills centers across the state. Local districts receive an enhancement to the Basic Education apportionment based on the number of vocational full-time equivalents (FTEs) reported by the district. To claim the vocational FTE, a program and its instructor must be approved according to state regulations and/or OSPI policy.

Participant Eligibility

All secondary high school students in grades 9 through 12 (including those enrolled in vocational skills centers) are eligible to participate in the CTE program's career development and guidance activities.

Outcome Measures

New program standards for CTE are under development. These standards, based largely on the use of industry-defined skill standards, will include a variety of performance indicators and outcome measures. In addition, districts receiving federal vocational education funds must report local program performance in accordance with the performance indicators identified in the Carl D. Perkins Vocational and Technical Education Act.

Other Program Characteristics

OSPI is organizing all CTE programs within career pathways. New program standards are under development and will be used to approve and evaluate all vocational programs. The new program standards are also intended to differentiate programs as exploratory or preparatory, depending on the intended program outcomes.

CARL D. PERKINS SECONDARY CAREER AND TECHNICAL EDUCATION (Federal Funds)



Contact: Rob Fieldman
Office of Superintendent of Public Instruction
P.O. Box 47200
Olympia, WA 98504-7200
Telephone: 360-725-6242
Fax: 360-753-4515
E-mail: rfieldman@ospi.wednet.edu
Website: www.k12.wa.us/careerteched/

Statutory Authority

Carl D. Perkins Vocational and Technical Education Act as amended in 1998, P.L. 105-332. Funds are allotted from the U.S. Department of Education (DOE) to each state's "eligible agency" for receipt and in-state disbursement. The Workforce Training and Education Coordinating Board serves as the "eligible agency" and disburses a portion of the funds to the Office of Superintendent of Public Instruction (OSPI).

Federal Funding

\$9,655,500 (7/01/03 to 6/30/04). DOE.

Program History

Federal vocational education legislation dates back to 1917. The Vocational Education Act of 1976 set aside funds to assist special populations, such as the handicapped, educationally disadvantaged, and single parents. The current law is the second reauthorization of the original Act passed in 1984. Known as Perkins III, it is more streamlined and provides greater flexibility for state and local recipients. The new Act emphasizes vocational education programs integrating academic and vocational education, technology use, teacher training, and distance learning. Desired outcomes are student achievement and preparation for further learning and careers that respond to economic and employment needs of business and industry for a technically-skilled workforce.

Planning Cycle

Five-year federal plan and an annual funding plan.

Purpose and Type of Services

The purpose of Perkins III is to more fully develop the academic, vocational, and technical skills of secondary and postsecondary students who to enroll in vocational and technical programs by:

- Building on the efforts of states and localities to develop challenging academic standards.
- Promoting the development of services and activities integrating academic, vocational and technical instruction, and linking secondary and postsecondary education for participating vocational and technical education students.

Purpose and Type of Services
(cont.)

- Increasing state and local flexibility in providing services and activities designed to develop, implement, and improve vocational and technical education, including tech-prep education.
- Disseminating national research and providing professional development and technical assistance to improve vocational and technical education programs, services, and activities.

Funding and Regional Division

Perkins funds are distributed by formula to approximately 235 local school districts and 9 vocational skills centers. All districts eligible to receive these funds must submit an application to OSPI.

Participant Eligibility

The program emphasizes the improvement of vocational education for all participants.

Outcome Measures

Increased accountability emphasized in the 1998 act will require new data collection and reporting for the states. There are expected performance levels in four categories.

1. Attainment of vocational, technical, and academic skill proficiencies.
2. Acquisition of secondary or postsecondary degree or credentials.
3. Placement and retention in postsecondary education or employment.
4. Completion of vocational and technical programs leading to nontraditional training and employment.

EVEN START FAMILY LITERACY PROGRAM

Contact: Debra Williams-Appleton
Office of Superintendent of Public Instruction
P.O. Box 47200
Olympia, WA 98504-7200
Telephone: 360-725-6049
Fax: 360-664-3575
E-mail: appleton@ospi.wednet.edu
Website: www.k12.wa.us/learnteachsupp/evenstart/

Statutory Authority

The Even Start Family Literacy program was first enacted in 1988 as part of the Elementary and Secondary Education Act of 1965. Since 1965, Even Start has been amended several times. More recently, the program was amended by the Reading Excellence Act of 1999, the Omnibus Appropriations Act for fiscal year 2000, Literacy Involves Families Together Act, and by the No Child Left Behind Act of 2001. Administered by the Office of Superintendent of Public Instruction.

Federal Funding

\$2,908,500 (9/01/03 to 8/31/04). U.S. Department of Education.

Program History

Congress authorized the federal Even Start Family Literacy program in 1989. Since then, the federal Even Start Family Literacy program in Washington has grown to 18 projects. The minimum funding for projects is \$75,000.

Planning Cycle

Competitive grants are awarded for four-year periods (across the state) to partnerships between school districts and community-based organizations (including community colleges), serving children and adults.

Purpose and Type of Services

The purpose is to help break the cycle of poverty and illiteracy by improving the educational opportunities of the nation's low-income families by integrating family literacy services into a unified program.

Family literacy means: Services provided for participants on a voluntary basis that are of sufficient intensity in terms of hours and of sufficient duration to make sustainable changes in a family and that integrate all of the following services:

1. Interactive literacy activities between parents and children.
2. Training for parents regarding how to be the child's primary teacher and full partners in the child's education.
3. Parent literacy training leading to economic self-sufficiency.

Purpose and Type of Services
(cont.)

4. Age-appropriate education to prepare children for success in school and life experiences.

Funding and Regional Division

Statewide. Funding is allocated through a competitive grant process.

Participant Eligibility

To be eligible for Even Start, a family must have at least one eligible parent and one eligible child, birth through age seven, participating together. The parent must be eligible for adult basic education programs under the Adult Education Act or be within the compulsory school attendance age range. Priority is given to families most in need of Even Start services as demonstrated by the area's level of poverty, illiteracy, unemployment, homelessness, limited-English proficiency, or other similar need-related factors.

Outcome Measures

Outcome measures for adults include improvement in reading, writing, English language acquisition, problem solving, and numeracy. Other measures for adults include attainment of a high school diploma or GED, enrollment in postsecondary education, entry into a job-training program, entry into employment or career advancement, and improvement in parenting skills. Outcome measures for children include improvement in reading readiness and reading ability, school attendance, grade retention or advancement, or improvement in achieving the state's Essential Academic Learning Requirements. There are also outcome measures for program performance.

Other Program Characteristics

This federal grant program provides funds to local entities. Each local entity is required to form a partnership among local education agencies and one or more profit/nonprofit community-based organizations, public agencies, institutions of higher education, or nonprofit organizations. The program shall:

- Be implemented through cooperative projects that build on high-quality existing resources to create a range of services.
- Promote the academic achievement of children and adults.

EVEN START FAMILY LITERACY PROGRAM

(cont.)

Other Program Characteristics *(cont.)*

- Assist children and adults from low-income families to achieve challenging state content standards and challenging student performance standards.
- Use instructional activities based on scientifically developed reading research and the prevention of reading difficulties for children and adults to the extent such research is available.

WORKFORCE INVESTMENT ACT, TITLE I-B YOUTH ACTIVITIES PROGRAM



Contact: Kathy DiJulio
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-3275
Fax: 360-438-3174
E-mail: kdijulio@esd.wa.gov

Statutory Authority	Workforce Investment Act (WIA), P.L. 105-220. Administered by the Employment Security Department (ESD).
Federal Funding	\$27,578,700 (7/01/03 to 6/30/04). WIA Title I-B Youth Program. U.S. Department of Labor (DOL).
Program History	<p>On July 1, 2000, WIA replaced the Job Training Partnership Act (JTPA) of 1982. For nearly 20 years, the federally funded JTPA program provided job training services for economically disadvantaged youth and adults and dislocated workers to obtain job skills and find employment.</p> <p>To implement WIA, Governor Locke issued Executive Order 99-02, calling on the Workforce Training and Education Coordinating Board (WTECB) to act as the “Workforce Investment Board” for WIA purposes. The order established 12 workforce development councils, one for each of the state’s workforce investment areas. Each council, in consultation with chief local elected officials, oversees local WIA Title I-B activities. Local youth councils assist the councils with Title I-B youth programs.</p>
Planning Cycle	Five-year planning cycle.
Purpose and Type of Services	The program prepares low-income youth ages 14 to 21 for academic and employment success. Eligible youth are assessed to determine academic, skill level, and support service needs. Strategies are developed for each person based on the assessment results. They may receive counseling, tutoring, job training, mentoring, or work experience. Other strategies include summer employment, study skills training, or instruction in obtaining a GED or equivalent. Youth may access information services through WorkSource, the state’s one-stop career center system (see Introduction). Youth ages 18 through 21 may be coenrolled in WIA Title I-B adult programs. At least 30 percent of the funds must be used to provide activities for eligible out-of-school youth.

WORKFORCE INVESTMENT ACT, TITLE I-B YOUTH ACTIVITIES PROGRAM (cont.)

Funding and Regional Division

At the state level, activities are described in a five-year operations plan developed by ESD and WTECB and approved by the Governor. To access funds, DOL must approve the plan. At the local level, activities are described in five-year operations plans developed by workforce development councils and chief local elected officials. Funds are allocated to the 12 local workforce investment areas using a federal and state allocation formula.

Participant Eligibility

Specific eligibility guidelines are described in the Act. Youth must be 14 through 21 years old, low income, and meet other criteria such as needing additional assistance to complete an educational program or to secure and hold employment. To be low income, one must be a welfare or food stamp recipient, homeless, a foster child, or have a family income below 70 percent of the lower living standard income level.

Outcome Measures

Core performance indicators for youth ages 14 to 18 include:

- Attainment of basic skills and, as appropriate, work readiness or occupational skills.
- Attainment of a secondary school diploma or its equivalent.
- Placement and retention in postsecondary education, advanced training, military service, employment, or qualified apprenticeships.

Performance indicators used for youth ages 19 to 21 include:

- Entry into unsubsidized employment.
- Retention in unsubsidized employment after six months.
- Earnings received after six months.
- Attainment of a recognized credential related to training.

Outcome Measures
(cont.)

- Achievement of educational skills or occupational skills by participants who enter postsecondary education, advanced training, or unsubsidized employment.

Employer and participant satisfaction levels are also measured.

Other Characteristics

Local priorities for WIA Title I-B Youth Activities grant must support the priorities described in each local workforce development council's unified plan and must also be consistent with the goals identified in the state's unified plan.

WASHINGTON SERVICE CORPS/AMERICORPS

Contact: Nancy Pringle
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4054
Fax: 360-438-3113
E-mail: npringle@esd.wa.gov
Website: www.wa.gov/esd/wsc

Statutory Authority	RCW 50.65. Administered by the Employment Security Department (ESD).
Federal Funding	\$2,781,600 (9/01/03 to 8/31/04). Corporation for National Service through the Washington Commission for National and Community Service for AmeriCorps*USA programs (national competitive selection). \$2,816,000 from the Corporation for National Service through the Washington Commission for National and Community Service for AmeriCorps*USA AmericaReads programs (to support the Washington Reading Corps). \$1,324,800 from the Corporation for National Service for AmeriCorps*VISTA programs (to support the Washington Reading Corps).
State Funding	\$910,000 (7/01/03 to 6/30/04). ESD Penalty and Interest Fund and approximately \$700,000 from the Office of Superintendent of Public Instruction as local matching funds for the Washington Reading Corps.
Program History	The Washington Service Corps (WSC) was founded in 1983 to involve young adults in their communities. WSC placed 18- to 25-year-olds in six-month projects and supported them with a minimal living allowance. In 1991, the term of service was extended to 11 months, and an educational award for service was established. In 1993, AmeriCorps was created by the federal government to give Americans an opportunity to serve their community and earn educational benefits. WSC has been a major provider of AmeriCorps services since the program was launched in 1994.
Planning Cycle	Biennial.
Purpose and Type of Services	WSC engages people across the state in full-time service projects benefiting their local communities. It formed in anticipation of a national program to establish a service delivery system and provide for state matching funds. With the advent of the federal AmeriCorps program, WSC developed a broad-based program to

Purpose and Type of Services
(cont.)

involve service opportunities for Washington residents, both in teams and individuals. In partnership with local sponsors (e.g., community-based agencies, school districts, local governments, and chambers of commerce), WSC promotes the ethic of service and skills learned by “getting things done.”

AmeriCorps is a service program, not a workforce or training program. Although members receive some job and work maturity skills training, it is not the intent or the focus of the program.

Funding and Regional Division

AmeriCorps*USA competitive grants are awarded for a three-year cycle with an annual renewal process. Two grants supporting the Washington Reading Corps are sought annually. WSC is a statewide program, administered from offices in Lacey, Washington.

Participant Eligibility

The individual placement program is for unemployed, out-of-school youth between the ages of 18 and 25. The team-based program serves any resident of the state 17 years and older who is a citizen or a permanent resident alien.

Outcome Measures

Each AmeriCorps team establishes performance measures in three categories of Needs and Services, Community Strengthening, and Member Development. Each performance measure is clearly defined by establishing activities, results, measurements, standards, and beneficiaries.

Other Program Characteristics

Members successfully completing their term of service (normally 10 1/2 months) are eligible to receive a federally-funded education award of \$4,725. The award is held in trust and paid to educational institutions or to sponsors of federally-guaranteed student loans. In both the individual and team programs, members must have completed high school or received a GED before using their educational awards.

WASHINGTON CONSERVATION CORPS

Contact: Steve Sherlock
Department of Fish and Wildlife
P.O. Box 43200
Olympia, WA 98501-1091
Telephone: 360-902-8137
Fax: 360-902-8140
E-mail: sherlses@dfw.wa.gov

Statutory Authority	RCW 43.220. Administered jointly by four agencies.
State Funding	\$2,259,400 (7/01/03 to 6/30/04). Department of Ecology \$475,000 Department of Natural Resources \$690,400 Department of Fish and Wildlife \$245,000 Department of Parks and Recreation \$849,000
Program History	The Washington Conservation Corps (WCC) was established in 1983 to conserve and enhance Washington's environment and to offer job opportunities for young adults ages 18 to 25 in Washington State who were hard-hit by unemployment. Although the economy has improved since 1983, this state-funded program has proven to be a valuable resource to the state's natural resource agencies. It continues to provide meaningful services and training for young adults.
Planning Cycle	Biennial.
Purpose and Type of Services	WCC has two purposes. It enhances Washington's environment and helps unemployed young adults become employable by giving them experience working outdoors. WCC established numerous objectives, including the conservation, rehabilitation, and enhancement of the state's natural, historic, environmental, and recreational resources. Specific projects organized by participating state agencies include such tasks as stream rehabilitation, trail and campground maintenance, facility maintenance, wildlife control fencing, winter elk feeding, reforestation, and research assistance.
Funding and Regional Division	WCC is a statewide program.
Participant Eligibility	The program enrolls unemployed young adults between 18 and 25 years of age. Special effort is made to recruit minorities and economically-disadvantaged youth.

Outcome Measures

WCC measures its success by the impact of the services it provides and by the work it accomplishes.

Service Measurements

- 60 percent of corps members rate the program as “good” or “excellent.”
- 60 percent transition to education or employment.
- 60 percent receive work and life skills training.

Workload Accomplishment Measures

- Department of Ecology: Miles of streambed restored, enhanced, or protected.
- Department of Parks and Recreation: Linear feet of trail maintained.
- Department of Natural Resources: Number of campgrounds and trailheads maintained.
- Fish and Wildlife: Number of wildlife habitat structures constructed or maintained and numbers of elk fed.

Other Program Characteristics

WCC develops work experience, group achievement, land stewardship, resource conservation, and environmental appreciation among Washington youth through a wide range of public works projects. The Department of Fish and Wildlife, Natural Resources, and Ecology offer scholarships up to \$4,725 to corps members who serve one year. Additionally, the Department of Ecology offers college-level credits. The Department of Ecology coordinates WCC projects with federal public works projects organized by the U.S. Forest Service and the Federal Emergency Management Agency.

JOB CORPS

Contact: Ernie Priestley
U.S. Department of Labor, Region X
1111 Third Avenue, Suite 960
Seattle, WA 98101-3212
Telephone: 206-553-7938, ext. 8057
Fax: 206-553-4009
E-mail: priestley.ernie@dol.gov
Website: www.jobcorps.org

Statutory Authority	Federal—Title I Chapter 6–C Workforce Investment Act of 1998. The program is administered through the Seattle Regional Office of the U.S. Department of Labor (DOL), and no funds are allocated to state government or passed through state government.
Federal Funding	\$23,799,000 (7/01/03 to 6/30/04). DOL awards program funds directly to the four Job Corps Centers operating in the state.
Program History	Job Corps was originally established under the U.S. Office of Economic Opportunity in 1964, and it has operated in Washington State since 1965 with four campuses serving approximately 1,500 students per year. Now administered by DOL, the program provides academic, vocational, social, and employment skill training for young adults between the ages of 16 and 24.
Planning Cycle	Annual.
Purpose and Type of Services	The Job Corps is a comprehensive work-readiness program designed to give low-income youth a chance at a fresh start and a promising future. Young adults receive the educational, vocational, and social skills training needed to compete in today's challenging job market. Students are provided with room and board, medical care, recreational activities, leadership and volunteer opportunities, work experience, counseling, advanced training, and placement assistance. GED and English-as-a-Second Language classes are also available.
Funding and Regional Division	There are no substate divisions. The program is administered by the DOL Job Corps office in Seattle. Funding is allocated from DOL. For operation of the Cascades Job Corps Center (Sedro Woolley), the Regional Office in Seattle awards a competitive contract. DOL has an interagency agreement with the U.S. Forest Service for the operation of the Curlew Job Corps Center (Curlew) and the U.S. Bureau of Reclamation for the operation of the Fort Simcoe Job Corps Center (White Swan) and the Columbia Basin Job Corps Center (Moses Lake).

Participant Eligibility

To meet eligibility requirements, applicants must:

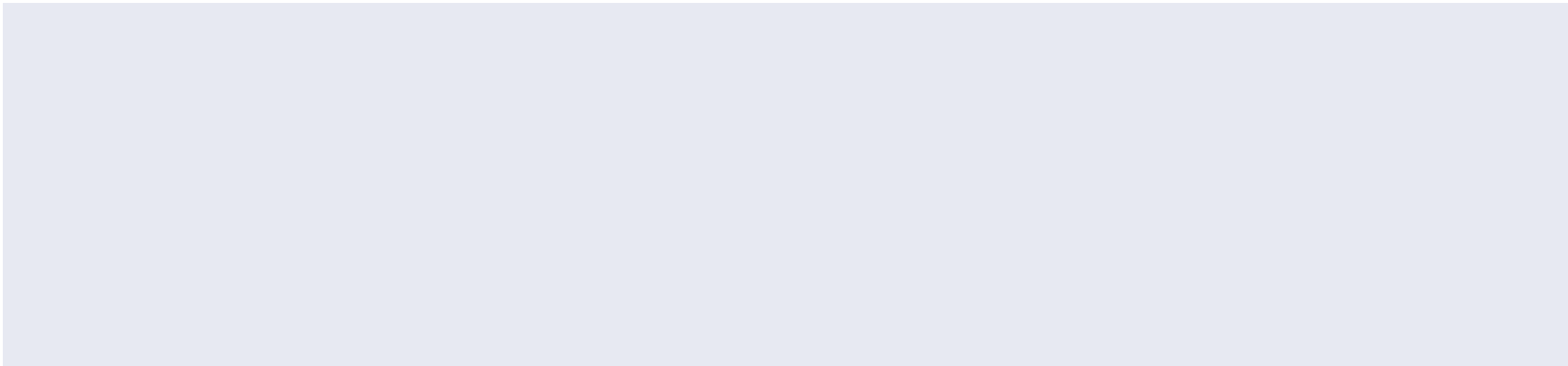
- Be at least 16 and not yet 25 years of age at the time of enrollment.
- Be a U.S. citizen, U.S. national, permanent resident alien, or other alien who is authorized to accept permanent employment in the United States.
- Be economically disadvantaged.
- Have signed consent from a parent or guardian if under 18 years of age.
- Have no history of serious behavioral problems. Applicants on probation, parole, under a suspended sentence, or under the supervision of any court agency or institution will be considered on a case-by-case basis.
- Live in an environment that is not conducive to getting an education or a job.
- Have a child care plan if the applicant has a dependent child.
- Be capable of acquiring additional skills training to meet entrance requirements for the military or qualify for a job that requires education or vocational skill training.

Outcome Measures

Outcome measures include attainment of a GED or high school diploma, completion of a vocational program, number and quality of job placements, and long-term retention in the workforce after separation from the program.

Other Program Characteristics

Applicants will attend one of the 12 campuses in the Northwest Region (Alaska, Washington, Idaho, and Oregon) pending training and campus availability. In most cases they will be assigned to the Job Corps center closest to their homes.



WORKFORCE PREPARATION AND EMPLOYMENT SERVICES FOR WORKERS

Program	Targeted Population	State Funds	Federal Funds	Federal Grantor	Operating Cycle	State Admin. Agency
Postsecondary Technical Education	All high school graduates and/or those 18 and over	\$309,518,000			7/01 to 6/30	State Board for Community & Technical Colleges
Carl Perkins Postsecondary Technical Education	Improvement of vocational education for all participants		\$13,700,500	U.S. Dept. of Education	7/01 to 6/30	Workforce Training & Education Coordinating Board disburses funds to State Board for Community & Technical Colleges
Wagner-Peyser Act	All legal workers and all employers seeking workers		\$15,903,400	U.S. Dept. of Labor	7/01 to 6/30	Employment Security Dept.
Job Skills Program	Prospective employees and individuals in the workforce	\$1,475,000			7/01 to 6/30	State Board for Community & Technical Colleges
Apprenticeship	Individuals 16 and over	\$1,050,000			7/01 to 6/30	Dept. of Labor & Industries
On-the-Job Program	Universal access; priority for women, minorities, and disadvantaged individuals	\$100,000			7/01 to 6/30	Dept. of Transportation
WIA, Title I-B, Dislocated Worker Program	Dislocated workers		\$39,395,500	U.S. Dept. of Labor	7/01 to 6/30	Employment Security Dept.
Trade Act—Trade Adjustment Assistance Program	Workers whose jobs are jeopardized by increased imports		\$15,900,800	U.S. Dept. of Labor	10/01 to 9/30	Employment Security Dept.
Training Benefits Program	Unemployment Insurance Claims	\$20,000,000			7/01 to 6/30	Employment Security Dept.
Claimant Placement Program	Unemployment insurance claims	\$8,529,100			7/01 to 6/30	Employment Security Dept.
Worker Retraining Program	Unemployment insurance recipients/exhaustees; priority given to dislocated workers	\$34,255,100			7/01 to 6/30	State Board for Community & Technical Colleges
Reemployment Support Centers	Persons recently unemployed due to community economic distress or plant closures	\$175,000			7/01 to 6/30	Dept. of Community, Trade & Economic Development
Displaced Homemaker Program	Displaced homemakers	\$539,000			7/01 to 6/30	Higher Education Coordinating Board
	TOTALS	\$375,641,200	\$84,900,200			

POSTSECONDARY TECHNICAL EDUCATION (State Funds)



Contact: Jim Crabbe
State Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495
Telephone: 360-704-4333
Fax: 360-586-4421
E-mail: jcrabbe@sbctc.ctc.edu
Website: www.workforceed.com

Statutory Authority	Community and Technical College Act of 1991, RCW 28B.50. Administered by the State Board for Community and Technical Colleges (SBCTC).
State Funding	\$309,518,000 (7/01/01 to 6/30/02).
Program History	<p>The first community colleges were established in the 1920s (Centralia, 1925; Mount Vernon, 1926; and Yakima, 1928) and were academically oriented with limited vocational programs. They were locally funded and administered until the Legislature enacted the state's first junior college law in 1941, and colleges received state aid for the first time. The law included a provision that specified vocational programs as part of the two-year college mission.</p> <p>The current system is framed in state law by the Community College Act of 1967 and the Community and Technical College Act of 1991, which changed the name of vocational-technical institutes to technical colleges and merged them with the community college system. The 1991 law also gave SBCTC responsibility for all adult basic education programs.</p>
Planning Cycle	Biennial.
Purpose and Type of Services	<p>A variety of workforce training opportunities are offered.</p> <ul style="list-style-type: none">• <i>Preparatory Vocational Education.</i> Skill training for entry-level employment in a variety of technical occupations.• <i>Upgrading/Retraining.</i> Training to improve or supplement workers' skills in order to remain competitively employed or to advance their careers.• <i>Apprenticeship</i> (in the classroom). Supplemental training for indentured apprentices complementing their job experience.• <i>Developmental Education.</i> Classes to raise reading, writing, and math skills for entry or success in a vocational program.

Funding and Regional Division

About 58 percent of the community and technical college system's operating funds is appropriated by the Legislature from the State General Fund. The balance consists of tuition (18 percent), grants and contracts (16 percent), and local funds (8 percent).

2002-03 Community College Quarterly Tuition and Fees

Full-time resident	\$661.00
Full-time nonresident	\$2,397.00
Part-time resident (per credit)	\$63.05

Each of the five technical colleges sets fees on a program-by-program basis; no single fee structure exists.

Participant Eligibility

Community and technical college programs are open to all high school graduates or persons aged 18 years or older. Those under 18 who have not completed high school may be admitted with permission from their local school district. Nearly half of all state-supported students (45 percent) in 1999-2000 were upgrading, retraining, or preparing for a new job.

Outcome Measures

Postsecondary performance measures are based on the goals and priorities of community and technical college programs. Outcome measures include employment and earnings in the third quarter after leaving the program and employer and worker satisfaction.

Other Program Characteristics

There are no eligibility requirements for postsecondary workforce training. Full-time students are assessed at admission and placed into appropriate courses. Some programs have prerequisites or selection criteria dictated by licensing or accreditation requirements. Training is offered at more than 600 sites operated by the 34 primary campuses and multiple extension sites, i.e., branch campuses, technology centers, business centers, and state prisons. Community and technical college services are available in every county across the state.

CARL D. PERKINS POSTSECONDARY TECHNICAL EDUCATION (Federal Funds)



Contact: Terri Colbert
State Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495
Telephone: 360-704-4332
Fax: 360-586-4421
E-mail: tcolbert@sbctc.ctc.edu
Website: www.workforcecd.com/perkins.html

Statutory Authority

Carl D. Perkins Vocational and Applied Technology Education Act as amended in 1998, P.L. 105-332. Funds are allotted from the U.S. Department of Education (DOE) to each state's "eligible agency" for receipt and in-state disbursement. The Workforce Training and Education Coordinating Board serves as the eligible agency and disburses a portion of the funds to the State Board for Community and Technical Colleges (SBCTC).

Federal Funding

\$13,700,500 (7/01/03 to 6/30/04). DOE.

Program History

Federal legislation for vocational education dates back to 1917. The Vocational Education Act of 1976 set aside funds to assist special populations, i.e., the handicapped, educationally disadvantaged, and single parents. The current law, Perkins III, is the second reauthorization of the original Act passed in 1984. It is more streamlined and provides more flexibility for state and local recipients. The new Act emphasizes vocational education programs, integrating academic and vocational education, technology use, teacher training, and distance learning. Desired outcomes are student achievement and preparation for further learning and careers that respond to economic and employment needs of business and industry for a technically-skilled workforce.

Planning Cycle

Five-year federal plan and an annual funding plan.

Purpose and Type of Services

The purpose of the Act, as amended in 1998, is to develop academic, vocational, and technical skills of secondary and postsecondary students who enroll in vocational and technical programs by:

- Building on the efforts of states and localities to develop challenging academic standards.
- Promoting the development of services and activities integrating academic, vocational and technical instruction, and linking secondary and postsecondary education for participating vocational and technical education students.

Purpose and Type of Services
(cont.)

- Increasing state and local flexibility in providing services designed to develop, implement, and improve vocational and technical education, including tech-prep education.
- Disseminating national research and providing professional development and technical assistance to improve vocational and technical education programs, services, and activities.

Funding and Regional Division

Funding is available statewide to the 34 community college districts. Funds originate from DOE and are allocated to each state's "sole source agency" for receipt and disbursement. SBCTC's disbursement is distributed to the local campuses by a formula, following annual local plan review and approval for each campus.

Participant Eligibility

The program emphasizes the improvement of vocational education for all participants.

Outcome Measures

Increased accountability, emphasized in the 1998 Act, will require new data collection and reporting for the states. There are expected performance levels in four categories.

1. Attainment of vocational, technical, and academic skill proficiencies.
2. Acquisition of secondary or postsecondary degree or credentials.
3. Placement and retention in postsecondary education or employment.
4. Completion of vocational and technical programs leading to nontraditional training and employment.

Other Program Characteristics

The program is an important planning and funding supplement to the state's budget for postsecondary workforce training. It seeks to assure access to vocational education for special populations.

**CARL D. PERKINS
POSTSECONDARY TECHNICAL
EDUCATION (Federal Funds)**
(cont.)

Other Program Characteristics
(cont.)

The federal grant also provides programs for tech-prep education for youth and adults. Tech-prep programs provide a systematic link between secondary and postsecondary vocational training.

WAGNER-PEYSER ACT

Contact: Marie Brillante
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4020
Fax: 360-438-4014
E-mail: mbrillante@esd.wa.gov



Statutory Authority	Wagner-Peyser Act of 1933 as amended by the Workforce Investment Act (WIA). Administered by the Employment Security Department (ESD).
Federal Funding	\$15,903,400 (7/01/03 to 6/30/04). U.S. Department of Labor (DOL).
Program History	During the “100 Days” special session in 1933, Congress passed sweeping New Deal legislation. Part of that legislation was the Wagner-Peyser Act, establishing the U.S. Employment Service. The Employment Service has been reorganized several times since then, the most recent being the amendments contained in Job Training Partnership Act (JTPA) of 1982 and WIA. JTPA shifted much of the responsibility and authority to the states and provided for greater local participation. WIA expanded what JTPA started by emphasizing improved coordination between the Workforce Investment, the Adult Education and Literacy, and Vocational Rehabilitation systems, and by granting more authority to local elected officials and boards. It required Wagner-Peyser services to be provided through the WorkSource system of universal access, integration, accountability, and customer satisfaction.
Planning Cycle	Part of WIA five-year plan.
Purpose and Type of Services	The Wagner-Peyser Employment Service operates primarily as a labor exchange, matching qualified workers with employers through a network of WorkSource Centers, Affiliates, and Connections (self-service sites). Activities include providing job placement services for employers and job seekers, including Unemployment Insurance claimants, veterans, migrant and seasonal farm workers, and persons with disabilities. Services are provided in three tiers: self-service, facilitated self-service, and staff-assisted service. Many specialized statewide services such as Labor Market Information are managed from Olympia.

WAGNER–PEYSER ACT

(cont.)

Funding and Regional Division

Wagner-Peyser funds and services remain under the authority of the Governor through ESD. They are distributed to ESD's Puget Sound, West, Southwest, and Cascade East regions. Distribution to the local WorkSource service delivery sites is negotiated and determined within the regions.

A state plan is required to access Wagner-Peyser funding. In the past, there were annual state plans or semiannual plans with annual modifications. Wagner-Peyser became part of the five-year WIA State Unified Plan. Funds are allocated by DOL based on each state's share of the number of individuals in the civilian labor force and the number of unemployed individuals.

Participant Eligibility

All applicants legally entitled to work in the United States and all employers are eligible for Wagner-Peyser services. A combination of federal and state law and regulations, reinforced by ESD policy, mandates the following order of service priority in recommending applicants for job openings.

1. Special disabled veterans.
2. Veterans of the Vietnam Era.
3. Disabled veterans other than special disabled veterans.
4. All other veterans and eligible persons.
5. Persons with disabilities.
6. Unemployment Insurance claimants.
7. All others.

Outcome Measures

Several initiatives affect Wagner-Peyser's outcome measures: WIA, WorkSource, Electronic Labor Exchange, and emphasis on self-service. The agency is reexamining its labor exchange services to determine what outcome measures will best reflect its new role and contribution to Washington's workforce development system.

Other Program Characteristics

In the WorkSource system, labor exchange services are divided into two levels: core and intensive. Wagner-Peyser staff deliver core labor exchange services such as initial assessment, job search and placement assistance, labor market information, etc. This is accomplished primarily via self-service and facilitated self-service.

Programs targeted to particular populations such as Unemployment Insurance claimants, veterans, migrant seasonal farm workers, and persons with disabilities provide some core services and the more intensive labor exchange services in partnership with other local service providers. This is accomplished via self-service, facilitated self-service, group services, and one-on-one services.

JOB SKILLS PROGRAM

Contact: Mike Porter
State Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495
Telephone: 360-704-4339
Fax: 360-586-4421
E-mail: mporter@sbctc.ctc.edu
Website: www.workforceed.com/jobskills.html

Statutory Authority	State—RCW 28C.04.400. Administered by the State Board for Community and Technical Colleges.
State Funding	\$1,475,000 (7/01/03 to 6/30/04).
Program History	The Washington State Legislature created the Job Skills Program (JSP) in 1983. JSP coordinates economic development with workforce training. It is used by the Office of Trade and Economic Development and local economic development agencies as a resource to recruit companies to locate in Washington State and to assist state-based companies to expand.
Planning Cycle	Biennial.
Purpose and Type of Services	<p>JSP brings together employers and educational institutions to provide customized employee training. State JSP funds, combined with employer match, support four types of training.</p> <ol style="list-style-type: none">1. <i>New employee training</i> for prospective employees before a new plant opens or when a company expands.2. <i>Current employee retraining</i> when retraining is required to prevent the dislocation of those employees.3. <i>Current employee upgrading</i> enhancing productivity for advancement opportunities with greater skills and responsibilities.4. <i>Industry initiatives</i> supporting development of customized training programs for several companies within an industry.
Funding and Regional Division	JSP is a statewide program. Eligible applicants include any public secondary or postsecondary institution, independent institution, private career school, or college in the state, including community and technical colleges, secondary vocational programs, public colleges or universities with degree granting authority, and apprenticeship trusts. Also eligible are private, for-profit or

Funding and Regional Division
(cont.)

nonprofit, institutions offering programs beyond the secondary level provided that such institutions are registered with the Workforce Training and Education Coordinating Board or the Higher Education Coordinating Board, or meet legal requirements for exemption from this requirement.

Participant Eligibility

Prospective and existing employees of a business receiving a JSP grant are eligible for training. Eligible businesses and industries include private firms and institutions, groups, or associations concerned with commerce, trade, manufacturing, or providing services. Public or nonprofit hospitals are also eligible.

Outcome Measures

Applicants must:

- Identify the elements on which trainees will be evaluated to ensure satisfactory completion of the training objectives.
- Describe the expected results of the training project as they relate to need, when the results might be expected, and how they will be measured.

Other Program Characteristics

JSP concentrates its resources in areas with new and growing industries where there is a shortage of skilled labor to meet employers' needs, economically disadvantaged areas with high unemployment rates, and areas affected by economic dislocation.

APPRENTICESHIP

Contact: Nancy Mason
Department of Labor and Industries
P.O. Box 44530
Olympia, WA 98504-4530
Telephone: 360-902-5320
Fax: 360-902-4248
E-mail: thum235@lni.wa.gov
Website: www.lni.wa.gov/scs/apprenticeship/

Statutory Authority	Federal—29 CFR, Parts 29 and 30; Fitzgerald Act of 1937. State—Chapter 49.04 RCW; WAC 296-05. Administered by the Department of Labor and Industries (L&I).
State Funding	\$1,050,000 (7/01/03 to 6/30/04). Medical Aid and Accident Prevention Funds.
Program History	The federal Fitzgerald Act of 1937 established an apprenticeship program administered by the U.S. Department of Labor’s Office of Apprenticeship, Training, Employer, and Labor Services (ATELS—formerly the Bureau of Apprenticeship Training). ATELS sets labor standards for apprentices, registers apprenticeship programs, and certifies states to register apprenticeship and training programs. Washington adopted an apprenticeship law in 1941. The Washington State Apprenticeship Council sets the program’s policy.
Planning Cycle	Biennial planning.
Purpose and Type of Services	L&I is the administrative arm of Washington’s Apprenticeship and Training Council. The Council’s primary goal is to promote development and implementation of structured on-the-job training programs supplemented with related theoretical instruction. These programs provide individuals with the ability to progress from entry-level to fully qualified journey-level workers. Apprenticeship agreement standards include a progressive increase in scale of wages. Completion standards include minimum total work hours (2,000 hours) and annual minimums for related and supplemental instruction (144 hours). L&I develops, approves, and monitors on-the-job training programs for occupations requiring less than 2,000 hours of work experience.
Funding and Regional Division	Eight Washington State Apprenticeship Coordinators are responsible for the following areas: <ul style="list-style-type: none">• Region 1—Snohomish, Skagit, Whatcom, Island, and San Juan counties.

Funding and Regional Division
(cont.)

- Region 2—King County.
- Region 3—Pierce, Kitsap, Clallam, and Jefferson counties.
- Region 4—Longview Office: Wahkiakum, Cowlitz, Clark, Skamania counties, and the southern part of Pacific County.
- Region 4—Tumwater Office: Grays Harbor, Mason, Thurston, Lewis counties, and the northern part of Pacific County.
- Region 5—Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, Klickitat, Benton, Franklin, Walla Walla, Garfield, and Asotin counties.
- Region 6—Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, and Whitman counties.

Participant Eligibility

Participants must be at least of 16 years old and meet other minimum qualifications established by industry standards that are included in the written apprenticeship agreement.

Outcome Measures

Outcomes are measured by the successful completion of an apprenticeship trade by an apprentice.

Other Program Characteristics

Apprenticeship programs are developed by industry and labor and are constantly reviewed by these entities to ensure apprenticeship training standards respond to workforce needs. L&I systematically reviews approved apprenticeship programs (including adequate participation of females and minorities). Staff members assist in the development of more than 20 new apprenticeship programs each year.

ON-THE-JOB PROGRAM

Contact: Marvin L. Jenkins
Department of Transportation
P.O. Box 47314
Olympia, WA 98504-7314
Telephone: 360-705-7088
Fax: 360-705-6801
E-mail: jenkinm@wsdot.wa.gov

Statutory Authority	Federal Highway Administration, Nondiscrimination Section, Title 23 USC 140; 23 CFR 230, Subpart A, Appendix B. Administered by the Washington State Department of Transportation (DOT).
State Funding	\$100,000 (7/01/03 to 6/30/04). State Legislature.
Program History	The On-the-Job Training Program trains and upgrades minorities and women into higher paying skilled trades and transportation-technology related careers to meet projected labor needs. This is a federally-mandated program under CFR Title 23, Chapter 1, Subchapter C, Part 230.
Planning Cycle	Biennial.
Purpose and Type of Services	The goal of the program is to increase minority and female representation in the highway construction industry and create employment opportunities for disadvantaged people. Federal guidelines governing federally-funded highway construction contracts allow DOT to implement this affirmative action program addressing underrepresentation of minorities and women in the highway construction industry. The program provides participants with training and support services while on the job.
Funding and Regional Division	This is a statewide program. DOT has six regions: Northwest, North Central, Olympic, Southwest, South Central, and Eastern.
Participant Eligibility	Minorities, females, and disadvantaged individuals are recruited for the program. The program is not discriminatory; nonprotected group members may apply.
Outcome Measures	Outcome measures are determined on a yearly basis and reported to the Federal Highway Administration in a Federal-Aid Construction Cumulative Training Report. The report includes the number starting, receiving, and completing training. The report also includes trainees completing 1,000 hours+ and apprentices reaching journey level.

Other Program Characteristics

Wage-earning opportunities are created for disadvantaged people in the highway construction industry. Contract training requirements enable minority and women participants to pursue a career in the skilled construction trades.

WORKFORCE INVESTMENT ACT, TITLE I-B DISLOCATED WORKER PROGRAM



Contact: Kathy DiJulio
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-3275
Fax: 360-438-3174
E-mail: kdijulio@esd.wa.gov

Statutory Authority	Workforce Investment Act (WIA), P.L. 105-220. Administered by the Employment Security Department (ESD).
Federal Funding	\$39,395,500 (7/01/03 to 6/30/04). WIA and U.S. Department of Labor (DOL).
Program History	<p>On July 1, 2000, WIA of 1998 replaced the Job Training Partnership Act (JTPA) of 1982. For nearly 20 years, federally funded JTPA provided job training and other services to help economically disadvantaged youth, adults, and dislocated workers obtain job skills and find employment.</p> <p>To implement WIA, Governor Locke issued Executive Order 99-02, calling on the Workforce Training and Education Coordinating Board (WTECB) to act as the “Workforce Investment Board” for purposes of WIA. The order established 12 local workforce development councils; 1 for each of the state’s workforce investment areas. These 12 local areas follow the same county lines as the 12 service delivery areas under JTPA. Each council, in consultation with chief local elected officials, oversees WIA Title I-B services in its local area. One of these services is employment and training for dislocated workers.</p>
Planning Cycle	Five-year planning cycle.
Purpose and Type of Services	<p>The program tailors employment and training services to meet dislocated workers’ needs; establishes early intervention for workers and firms facing substantial layoffs; and fosters labor, management, and community partnerships with government to address worker dislocation.</p> <p>Dislocated workers are eligible for “core services” available through WorkSource, the state’s one-stop career center system. Core services include skill assessment, labor market information, training program consumer reports, and job search and placement assistance. Second and third tier services are available for eligible dislocated workers unable to get jobs through core services. This</p>

Purpose and Type of Services
(cont.)

sequence of services is individualized and may include more intensive assessments, counseling, and prevocational and vocational training.

Funding and Regional Division

At the state level, services are described in a five-year operations plan developed by ESD and WTECB and approved by the Governor. DOL must approve the plan in order to access funds. At the local level, services are described in five-year operations plans developed by workforce development councils and chief local elected officials. Funds are allocated to the local workforce investment areas using federal and state allocation formulas.

Participant Eligibility

Specific eligibility guidelines are described in the Act. In general, dislocated workers are people who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, it must be unlikely that they will return to their occupation, and they must be eligible for (or have exhausted) unemployment compensation. Other conditions can lead to eligibility for services such as being self-employed (but not working as a result of general economic conditions) or being a displaced homemaker.

Outcome Measures

Measures used to determine the program's success include:

- The number of dislocated workers finding unsubsidized employment after receiving services.
- The number retaining employment after six months on the job.
- The earning levels after six months on the job, as well as employer and participant satisfaction levels.

Other Characteristics

Local priorities for the WIA Title I-B Dislocated Worker grant must support the priorities described in each local workforce development council's unified plan and must also be consistent with the goals identified in the state's unified plan for the workforce development system.

TRADE ACT—TRADE ADJUSTMENT ASSISTANCE PROGRAM

Contact: Sandra Glover
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4163
Fax: 360-438-3174
E-mail: sglover@esd.wa.gov



Statutory Authority	Federal—Trade Reform Act of 2002 as amended, P.L. 93–618 and RCW 50.20 for Benefit Payments. The Employment Security Department serves as an agent to the U.S. Department of Labor (DOL) in administering the program in Washington State.
Federal Funding	\$10,000,000 (10/01/03 to 9/30/04). DOL and an additional \$5,900,800 for Trade Readjustment Allowances in federal funding for workers who exhausted their unemployment insurance benefits.
Program History	The Trade Act of 1974 established the Trade Adjustment Assistance Program, which was modified significantly in 1994 by NAFTA. The Trade Act was amended in 2002 and included the repeal of NAFTA.
Planning Cycle	Annual.
Purpose and Type of Services	The program helps workers whose employment is adversely affected by increased imports prepare for and obtain employment. They may receive training, job search and relocation allowances, and other reemployment services. Weekly Trade Readjustment Allowances may be payable to eligible workers when their unemployment benefits are exhausted.
Funding and Regional Division	This is a statewide program. Individual employees from certified employers apply for services (see participant eligibility).
Participant Eligibility	To qualify, an individual's employer must be certified by DOL. Certification establishes that a firm experienced a loss of production or sales, there were layoffs due to lack of work, and import competition contributed to these losses. Once the firm is certified, workers apply for assistance. To be eligible, the worker must be laid off due to lack of work and have worked at least 26 weeks in the year prior to layoff in trade-affected employment.
Outcome Measures	The program is measured by the number of individuals who are trained and return to work.

Other Program Characteristics

This program allows groups of workers to apply for a variety of benefits and reemployment services if they have lost their jobs or had their wages cut due to increased import activity. After receiving a petition, a fact-finding investigation is conducted. If increased import contributed importantly to job reduction in a company, DOL certifies the affected group of workers as eligible for assistance.

TRAINING BENEFITS PROGRAM

Contact: Ted Wade
Employment Security Department
P.O. Box 98507-9406
Olympia, WA 98507-9046
Telephone: 360-902-9732
Fax: 360-902-9799
E-mail: twade@esd.wa.gov

Statutory Authority	State—RCW 50.22.130, RCW 50.22.140, RCW 50.22.150. Administered by the Employment Security Department (ESD).
State Funding	\$20,000,000 (7/01/03 to 6/30/04).
Program History	Enacted by the State Legislature in February 2000, training benefits provide additional unemployment insurance benefits to qualified individuals participating in approved training programs determined necessary for their reemployment.
Planning Cycle	Annual
Purpose and Type of Services	Training Benefits are additional Unemployment Insurance benefits paid to eligible dislocated workers enrolled in and making satisfactory progress in a full-time vocational training program approved by the Unemployment Insurance program. Training Benefits are paid after a claimant receives all regular (and federally extended) benefits payable. However, claimants must apply for Training Benefits within 60 days of being notified of the program and be enrolled in training within 90 days of being notified of the program.
Participant Eligibility	To be eligible for the Training Benefits program, a claimant must show a need for training to find suitable work, establish that the full-time training program will enhance their marketable skills and earning power, and that such training is for an occupation that is in high demand in their local labor market as determined by the local Workforce Development Council. This means claimants would not qualify for Training Benefits if they could get a job without any training that pays similar to the job(s) for which they are training. Claimants can receive up to a maximum of 52 times their weekly benefit amount, minus any regular and extended benefits paid.

Funding and Regional Division

Training Benefits are paid from the Unemployment Insurance Trust Fund but cannot exceed the \$20 million annual cap established by the State Legislature. The expenditure of training benefits is controlled through an obligation process established by ESD.

Outcome Measures

Outcome measures include participant employment and earnings.

Other Program Characteristics

Training Benefits are payable until the claimant completes (or withdraws from) training or runs out of benefits, whichever comes first. Training Benefits are payable only while a claimant is enrolled in and making satisfactory progress in an approved full-time training program.

CLAIMANT PLACEMENT PROGRAM



Contact: Marie Brillante
Employment Security Department
WorkSource Operations Division/Labor Exchange Branch
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4020
Fax: 360-438-4014
E-mail: mbrillante@esd.wa.gov

Statutory Authority	State—RCW 50.62 and 50.24.014. Administered by the Employment Security Department (ESD).
State Funding	\$8,529,100 (7/01/03 to 6/30/04). State approved allocation. This amount includes \$300,000 for additional Claimant Placement Program (CPP) enhancements.
Program History	<p>CPP was authorized by the Washington State Legislature in 1987. It provided early intervention reemployment services for Washington State Unemployment Insurance (UI) claimants, giving priority to older workers and individuals with potential to become “long-term unemployed.” In 1993, it merged with a federal requirement establishing a system to profile workers most likely to exhaust their UI benefits before returning to work. Program year 2000 saw a major redesign in how services were provided with the introduction of the Job Hunter Workshop Series. The year 2002 brought major technology innovations, allowing staff to access certain client information. Washington State’s worker profiling model was updated again in 2003, changing the time at which profiling takes place for the unemployed, along with an updated set of characteristics for the job seeker.</p> <p>CPP incorporated worker profiling to call-in UI claimants to the WorkSource Center during the first five weeks of receiving unemployment.</p>
Planning Cycle	Biennial.
Purpose and Type of Services	CPP provides early intervention reemployment services for the state’s UI claimants and identifies claimants most likely to exhaust their UI benefits by using a profiling system. CPP provides a variety of job search and placement services, including employability and job search planning, resumé development, labor market information, job counseling, self-assessment, and job interview techniques. Additionally, program staff have made referral arrangements with other employment and training service providers to ensure availability of more intensive employment

Purpose and Type of Services
(cont.)

services and retraining opportunities. Legislation also authorizes special assistance for agricultural employers to fill jobs and maintain a longitudinal claimant database for legislative decision-making on major issues related to unemployment insurance.

Funding and Regional Division

This is a statewide program.

Participant Eligibility

All profiled workers are eligible to participate in CPP activities. Priority service is offered to those most likely to exhaust benefits before returning to work, to older workers, and the potentially long-term unemployed.

Outcome Measures

Measures include the number of claimants receiving service and obtaining employment and the percent of UI benefits used.

Other Program Characteristics

CPP helps protect the solvency of the Washington State Unemployment Trust Fund by reducing the average length of a claimant's period of unemployment. This reduces the state's liability for payment of unemployment insurance benefits.

A task force of business and labor leaders in Washington State worked with ESD to recommend service delivery strategies for employment and training activities. The Joint Labor/Management Task Force (JLMTF) recommendations encourage universal access, customer focus, and service integration.

Based on JLMTF recommendations, as well as the direction provided through the Workforce Investment Act Job Hunter Workshop Series, CPP implemented a program redesign. In 2000, Job Hunter consisted of an orientation introducing customers to reemployment services available within local communities, providing goal-setting activities, and assisting customers to identify their level of job search readiness. In addition to the orientation, there are several interactive workshop modules designed to successfully prepare customers for work search and provide hands-on instruction on the use self-service information and technology found in local office resource rooms and on the Internet.

WORKER RETRAINING PROGRAM



Contact: Jim Crabbe
State Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495
Telephone: 360-704-4333
Fax: 360-586-4421
E-mail: jcrabbe@sbctc.ctc.edu
Website: www.workforceed.com

Statutory Authority	State—RCW 28C.04.410 and .420. Administered by the State Board for Community and Technical Colleges (SBCTC).
State Funding	\$34,255,100 (7/01/03 to 6/30/04).
Program History	The Employment and Training Trust Fund was established in 1993 to fund training and related support services for the unemployed and to fund improvements in the state’s employment security system. After sunseting in 1997, the fund was reauthorized as the Worker Retraining Program with the passage of SB5909 in 1999. Funding comes from the State General Fund.
Planning Cycle	Annual.
Purpose and Type of Services	The program serves the unemployed or those facing imminent layoffs. Community and technical colleges provide training in basic skills and literacy, occupational skills, vocational education, and related or supplemental instruction for apprentices. Students qualifying may receive financial assistance to help with their tuition, as well as offset the costs of child care and transportation. The program is administered by SBCTC with advice and counsel from the Worker Retraining Customer Advisory Committee.
Funding and Regional Division	2003-04 funds are allocated as follows: <ul style="list-style-type: none">• Enrollment: 7,219 full-time equivalents (FTEs).• Financial Aid: \$1,300 for support services. Training Completion Aid: \$520 per FTE.• Emergency Fund: Enables colleges to respond to major layoff and/or economic emergencies.• Collocation: Locates on-campus job service centers at community and technical colleges.• Private Vocational School Funding: \$3,816 per FTE. 667 FTEs.

Funding and Regional Division
(cont.)

Colleges are required to submit a one-year plan for their allocation. The plan must be developed in cooperation with and endorsed by the college's general worker retraining advisory committee. The plan will then be reviewed by the Workforce Training Customer Advisory Committee for funding recommendations.

Participant Eligibility

Program services are exclusively for the unemployed and those who have been notified they are about to be laid off. To qualify, a person must be eligible for or have exhausted their unemployment compensation benefits within the last 24 months. Dislocated workers and the long-term unemployed have priority access to the program's training and supportive services.

Outcome Measures

Outcomes are measured by placement in high-wage, high-demand jobs, closely approximating pre-layoff conditions.

Other Program Characteristics

Training projects must prepare students for occupations that have demonstrated employment demand for qualified workers and lead to jobs providing a living wage appropriate to the local labor market. Project designers must actively involve business, government, and labor as they determine the employment demand and content of the training program. There is flexibility as to the length of participant training.

REEMPLOYMENT SUPPORT CENTERS

Contact: Nancy Hanna
Department of Community, Trade and Economic Development
P.O. Box 48300
Olympia, WA 98504-8300
Telephone: 360-725-2856
Fax: 360-586-0489
E-mail: nancyh@cted.wa.gov
Website: www.cted.wa.gov/DesktopDefault.aspx

Statutory Authority	State—WAC 43-330-130. Administered by the Department of Community, Trade and Economic Development (CTED).
State Funding	\$175,000 (7/01/03 to 6/30/04). State General Fund and the Employment Security Department (ESD) Penalty and Interest Fund.
Program History	Created by the Legislature in 1987, the Reemployment Support Center Program provides direct and referral services to people who have recently lost their jobs. The program was originally a response to the timber and salmon crisis in rural counties and to large-scale layoffs in urban areas.
Planning Cycle	Biennial.
Purpose and Type of Services	The program provides coordinated services to eliminate the emotional, physical, medical, and financial barriers keeping clients from conducting an effective job search. A second purpose is to increase the local community's capability to help their unemployed by building the capacity of the existing service delivery network. Types of services include job search assistance and job referral, training referral, financial counseling, utility assistance, and other support services.
Funding and Regional Division	The program has no substate or regional districts. Three reemployment centers must submit a spending plan and a plan for units of service delivered. Each center receives equal funding. Currently Clallam, Jefferson, Grays Harbor, Pacific, and King counties are served by reemployment centers in Port Angeles, Aberdeen, and Seattle. Originally a program of ESD, the Legislature transferred the program several years ago to CTED.
Participant Eligibility	Persons recently unemployed due to community economic distress or plant closures are eligible. The program is not designed for chronically unemployed persons or as a youth training program.

Outcome Measures

Outcome measures include units of service and client characteristics.

Other Program Characteristics

Three locally-based contractors provide services.

1. Worker Center—Seattle.
2. Pacific Mountain Workforce Development Council—Aberdeen.
3. Clallam-Jefferson Community Action Council.

DISPLACED HOMEMAKER PROGRAM

Contact: Brenda Landers
Higher Education Coordinating Board
P.O. Box 43430
Olympia, WA 98504-3430
Telephone: 360-753-7827
Fax: 360-753-7808
E-mail: brendal@hecb.wa.gov
Website: www.hecb.wa.gov/dhp

Statutory Authority State—RCW 28B.04 and WAC 250-44. Administered by the Higher Education Coordinating Board.

State Funding \$539,000 (7/01/03 to 6/30/04). State General Fund.

Program History The Washington State Legislature established a pilot project to serve displaced homemakers in 1979 and made it a permanent program in 1982. The Displaced Homemaker Program provides training, counseling, and other services to help displaced homemakers get good jobs and become self-sufficient.

Planning Cycle Biennial.

Purpose and Type of Services Homemakers who become displaced due to divorce, disability, or the death of their spouse often encounter severe economic hardship. Displaced homemakers are:

- Often left with little or no income.
- Ineligible for categorical welfare assistance.
- Subject to the highest rate of unemployment.
- Faced with continuing employment discrimination.
- Ineligible for unemployment insurance or social security benefits.

Without timely and appropriate intervention, the loss can lead to a life of poverty or underemployment. Programs offer free classes that help displaced homemakers identify their skills and find employment. In addition to support services and information and referral, statewide outreach educates residents about programs in their community and the services they provide.

Funding and Regional Division

The Displaced Homemaker Program is funded through the State General Fund to provide statewide services to displaced homemakers. Funds are distributed through a competitive application process based on organizational capacity to administer funds and geographical representation. Eligible applicants include governmental and nonprofit organizations.

Participant Eligibility

The program is targeted to individuals who have worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis, are not gainfully employed, need assistance in securing employment, and meet at least one of the following requirements:

- Dependent on the income of another family member but will no longer be supported by that income.
- Dependent on federal assistance but will no longer be eligible for that assistance.
- Supported as the parent of minor children by public assistance or spousal support, but the youngest children are within two years of reaching the age of twenty-one.

Individuals who do not meet this criteria but are experiencing similar circumstances may be served on space available basis.

Outcome Measures

Completion of Intensive Instructional Services results in:

1. Increased employability, which includes ability to address personal issues impacting employability, awareness of personal assets and strengths, enhanced self-confidence, development of clear employment goals, and mastering job search strategies.

DISPLACED HOMEMAKER PROGRAM *(cont.)*

Outcome Measures *(cont.)*

2. Enhanced employability, which includes entry into full- or part-time employment in a field with potential for personal satisfaction, growth, and a living (family) wage. Increased earnings for those already employed, and entry into vocational or academic programs.

Other Program Characteristics

Through Intensive Instructional Services, displaced homemakers increase their awareness of employment and training opportunities. They also increase their awareness of transferable skills and abilities, increase self-confidence, and learn new job skills.

A key factor in the program is the collaboration among diverse agencies and organizations and its comprehensive statewide coverage. Several urban multipurpose service centers are maintained with additional services offered on a smaller scale in rural locations.

WORKFORCE PREPARATION AND EMPLOYMENT SERVICES FOR ADULTS WITH BARRIERS

Program	Targeted Population	State Funds	Federal Funds	Federal Grantor	Operating Cycle	State Admin. Agency
Workers Compensation Vocational Rehabilitation Benefits Program	Injured workers	\$43,798,200			7/01 to 6/30	Dept. of Labor & Industries
Division of Vocational Rehabilitation	Disabled individuals	\$9,856,700	\$36,042,000	U.S. Dept. of Education	10/01 to 9/30	Dept. of Social & Health Services
Vocational Rehabilitation Program for the Blind	Blind or visually impaired individuals	\$1,398,200	\$6,274,700	U.S. Dept. of Education	7/01 to 6/30	Dept. of Services for the Blind
Washington State Business Enterprise for the Blind	Blind or visually impaired individuals	\$631,200	\$180,700	Federal Vending Machine Revenue	10/01 to 9/30	Dept. of Services for the Blind
Temporary Assistance for Needy Families WorkFirst Program	Applicants and recipients of welfare AFDC		\$24,200,000	U.S. Dept. of Health & Human Services	7/01 to 6/30	Dept. of Social & Health Services with contracts to other state & local agencies
Post Employment Labor Exchange (WPLEX) Call Center	Welfare recipients		\$1,206,600	U.S. Dept. of Health & Human Services	7/01 to 6/30	Employment Security Dept.
Community Jobs Program	Welfare recipients		\$13,414,000	U.S. Dept. of Health & Human Services	7/01 to 6/30	Dept. of Community, Trade & Economic Development
WorkFirst Training	Welfare recipients	\$1,000,000	\$23,741,600	U.S. Dept. of Health & Human Services	7/01 to 6/30	State Board for Community & Technical Colleges
Welfare-to-Work Program	Welfare recipients		\$7,558,200	U.S. Dept. of Health & Human Services	7/01 to 6/30	Employment Security Dept.
WIA, Title I-B, Adult Program	Economically disadvantaged individuals		\$25,857,700	U.S. Dept. of Labor	7/01 to 6/30	Employment Security Dept.

WORKFORCE PREPARATION AND EMPLOYMENT SERVICES FOR ADULTS WITH BARRIERS (cont.)

Program	Targeted Population	State Funds	Federal Funds	Federal Grantor	Operating Cycle	State Admin. Agency
Refugee Assistance Program	Low-income, legal refugees	\$981,000	\$7,700,000	U.S. Dept. of Health & Human Services	7/01 to 6/30	Dept. of Social & Health Services
Employment and Training for Migrant Seasonal Farm Workers	Low-income, seasonal or migrant farm workers and dependents		\$2,187,800	U.S. Dept. of Labor	7/01 to 6/30	Wash. St. Farm Worker Investment Prog. Opportunities Industrialization Center
Community Services Block Grant Program	Low-income individuals		\$556,100	U.S. Dept. of Health & Human Services	1/01 to 12/31	Dept. of Community, Trade & Economic Development
Adult Education and Basic Skills	Persons with low basic skills, 16 and older	\$78,017,000	\$7,934,300	U.S. Dept. of Education	7/01 to 6/30	State Board for Community & Technical Colleges
Volunteer Literacy Program	Trainers for adults who wish to learn to read and speak English	\$244,200	\$121,800		7/01 to 6/30	State Board for Community & Technical Colleges
Offender Education Program	Adult offenders	\$14,718,900	\$300,200	U.S. Dept. of Education	7/01 to 6/30	Dept. of Corrections
Corrections Clearinghouse Program	Juvenile and adult offenders	\$925,000	\$221,700	U.S. Dept. of Education	7/01 to 6/30	Employment Security Dept.
Special Employment Services for Offenders (Corrections Camps)	Incarcerated youth and adults	\$4,224,700	\$80,000	U.S. Dept. of Agriculture	7/01 to 6/30	Dept. of Natural Resources
Disabled Veterans Outreach Program	Disabled veterans		\$2,224,000	U.S. Dept. of Labor	7/01 to 6/30	Employment Security Dept.
Local Veterans Employment Representative Program	Veterans		\$1,847,000	U.S. Dept. of Labor	7/01 to 6/30	Employment Security Dept.
	TOTALS	\$155,795,100	\$161,648,400			

WORKERS' COMPENSATION VOCATIONAL REHABILITATION BENEFITS PROGRAM

Contact: Gary Dirks
Department of Labor and Industries
P.O. Box 44323
Olympia, WA 98504-4323
Telephone: 360-902-4480
Fax: 360-902-5035

Statutory Authority	State—RCW 51.32.095, 090, and 250. WAC 296-19A. Administered by the Department of Labor and Industries (L&I).
State Funding	\$43,798,200 (7/01/02 to 6/30/03). Funds are provided through workers' compensation premiums collected from employers and employees insured by the Washington State Fund. Retraining fees are paid from the Accident Fund and include tuition, supplies, equipment, books, and travel. Job modification costs are paid from the Second Injury Fund. Vocational counselors are paid from the Medical Aid Fund.
Program History	Vocational rehabilitation began officially for worker's compensation in the late 1970s and early 1980s. The program helps individuals to become employable or to return workers to work.
Planning Cycle	Annual.
Purpose and Type of Services	This program provides injured workers with counseling and skills training needed to return to their job on a reasonably continuous basis through on-the-job or academic training. Consideration is given to age, education, job experience, and physical or mental impairment. Employable is defined by WAC 296-19A-010(1) as having the skills and training that are commonly and currently necessary in the labor market to be capable of performing and obtaining gainful employment on a reasonable continuous basis. L&I contracts with individuals and organizations, public and private, to assess the participant's ability to work, and, where necessary, to develop a rehabilitation plan. The program's first priority is for the claimant to return to their previous job. The last priority is short-term retraining and job placement (see RCW 51.32.095[2]). L&I may pay (or order a self-insured employer to pay) up to \$4,000 in any 52-week period for short-term training costs, which may be provided through community or technical colleges or by on-the-job training. The supervisor of Industrial Insurance has discretionary authority to extend training an additional 52 weeks with an additional \$4,000 available for costs. These costs may include books, tuition, equipment, and child care.

WORKERS' COMPENSATION VOCATIONAL REHABILITATION BENEFITS PROGRAM *(cont.)*

Purpose and Type of Services *(cont.)*

Transportation during vocational rehabilitation services is paid separately. WAC 296-160-010 allows L&I to provide an incentive for employers to hire workers whose injury prevents them from returning to work with their former employer and impairs their reemployment. State Fund employers, who agree to hire these workers, are excused from paying the usual premium for a period not to exceed 36 months with financial protection against any subsequent injury. Job modification provides up to \$5,000 for job modification or pre-job accommodation while in a training plan.

Funding and Regional Division

There are no substate or regional districts. Plan development is required before implementation expenditures are allowed.

Outcome Measures

Outcomes measured include the percentage of injured workers who return to work, the number who are able to work, and other outcomes. L&I continues to work with business and labor representatives to set better outcome standards while operating the program more cost effectively.

Other Program Characteristics

The average monthly payment is \$1,519.

DIVISION OF VOCATIONAL REHABILITATION

Contact: Mike O'Brien
Department of Social and Health Services
P.O. Box 45340
Olympia, WA 98504-5340
Telephone: 360-438-8008
Fax: 360-438-8007
E-mail: obriemd@dshs.wa.gov



Statutory Authority

Federal—Rehabilitation Act of 1973 amended in 1992, P.L. 102-569. State—WAC 388-890-005 through 1310 and RCW 74.29.005-.080. Administered by the Department of Social and Health Services.

Federal Funding

\$36,042,00 (10/01/02 to 9/30/03). U.S. Department of Education (DOE). These funds provide counseling and guidance, vocational or academic training, assistive technology, mobility and transportation, communication services or devices, job placement, and retention to program participants.

State Funding

\$9,856,700 (10/01/02 to 9/30/03). State General Fund. These funds provide counseling and guidance, vocational or academic training, assistive technology, mobility and transportation, communication services or devices, job placement, and retention to program participants.

Program History

The Division of Vocational Rehabilitation (DVR) operates under the Vocational Rehabilitation Act of 1973, amended in 1992 and reenacted by Congress in 1998. DVR has a long history of helping people with disabilities go to work. In 1933, it began as a division of the Vocational Education Department and operated with three staff persons. Currently, the division has approximately 340 staff and serves more than 24,000 participants.

Planning Cycle

Biennial.

Purpose and Type of Services

DVR offers vocational rehabilitation and training services to help eligible individuals with disabilities become employed. The primary objective is competitive, full-time employment. Depending on the individual's disability and functional limitations, however, other outcomes are sometimes more appropriate such as part-time employment, self-employment, homemaking, sheltered employment, or supported employment. To meet these objectives,

DIVISION OF VOCATIONAL REHABILITATION *(cont.)*

Purpose and Type of Services *(cont.)*

a series of customized services are offered such as assessment, counseling, vocational and other training services, physical and mental restoration services (including corrective surgery), and job search and placement assistance.

Funding and Regional Division

Headquartered in Lacey, DVR has 36 satellite offices around the state and staff at 10 WorkSource offices. DVR must submit a state plan to receive funding from DOE under the basic support grant. This is a formula grant distributed to each state based on a calculation of its share of the previous allotment and its population. The state provides matching funds to receive the full federal grant.

Participant Eligibility

Eligibility requires certification by DVR that the individual:

- Has a physical, mental, or sensory impairment that constitutes or results in a substantial impediment to employment.
- Can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.
- Requires vocational rehabilitation services to prepare for, enter into, engage in, or retain gainful employment.

(Approximately 90 percent of active clients in the program have severe disabilities.)

Outcome Measures

DVR establishes performance objectives at the start of the state fiscal year (July 1 through June 30). Two key outcome measures are:

1. Number of persons employed.
2. Rate at which Individual Plans for Employment are completed successfully. Other federal standards and indicators also apply.

Other Program Characteristics

When program funds or staff resources are insufficient to serve all eligible applicants, priority is given to customers with the most significant disabilities. DVR identifies unserved or underserved groups, including individuals from diverse cultural and ethnic groups such as Native Americans, African-Americans, Asians, and Pacific Islanders.

With the incorporation of the Rehabilitation Act into the Workforce Investment Act, a key challenge is to develop partnerships in WorkSource sites. Coordination involves ensuring accessibility of WorkSource core services to persons with disabilities and the inclusion of vocational rehabilitation services as part of the WorkSource system.

VOCATIONAL REHABILITATION FOR THE BLIND

Contact: Bill Palmer
Department of Services for the Blind
P.O. Box 40933
Olympia, WA 98504-0933
Telephone: 360-586-6981
Fax: 360-586-7627
E-mail: bilpalmer@dsb.wa.gov
Website: www.wa.gov/dsb



Statutory Authority	Federal—34 CFR 361. State—WAC Chapter 67-25. Administered by the Department of Services for the Blind.
Federal Funding	\$6,274,700 (7/01/03 to 6/30/04). U.S. Department of Education, Rehabilitation Services.
State Funding	\$1,398,200 (7/01/03 to 6/30/04). State General Fund.
Program History	Originally part of the Department of Social and Health Services, the Commission for the Blind was established in July 1977 by the Commission Bill to provide separate services for people who are blind or visually impaired. It was renamed the Department of Services for the Blind (DSB) in July 1983.
Planning Cycle	State annual planning and a three-year federal plan. Planning will now be coordinated with the Workforce Investment Act (WIA) State Unified Plan process.
Purpose and Type of Services	The mission of DSB is to open doors of opportunity for individuals who are blind and visually impaired to: pursue their dreams, determine their goals, develop their skills and abilities, and participate socially and economically in the community. DSB provides vocational rehabilitation services, including information, assessment and referral; vocational counseling, including guidance, referral, and placement; and rehabilitation training in adaptive skills, job skills, and assistive technology. Occupational licenses, tools, equipment, technological aids, and other goods and services that can be reasonably expected to help participants achieve successful employment outcomes are also provided.
Funding and Regional Division	DSB has no regional divisions. The agency is directed from Olympia with offices in Seattle, Spokane, Tacoma, Vancouver, and Yakima. The U.S. Department of Education, Rehabilitation Services Administration requires a state plan. Funding is allocated by formula: 79 percent federal grant and 21 percent state matching funds based on state population.

Participant Eligibility

Any blind or visually impaired person may apply for vocational rehabilitation services. Eligibility is based on statutory criteria for legal or functional blindness and the need for vocational rehabilitation services. Individuals cannot have a visual impairment that constitutes or results in a substantial impediment to employment.

Outcome Measures

The primary outcome measure for vocational rehabilitation is successful employment. Other measures include job retention, employment outcome quality, participant satisfaction, coverage and accessibility of services, and cost effectiveness. Over the past 15 years, the Vocational Rehabilitation Program of DSB has served an average of 1,154 blind and visually impaired individuals and achieved 132 successful outcomes per year. The most recent benefit and cost ratio for the Vocational Rehabilitation Program was 2.03 or a yield of \$2 for every dollar invested.

Other Program Characteristics

Two factors influence the direction of DSB, which represent major opportunities and challenges. The first is the nature of the job arena. More jobs require high levels of technical skill and knowledge of computerized systems. The same technology driving the work environment also provides access technology required for visually impaired workers to become more productive and competitive. The challenge is to retool programs, train staff, and acquire the costly resources to fully realize the benefits of rapidly changing technology. The second factor is effective integration of Vocational Rehabilitation Services into the workforce investment system. WIA provides the opportunity to leverage the resources of larger agencies to assist in the employment of blind individuals. As a small agency, the challenge is to creatively manage the limited resources available to meet legislative requirements, enhance access to job opportunities for the visually impaired, and not diffuse agency efforts into areas that are not cost effective. The Workforce Training and Education Coordinating Board has established 12 regions for service delivery. DSB currently employs 12 full-time counselors with an average annual case load close to 100 participants requiring intensive vocational rehabilitation services.

WASHINGTON STATE BUSINESS ENTERPRISE FOR THE BLIND

Contact: Jeanne Gallo
Department of Services for the Blind
P.O. Box 40933
Olympia, WA 98504-0933
Telephone: 360-586-0277
Fax: 360-586-7627
E-mail: jeagallo@dsb.wa.gov

Statutory Authority	Federal—Section 2, 49 Statute 1559 as amended. 209 USC 107 CFR 34, Part 395. State—RCW 74.18.220 and 74.18.230.WAC Chapter 67–35. Administered by the state Department of Services for the Blind.
Federal Funding	\$180,700 (7/01/02 to 6/30/03). Federal vending machine revenue.
State Funding	\$631,200 (7/01/02 to 6/30/03). State vending machine revenue.
Program History	Originally part of the Department of Social and Health Services, a Commission Bill was signed in July 1977, establishing separate services for people who are blind or visually impaired. The Business Enterprise Program was one of the programs that moved to the Commission for the Blind, later Department of Services for the Blind (DSB), from the Department of Social and Health Services.
Planning Cycle	Biennial.
Purpose and Type of Services	The purpose of the Business Enterprise Program is to provide opportunities for blind individuals to succeed as independent business people. It is part of the state vocational rehabilitation program for the blind. The program's goal is to increase employment opportunities for blind citizens and to demonstrate their skills and abilities. Opportunities to become independent business people are made possible through training and licensing to operate and maintain vending machine and food service management facilities in public buildings. There are numerous blind vendors presently operating in federal, state, county, municipal, and other government facilities throughout the state.
Funding and Regional Division	The program has no regional divisions. It is directed from its main office in Olympia and funded by vending machine revenue only.

Participant Eligibility

Individuals must be United States citizens and meet the legal definition of blind. They also must be referred by a DSB vocational rehabilitation counselor and meet Business Enterprise Program requirements.

Outcome Measures

The primary outcome measure for the program is placement of licensed blind vendors in facilities and the successful operation of the sites under blind vendor management.

Other Program Characteristics

By legislation, blind persons participating in the program are given preference in the operation of vending facilities on federal, state, county, municipal, and other governmental property. The source of program funds is federal and state vending machine revenues.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES WORKFIRST PROGRAM



Contact: Sandy Jsames
Department of Social and Health Services
P.O. Box 45470
Olympia, WA 98504-5470
Telephone: 360-413-3239
Fax: 360-413-3482
E-mail: jsamesm@dshs.wa.gov
Website: www.wa.gov/workfirst

Statutory Authority

Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Major portions of this Act are administered by the Department of Social and Health Services (DSHS), including Temporary Assistance for Needy Families (TANF) and the WorkFirst Program.

Federal Funding

\$24,200,000 (7/01/03 to 6/30/04). U.S. Department of Health and Human Services for TANF workforce development programs directly managed by DSHS from the larger TANF annual budget. (TANF workforce development programs managed by other state agencies are described on the following pages.)

Program History

WorkFirst went into effect in 1997 after PRWORA repealed and consolidated the Aid to Families with Dependent Children, Job Opportunities and Basic Skills Program, and Emergency Assistance programs into TANF. Underlying the WorkFirst philosophy is the expectation that everyone who is able to work should be working, preparing for work, or looking for work.

Planning Cycle

Annual.

Purpose and Type of Services

PRWORA gives states flexibility to design their TANF programs. Washington's TANF Work Program is the cornerstone for the Welfare-to-Work initiative, requiring participants to prepare for, find, and maintain employment leading to self-sufficiency. Benefits are limited to 60 months in a lifetime for adults with 3- to 12-month limit extensions available on a case-by-case basis for families or children who are still in need. Under WorkFirst, DSHS determines if a recipient is ready to engage in work activities. If ready, recipients must be working, looking for work, or preparing for work. They must develop work plans as part of their individual responsibility plans.

Support services are provided to facilitate involvement in the TANF Work Program. Child care assistance, transportation, and other job-related expenditures are a part of the job planning process.

Funding and Regional Division

DSHS's Community Service Division is divided into 6 regional offices and 59 local offices. Regions are given the latitude to tailor participant service delivery to maximize program effectiveness. They coordinate services through Local Area Planning units comprised of representatives from WorkFirst partners, community organizations, and tribal governments. Washington State receives a TANF block grant from the federal government. State plan amendments are made whenever substantive changes in spending TANF funds are made.

Participant Eligibility

Only recipients of TANF are eligible for the Washington TANF Work Program. Recipients and, on a limited basis, some applicants are eligible for support services. As a part of the block grant funding, TANF programs are not considered an entitlement.

Outcome Measures

The TANF program has seven measures.

1. *TANF Case Load Reduction*—Current TANF adult case load as a percentage of the January 1997 adult case load by Community Service Offices. Data is available monthly but lagged by one month due to availability.
2. *Jobs Leading to Exits From TANF*—Percentage of clients exiting TANF within six months of entering employment. Data is available monthly.
3. *Long-Term Exits From Welfare*—Percentage of adults who remain off TANF for 12 consecutive months. Data is available monthly.
4. *Employment Retention*—Percentage of TANF adults with an employment exit who earned at least \$2,500 per quarter for four consecutive quarters. Data is available quarterly.
5. *Child Support*—Percentage of current and recent TANF child support cases with paid child support by Community Service Offices. Data is available monthly.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES WORKFIRST PROGRAM (cont.)

Outcome Measures (cont.)

6. *Percentage Increasing Earnings*—Percentage of clients leaving welfare whose earnings increased by 10 percent after one year. Data available quarterly.
7. *Alternative Assistance for Applicants*—Percentage of TANF-eligible applicants who choose to receive alternate sources of support instead of a TANF grant.

Other Program Characteristics

Four state agencies jointly carry out the program.

1. DSHS is the entry point and ongoing contact point for WorkFirst participants. Once eligibility is established, participants are assigned a WorkFirst program specialist. The specialist stays with a participant throughout the process, helping to develop a plan for employment, encouraging progress toward the goal of getting a job, and arranging for support services needed to get, keep, and advance in a job.
2. The Employment Security Department makes the employment connection. The agency presents job search workshops. Employment specialists work with participants and employers to make job placements. Staff directly contacts new low-wage workers to offer avenues for advancement.
3. The State Board for Community and Technical Colleges (SBCTC) ensures that training for basic skills and job advancement is available through community and technical colleges across the state. The colleges are developing a new generation of training for WorkFirst participants: shorter courses, offered during nonwork hours, and geared toward specific fields with high demand for workers. SBCTC is also linking with employers to design short-term, customized job skills training leading directly to a job.

Other Program Characteristics
(cont.)

4. The Department of Community, Trade and Economic Development supports availability of local social services such as housing and early childhood education. The agency also administers to the Community Jobs program.

WORKFIRST POST EMPLOYMENT LABOR EXCHANGE CALL CENTER

Contact: Barbara Paine
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-3201
Fax: 360-438-4777
E-mail: bpaine@esd.wa.gov
Website: www.wa.gov/workfirst/briefing/wplex.htm

Statutory Authority	The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). The WorkFirst Post Employment Labor Exchange Call Center (WPLEX) is administered by the Employment Security Department (ESD).
Federal Funding	\$1,206,600 (7/01/03 to 6/30/04).
Program History	WorkFirst began on August 1, 1997. Four state agencies jointly carry out the program. WPLEX started on August 1, 1998. It is operated by ESD as part of Washington State's WorkFirst Program, which was implemented in response to federal welfare reform legislation.
Planning Cycle	Annual.
Purpose and Type of Services	WPLEX contacts all WorkFirst clients after they have started working full-time to offer services to help them advance in their jobs and careers. Staff contact clients by telephone at home. They act as personal job search advocates, contacting employers, providing job referrals, giving job leads, and otherwise making better jobs more accessible to the working participants. They also connect clients with training possibilities so they can learn more skills to help them progress.
Funding and Regional Division	The program is statewide.
Participant Eligibility	Welfare recipients or former welfare recipients who have gone to work full-time can be assisted by WPLEX.
Outcome Measures	Outcomes include: <ul style="list-style-type: none">• Increased referral and placement into better jobs.• Increased use of job retention and wage progression services.• Reduced reentry to TANF assistance.

Other Program Characteristics

WPLEX connects clients with assistance for other retention issues that may be jeopardizing their ability to remain employed such as child care, substance abuse, domestic violence, and anger management.

COMMUNITY JOBS PROGRAM

Contact: Julie Wilson
Department of Community, Trade and Economic Development
P.O. Box 42525
Olympia, WA 98504-2525
Telephone: 360-725-4147
Fax: 360-586-9310
E-mail: juliew@cted.wa.gov
Website: www.wa.gov/workfirst/briefing/commjobs.htm

Statutory Authority	The Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Community Jobs Program is administered by the Department of Community, Trade and Economic Development (CTED).
Federal Funding	\$13,414,000 (7/01/03 to 6/30/04).
Program History	Since WorkFirst's implementation in 1997, Washington State has provided services to help clients conduct an effective job search to enter the labor market. Most WorkFirst clients have been successful in finding a job, however, some clients need additional assistance to enter the regular job market. The Community Jobs program was started in June 1997 to provide temporary community-based work and skill building experience.
Planning Cycle	Community Jobs is part of the annual WorkFirst local planning process.
Funding and Regional Division	CTED contracts with community-based organizations throughout the state to provide local service delivery operations, often as regional consortia.
Purpose and Type of Services	The Community Jobs program provides comprehensive, paid work experience plus training opportunities for hard to employ Temporary Assistance for Needy Families recipients. Community Jobs builds work and life skills. Participants improve the quality of their communities through their work in community, government, and tribal organizations. Private nonprofit contractor-partners provide participants with 20 hours of work per week, a paycheck, one-on-one support, and mentoring to resolve barriers to work. Program participants remain in the program up to six months, long enough to gain both substantial work experience and an opportunity to deal with life situations beyond crisis management. The ultimate goal is unsubsidized job placement.

Participant Eligibility

Community Jobs participants have:

- Demonstrated to their Department of Social and Health Services case manager that they have been unsuccessful in or unable to complete a job search.
- Been deemed by their WorkFirst case manager to have the potential to become more employable after a Community Jobs assignment.

Outcome Measures

Program contracts are performance based with pay points for participant engagement, job enrollment, success in meeting individual development plan goals, and Community Job completion and/or unsubsidized job placement.

Statutory Authority	WorkFirst Reinvestment Funds and State Board for Community and Technical Colleges (SBCTC) budget. Administered by SBCTC.
Federal Funding	\$23,741,600 (7/01/03 to 6/30/04).
State Funding	\$1,000,000 (7/01/03 to 6/30/04).
Program History	Shortly after WorkFirst's implementation in 1997, Washington's community and technical colleges initiated new programs to serve current and former welfare recipients along with other low-income working adults earning less than 175 percent of the poverty level. Two years ago, these programs were combined into the "WorkFirst Block Grant."
Planning Cycle	Annual.
Purpose and Type of Services	<p>Community colleges submit a plan application to use the block grant funds in one or more of the following activities:</p> <ul style="list-style-type: none">• Customized Job Skills/Integrated Basic Skills Training.• Work-Based Learning/Work Study.• WorkFirst Financial Aid/Work-Based Learning Tuition Assistance.• Other Basic Skills and/or Job Skills Training.• Postemployment Services.• Child Care or Other Services.
Participant Eligibility	Eligibility depends on the type of services offered, but generally eligible participants include current and former welfare recipients and other low-income working adults earning less than 175 percent of the poverty level.

Funding and Regional Division

Community and technical colleges and WorkFirst training providers at community-based organizations and private colleges are awarded funds after submitting a WorkFirst Block Grant Plan Application.

Outcome Measures

The WorkFirst Training program is measured by:

- The number of Temporary Assistance for Needy Families (TANF) adults entering employment with wages better than the local Employment Security Department average for job placements.
- The number of job placements for TANF, English-as-a-Second Language, and other adults with low basic skills.
- The number of job placements and wage progression for other unemployed* and low-income parents.

*Unemployed includes those not working or working less than 20 hours per week when they started training, who enrolled for job placement in a better job than they could get without training.

WELFARE-TO-WORK PROGRAM

Contact: Holly Watson
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4187
Fax: 360-438-3174
E-mail: hwatson@esd.wa.gov



Statutory Authority

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) is a welfare reform bill under which the Temporary Aid to Needy Families (TANF) program was established to supersede the Aid to Families with Dependent Children program, among others. Section 403(a)(5)(A)(ii)(I) of the Act indicates that Welfare-to-Work (WtW) area plans are an “addendum” to state TANF plans. Washington State Employment Security Department administers WtW Funds. Additional information is available at <http://wtw.doleta.gov/>.

Federal Funding

\$7,558,200. Annual average funding for the three-year grant. Washington State receives a grant from the U.S. Department of Labor (DOL).

State Funding

State matching funds are required to draw federal DOL funds.

Program History

On August 5, 1997, the president signed the Balanced Budget Act of 1997. The legislation provided for WtW grants to help move hard-to-employ TANF recipients into unsubsidized jobs and economic self-sufficiency. In Washington State, the WtW program became an enhancement to WorkFirst, the state’s primary welfare program.

Planning Cycle

State planning for TANF is completed on an annual basis. The WtW state plan for 1999 was approved by DOL in September 1999 for the second round of funding. The plan is still current.

Purpose and Type of Services

WtW assists the state in meeting welfare reform objectives by providing additional resources to assist hard-to-employ recipients residing in high poverty areas in the state.

PRWORA gives states the flexibility to design their WtW programs according to the service delivery area needs and the local area plans. WtW activities are coordinated with those undertaken through TANF, as hard-to-employ welfare recipients constitute a significant portion of the TANF eligible population.

Purpose and Type of Services
(cont.)

The Department of Social and Health Services (DSHS) is the state's TANF agency and has the lead for the design and implementation of WorkFirst. Most recipients participate in WorkFirst for 12 weeks of structured work search. Early on, WorkFirst participants are pre-screened for the WtW program. Once eligibility is determined, recipients are enrolled as appropriate. Some participants will fail to find employment. Others will find employment but at low wages or less than full-time work. Eligible participants who fail job search are referred to WtW providers for appropriate activities.

Primary responsibility for case management remains with the DSHS case manager. Close working relationships among all partners promote the leveraging of resources and provide seamless service to participants most in need. WtW provides intensive services for eligible participants. A full array of employment and training services are available such as job readiness, work experience, on-the-job training, job placement, postemployment services, job retention services, and support services.

Participant Eligibility

At least 70 percent of the grant funds must be spent on long-term TANF recipients. An individual may be served under this provision if the individual satisfies 1 or 2 below.

1. The individual is receiving TANF assistance under a state TANF program for at least 30 months or will become ineligible for assistance within 12 months due to either federal or state-imposed time limits on the receipt of TANF assistance.
2. The individual is no longer receiving TANF assistance having reached either the federal five-year limit or a state-imposed time limit on receipt of TANF assistance; or is a noncustodial parent of a minor child if the noncustodial parent is unemployed, underemployed, as defined by the state in consultation with local boards and WtW competitive grantees, or having difficulty paying child support obligations, as defined by the state in consultation with local boards and WtW competitive grantees and the State Child Support Enforcement (IV-D) Agency.

WELFARE-TO-WORK PROGRAM *(cont.)*

Participant Eligibility *(cont.)*

3. An individual may be served under the 30 percent provision if the individual satisfies specific criteria. For more information on eligibility, see 20 CFR section 645.213.

Other Program Characteristics

Identification of eligible WtW participants happens in several ways, including making use of the “30-month list” produced from DSHS records. The list reflects participants receiving benefits for a minimum of 30 months and includes identifying information such as education and program status. Also, the local workforce development councils contract with community-based organizations and Community Action Programs for recruitment of eligible people. While emphasis is placed on serving current WorkFirst participants, other strategies exist to identify and serve all categories of eligible participants such as noncustodial parents.

Several projects focus on noncustodial parents. Please consult the local workforce development council for program specifics at <http://www.wa.gov/esd/work/localconnections.htm>.

WORKFORCE INVESTMENT ACT, TITLE I-B ADULT PROGRAM

Contact: Kathy DiJulio
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-3275
Fax: 360-438-3174
E-mail: kdijulio@esd.wa.gov



Statutory Authority

Federal—Workforce Investment Act (WIA), P.L. 105-220.
Administered by the Employment Security Department (ESD).

Federal Funding

\$25,857,700 (7/01/03 to 6/30/04). WIA Title I-B.

Program History

On July 1, 2000, WIA replaced the Job Training Partnership Act (JTPA) of 1982. For nearly 20 years, the federally funded JTPA program provided job training and other services to help economically disadvantaged youth and adults and dislocated workers obtain job skills and find employment.

To implement WIA, Governor Locke issued Executive Order 99-02, calling on the Workforce Training and Education Coordinating Board (WTECB) to act as the “Workforce Investment Board” for purposes of WIA. The order established 12 local workforce development councils, one for each of the state’s workforce investment areas. These 12 local areas follow the same county lines as the 12 service delivery areas under JTPA. Each council, in consultation with chief local elected officials, will oversee WIA Title I-B activities in its local area. One of these activities includes employment and training services for adults.

Purpose and Type of Services

The program prepares individuals 18 years and older for participation in the labor force by providing core services and access to job training and other services. Services are coordinated through the state’s one-stop career center system called WorkSource. Core services include skill assessment, labor market information, consumer reports on training programs, and job search and placement assistance. Second and third tier “intensive” services are available for eligible adults unable to obtain jobs through core services. This sequence of services is individualized and may include more intensive assessments, individual counseling, employment planning, and prevocational and vocational training. Priority is given to welfare and low-income, WIA-eligible clients.

WORKFORCE INVESTMENT ACT, TITLE I-B ADULT PROGRAM

(cont.)

Funding and Regional Division

At the state level, WIA Title I-B adult program services are described in a five-year operations plan developed by ESD and WTECB and approved by the Governor. The U.S. Department of Labor must approve the plan in order for the state to access funds. At the local level, WIA Title I-B adult activities are described in five-year operations plans developed by workforce development councils and chief local elected officials. Funds are allocated to the 12 local workforce investment areas, using federal and state allocation formulas.

Outcome Measures

The following measures are used to determine the program's success.

- The number of adults who find unsubsidized employment after receiving services.
- The number of adults who retain employment after six months on the job.
- The number of adults who obtain educational skills or occupational skills; and earning levels after six months on the job.

Employer and participant satisfaction levels are also measured.

Participant Eligibility

Specific eligibility guidelines are described in the Act. Core services are available to all adults with no eligibility requirements. Intensive and training services are authorized for unemployed individuals unable to find jobs through core services alone. In some cases, these services are available to employed workers who need more help to reach self-sufficiency.

Other Characteristics

Local priorities for WIA Title I-B Adult Employment and Training Program must support the priorities described in each local workforce development council's unified plan and must also be consistent with the goals identified in the state's unified plan for the workforce development system.

REFUGEE ASSISTANCE PROGRAM

Contact: Thuy Vu
Office of Refugee and Immigrant Assistance
Department of Social and Health Services
P.O. Box 45420
Olympia, WA 98504-5420
Telephone: 360-413-3213
Fax: 360-413-3494
E-mail: vutq@dshs.wa.gov

Statutory Authority	Federal—Refugee Education Assistance Act of 1980, P.L. 96-212); the U.S. Immigration and Nationality Act; 45 CFR Chapter 4, Part 400.
Federal Funding	\$6,500,000 (10/01/03 to 9/30/04). U.S. Department of Health and Human Services (DSHS). \$1,200,000 from Temporary Assistance for Needy Families (TANF).
State Funding	\$981,000 State General Fund. Chapter 388-55 WAC. Administered by the Department of Social and Health Services.
Program History	<p>The program began in 1975 to assist low-income, legally determined refugees, Amerasians, and those seeking asylum. Program services are delivered through contracts with community-based organizations, refugee resettlement (voluntary) organizations, state and local government, and private agencies. Since 1975, over 200,000 refugees have resettled in Washington each year. Prior to 2001, over 5,000 refugees per year resettled in our state. However, due to increased security checks after the September 11 attacks, the number of refugees resettling in our state has decreased significantly.</p> <p>The Office of Refugee and Immigrant Assistance is the coordinating office for all federal dollars for refugee services. The office director is designated the Refugee State Coordinator by the Governor for all refugee services and planning.</p>
Planning Cycle	Annual.
Purpose and Type of Services	The goal of the program is to coordinate the resettlement of refugees in Washington and to promote economic self-sufficiency as quickly as possible. This is accomplished through effective use of social and employment services, as well as financial and medical assistance. Refugee program services include public health screening, foster care if needed, cultural adjustment and social services, English language instruction, bilingual support, skill training, employment services, and job retention services.

REFUGEE ASSISTANCE PROGRAM *(cont.)*

Funding and Regional Division

The Refugee Assistance Program uses the DSHS and Economic Services Administration regional structure for planning and service delivery. Funding is allocated by the federal Office of Refugee Resettlement based on the number of refugee admissions to the state.

Participant Eligibility

Section 101 (a)(42) of the Immigration and Nationality Act defines the term “refugee” to mean any person who is persecuted or has a well-founded fear of persecution in their home country because of race, religion, nationality, membership in a particular social group, or political opinion. Individuals who are allowed to enter the U.S. as refugees, certain Amerasians, Cuban/Haitian entrants, and victims of severe forms of trafficking are eligible for services. The Department of Homeland Security establishes refugee status.

Outcome Measures

Number of refugees receiving health screening, public assistance, social, and employment services—job placement, English-as-a-Second Language, and training. For those receiving TANF and Refugee Grant Assistance, the outcome is the number of refugees who obtain employment and become economically self-sufficient.

Other Program Characteristics

The program emphasizes:

- Services be provided in a manner that is linguistically and culturally compatible with the refugee’s background.
- English language instruction be provided in a concurrent, rather than in a sequential manner with other program services.
- Refugee women be offered the same opportunities as men to participate in training and instruction.

EMPLOYMENT AND TRAINING FOR MIGRANT SEASONAL FARM WORKERS

Contact: Gilberto Alaniz
Washington Farm Worker Investment Program
Yakima Valley Opportunities Industrialization
Center of Washington
815 Fruitvale Boulevard
Yakima, WA 98902-1922
Telephone: 509-457-2930
Fax: 509-575-0482
E-mail: galaniz@yvoic.org

Statutory Authority	Title 1, Section 167 of the Workforce Investment Act (WIA). Administered by the Washington Farm Worker Investment Program, Opportunities Industrialization Center (OIC) of Washington State.
Federal Funding	\$2,187,800 (7/01/03 to 6/30/04). U.S. Department of Labor (DOL).
Program History	<p>Washington State has provided employment and training services for migrant workers since the inception of the Job Training Partnership Act. It has historically been operated by a single grantee for the state selected by DOL through a competitive procurement process. The 1999 grantee is OIC of Washington. OIC is operating the program as the Washington Farm Worker Investment Program.</p> <p>The program is currently operated under Title I, Section 167 of WIA. Program services will be coordinated fully within the state's one-stop delivery system (WorkSource) with participants receiving core, intensive, and/or training services from the state grantee working in conjunction with WorkSource partners.</p>
Planning Cycle	Two-year competitive bid.
Purpose and Type of Services	The program provides job training, employment opportunities, and other services for those suffering chronic seasonal unemployment and underemployment in the agricultural industry. Services include job search assistance, job development, classroom training, work-based training, and support services.
Funding and Regional Division	<p>There are six program regions.</p> <ol style="list-style-type: none">1. Yakima Regional Office serving Kittitas County and Upper Yakima Valley2. Sunnyside Regional Office serving Lower Yakima Valley and Klickitat County

EMPLOYMENT AND TRAINING FOR MIGRANT SEASONAL FARM WORKERS *(cont.)*

Funding and Regional Division *(cont.)*

3. **Pasco Regional Office** serving Benton, Franklin, and Walla Walla counties
4. **Moses Lake Regional Office** serving Grant and Adams counties
5. **Wenatchee Regional Office** serving Chelan, Douglas, and Okanogan counties
6. **Mount Vernon Regional Office** serving Skagit and Whatcom counties

Funds are distributed among states by formula. The approved grantee for the state establishes substate allocations consistent with the application and the approved grant plan.

Participant Eligibility

Eligibility for participation in the program is limited to seasonal farm workers or migrant farm workers who, during a specified time period, received at least 50 percent of their income from or who were employed at least 50 percent of their time in farm work. Applicants must also meet low-income guidelines.

Outcome Measures

The program is measured by the number of eligible individuals receiving classroom training, on-the-job training, work experience, training assistance, or emergency assistance. The program is also measured by the number of individuals placed in jobs or whose employability is enhanced.

Other Program Characteristics

The Migrant Seasonal Farm Worker Program was developed after Congress concluded that chronic seasonal unemployment and underemployment in the agricultural industry constituted a portion of the nation's rural employment problem, substantially affecting the national economy.

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Contact: Julie Baker
Department of Community, Trade and Economic Development
P.O. Box 48300
Olympia, WA 98504-8300
Telephone: 360-725-2852
Fax: 360-586-0489
E-mail: jbaker@cted.wa.gov
Website: www.cted.wa.gov/uploads/CDBG_Factsheet_03.pdf

Statutory Authority	Federal—P.L. 97-35. Administered by the Office of Community Development.
Federal Funding	\$556,100 (1/01/03 to 12/30/04). U.S. Department of Health and Human Services for workforce development programs from the overall block grant budget.
Program History	The Community Services Block Grant (CSBG) Program was a continuation of the war on poverty program created by Congress in 1964. Funds and policies were transferred to a state block grant in 1981.
Planning Cycle	Annual.
Purpose and Type of Services	The purpose of the CSBG program is to encourage local communities to establish goals that address the causes of poverty and to support the costs of implementing comprehensive local plans designed to eliminate barriers to self-sufficiency among needful residents. The grant can support 84 activities and services, including housing assistance, emergency services, education, job counseling, job placement assistance, nutrition, and linkage services.
Funding and Regional Division	The state contracts with 31 community action agencies, some serving more than one county, who address the causes of poverty in every local community in the state. Each community action agency must submit an annual Community Action Plan. Funds are distributed by a formula developed in collaboration with the Washington State Association of Community Action Agencies. Funds are allocated according to the 1990 census of the number of persons living at or below 125 percent of poverty.
Participant Eligibility	Citizens who live at or below 125 percent of the poverty level are eligible.

COMMUNITY SERVICES BLOCK GRANT PROGRAM

(cont.)

Outcome Measures

There are more than 60 outcome measures for 20 services. Examples of expected outcomes for employment services include the number of persons who:

- Reduced their barriers to employment.
- Found and retained jobs after 90 days and after 12 months.
- Increased their hours of employment.
- Obtained jobs covered by health care insurance.
- Increased their income because of increased hourly wages, increased hours worked, or tax credits.
- Started a small business and/or operated it for 24 months.

Other Program Characteristics

Twenty-seven nonprofit community action agencies and four local governments are awarded CSBG contracts per year. Each contractor develops a comprehensive plan for local services that are unique to the geographic area.

ADULT EDUCATION AND BASIC SKILLS



Contact: Brian Kanés
Office of Adult Literacy
State Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495
Telephone: 360-664-0507
Fax: 360-664-8808
E-mail: bkanes@sbctc.ctc.edu
Website: www.sbctc.ctc.edu/board/educ/abe/oal.htm

Statutory Authority	Federal—Adult Education and Family Literacy Act, Title II of the Workforce Investment Act (WIA), P.L. 105-220, C.F.D.A. 84.0002. State—RCW 28B.50, WAC 180-72. Also, a special line item in the State Board for Community and Technical Colleges (SBCTC) State General Fund budget.
Federal Funding	\$7,934,300 (7/01/02 to 6/30/03). U.S. Department of Education.
State Funding	\$78,017,000 (7/01/02 to 6/30/03). Primarily from SBCTC's allocation to colleges and a special line item in the SBCTC budget.
Program History	Federal adult education legislation, enacted in 1965, started the modern era of adult and family literacy services in the state. In 1991, the program moved from the Office of Superintendent of Public Instruction to SBCTC. Over the years, special state and federal initiatives expanded the scope of adult education to include homeless adults, English language instruction, citizenship for undocumented adults, workforce basics, adults with disabilities, basic skills for welfare reform participants, and family literacy.
Planning Cycle	Biennial, with a five-year state plan.
Purpose and Type of Services	Adult Education and Basic Skills provides services or instruction in adult education and literacy services, including workplace literacy, family literacy, and/or English literacy, in order to: <ul style="list-style-type: none">• Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency.• Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children.• Assist adults in the completion of a secondary school education.

ADULT EDUCATION AND BASIC SKILLS

(cont.)

Purpose and Type of Services *(cont.)*

Adult literacy, family learning, workplace skills enhancement, English language instruction, citizenship classes, basic skills education, high school equivalency preparation, alternative high school diploma, and similar programs are all parts of the state's Adult and Family Literacy services. These services provide opportunities for adults to gain control over their own lives by enabling them to practice, learn from, and master the skills and strategies required for responsible citizenship, productive employment, and family self-sufficiency.

Funding and Regional Division

Funds are allocated equitably among 18 funding areas in a ratio representing populations needing these services and the current levels of service in each area. The current plan emphasizes maintaining an adult and family literacy presence throughout the state, fostering a local and regional fit between services and needs, demonstrating a commitment to direct and equitable access, and ensuring continuity of services for existing students. Each applicant for state and/or federal funding must compete with other eligible applicants within its funding area. Competition is based on responses to the 12 criteria specified in WIA Title II, plus a budget item added by the state.

Participant Eligibility

In order to be eligible, the following requirements must be met.

- Be at least 16 years old.
- Not be enrolled or required to be enrolled in secondary school under state law.
- Lack sufficient mastery of basic educational skills enabling them to function effectively in society and:
 - Not have a high school diploma or recognized equivalent.
 - Not achieved an equivalent level of education.
 - Not be able to speak, read, or write the English language.

Outcome Measures

Each Adult and Family Literacy provider must propose and report quarterly rates for participants to:

- Demonstrate improvements in literacy skill levels in reading, writing, and speaking the English language; numeracy; problem solving; English language acquisition; and other literacy skills.
- Enroll in, retain, or complete, postsecondary education, training, unsubsidized employment, or career advancement.
- Earn a secondary school diploma or a GED certificate.

Other Program Characteristics

Adult and Family Literacy Programs are provided by the state's community and technical colleges and by community-based organizations. The Adult Education Advisory Council has adopted Indicators of Program Quality, Basic Skills Competencies, and a Statewide Assessment System, which are applicable to all providers. Service providers have developed broad-based, communitywide literacy programs using a variety of funding sources. For example, providers enter into local agreements to deliver basic skills for participation in WorkFirst, refugee resettlement and job training programs, as well as for inmates of state and local correction facilities.

VOLUNTEER LITERACY PROGRAM

Contact: Jessica Peternell
State Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495
Telephone: 360-664-9403
Fax: 360-664-8808
E-mail: jpeternell@sbctc.ctc.edu

Statutory Authority	From the State Board for Community and Technical Colleges (SBCTC) budget.
Federal Funding	\$121,800.
State Funding	\$244,200 (7/01/02 to 6/30/03).
Program History	SBCTC has awarded small grants to community and technical colleges, literacy councils, and community-based organizations (CBOs) to help recruit, train, and support volunteer literacy tutors since 1987.
Planning Cycle	Triennial.
Purpose and Type of Services	The Volunteer Literacy Program subsidizes the salary and benefits of an on-site professional to recruit, train, and support literacy tutors and match them with adult learners. Most tutors work on a one-to-one basis with students. Other tutors assist in classrooms, work with small groups of students, or provide related services such as recruiting and testing students.
Funding and Regional Division	SBCTC awards small grants to community and technical colleges, literacy councils, and CBOs across the state.
Participant Eligibility	<p>Tutors are carefully screened and trained by local program coordinators. In order to be eligible the following requirements must be met. Participants must:</p> <ul style="list-style-type: none">• Be at least 16 years old.• Not be enrolled or required to be enrolled in secondary school under state law.

Participant Eligibility
(cont.)

- Lack sufficient mastery of basic educational skills enabling them to function effectively in society and:
 - Not have a high school diploma or recognized equivalent.
 - Not achieved an equivalent level of education.
 - Not be able to speak, read, or write the English language.

Outcome Measures

Each Adult and Family Literacy provider must propose and report quarterly rates for participants to:

- Demonstrate improvements in skill levels in reading, writing, and speaking the English language; numeracy; problem solving; English language acquisition; and other literacy skills.
- Enroll in, retain, or complete postsecondary education, training, unsubsidized employment, or career advancement.
- Earn a secondary school diploma or a GED certificate.

Other Program Characteristics

Tutoring programs provide students with intense one-to-one instructional opportunities at convenient times and locations. Tutoring programs also supplement service to students receiving classroom instruction.

OFFENDER EDUCATION PROGRAM

Contact: Jean Stewart
Department of Corrections
P.O. Box 41141
Olympia, WA 98504-1141
Telephone: 360-413-5427
Fax: 360-407-0840
E-mail: jmstewart@doc1.wa.gov

Statutory Authority	Federal Adult Education Act—Title I.
Federal Funding	\$300,200 (7/03/03 to 6/30/04). Adult Education Act, as allocated by the State Board for Community and Technical Colleges (SBCTC). U.S. Department of Education (DOE).
State Funding	\$14,718,900 (7/01/02 to 6/30/03).
Program History	The Department of Corrections (DOC) contracts with two state agencies and two private organizations to provide offender education services. SBCTC subcontracts with community colleges at 15 correctional facilities to provide basic skills, vocational skills training, and offender change programs. The Corrections Clearinghouse is contracted to provide transitional employment and work ethic training at six correctional facilities. Private organizations are contracted to offer Stress/Anger Management, Victim Awareness Education Program, and Pre-apprentice Carpentry training at the facility.
Planning Cycle	Annual contract selection.
Purpose and Type of Services	The mission of the program is to provide offenders, under the supervision of DOC, with appropriate educational opportunities to increase knowledge, skills, and abilities to function effectively while incarcerated and upon release. Programs address a broad range of offender needs, including adult basic education, life skills, vocational education, and other academic programs.
Funding and Regional Division	Although DOC is comprised of five regions, oversight of educational programs is provided by the educational services administrator. The administrator works collaboratively with SBCTC to develop a model of service delivery based on offender needs, including a menu of approved programs for the system.

Participant Eligibility

Educational programs are available to all offenders in 12 correctional facilities, 2 pre-release facilities, and an assisted living facility. DOC has presumptive enrollment for offenders under the age of 22 who do not have a high school diploma or GED certificate and for offenders who score lower than ninth grade.

Outcome Measures

The department has two objectives regarding education programs.

- 1. Increase the number of offenders completing education course subject levels by 5 percent each year while reducing the cost per offender enrollment by 2 percent each year.
- 2. Increase the number of offenders who complete vocational skills training by 5 percent while reducing the cost per offender enrollment by 2 percent each year.

Other Program Characteristics

DOC offers a variety of educational programs by coordinating the delivery of services with the Employment Security Department's Corrections Clearinghouse unit, the Office of Superintendent of Public Instruction, SBCTC, and the Carl Perkins Correctional Alliance. Primary education providers are local community colleges. DOC has standardized several programs (Information Technology, Stress/Anger Management, Victim Awareness Education Program, and Transitions) and is continuing to work to standardize other vocational and offender program curricula.

CORRECTIONS CLEARINGHOUSE PROGRAM

Contact: Jeff Johnston
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-407-5151
Fax: 360-407-5218
E-mail: jjohnston@esd.wa.gov

Statutory Authority	Federal—Carl D. Perkins Vocational and Technical Education Act of 1998. Administered by the Employment Security Department (ESD).
Federal Funding	\$221,700 (7/01/03 to 6/30/04). U.S. Department of Education. The Workforce Training and Education Coordinating Board grants federal Carl D. Perkins Funds (1 percent of Title 1) to ESD.
State Funding	\$925,000 (7/01/03 to 6/30/04) Penalty and Interest Funds.
Program History	Corrections Clearinghouse (CCH) was founded in 1972 to provide offender employment services. The goal and mission is to provide employment training and technical services for at-risk clients to successfully integrate into the community.
Planning Cycle	Biennial.
Purpose and Type of Services	A division of ESD, CCH develops, administers, coordinates, and delivers employment and training services to adult offenders. The program's specialized services reduce recidivism by helping ex-offenders find employment.
Funding and Regional Division	Programs are located in correctional facilities throughout the state. CCH must submit a plan for these programs. Funding comes from state allocation that requires the development, implementation and reporting of planned outcome measures. Funds are not allocated by formula.
Participant Eligibility	Participants are adult offenders in a state correctional institution, local jail, and adult ex-offenders residing in local communities.
Outcome Measures	Outcome measures include enrollments, completions, job placements, job developments, and employment upgrades to include follow-up at 90 and 180 days.

Other Program Characteristics

Employment and training services for offenders are delivered through CCH partnerships with the Department of Corrections, local jails, community-based organizations, and other offender employment and training providers.

SPECIAL EMPLOYMENT SERVICES FOR OFFENDERS PROGRAM (Correction Camps)

Contact: Todd Palzer
Department of Natural Resources
P.O. Box 47045
Olympia, WA 98504-7045
Phone: 360-902-1046
Fax: 360-902-1378
E-mail: todd.palzer@wadnr.gov

Statutory Authority	State—RCW 72.09, 72.64.090, 76.04. Administrated by the Department of Natural Resources (DNR).
Federal Funding	\$80,000 (7/01/03 to 6/30/04). U.S. Department of Agriculture—U.S. Forest Service.
State Funding	\$4,224,700 (7/01/03 to 6/30/04). State General Fund and state Timber Sales receipts.
Program History	For over 48 years, correctional camps for adult and juvenile offenders in Washington have been cooperatively operated by DNR, the Department of Corrections (DOC), and the Juvenile Rehabilitation Administration of the Department of Social and Health Services. The program was authorized in 1943 by the Legislature as an adult honor camp program. Between 1956 and 1979, the work camps underwent a period of development and expansion.
Planning Cycle	Biennial.
Purpose and Type of Services	The program provides work opportunities for 550 inmates daily, supporting projects managed by DNR and other agencies. Employment includes fire suppression, reforestation, thinning, forest plantation maintenance, recreation site maintenance, and providing services to other governmental agencies.
Funding and Regional Division	There are seven camps statewide. <i>Adult Camps</i> Olympic, Jefferson County Cedar Creek, Thurston County Larch, Clark County Airway Heights, Spokane County Monroe, Snohomish County Washington Correctional Center for Women, Pierce County <i>Juvenile Camps</i> Naselle, Pacific County

Funding and Regional Division
(cont.)

Funding is secured through DNR's normal budget development process. DNR develops its budget based on the historical work provided by work camps and its projected future workload for emergency response, state trust land management, and services contracted out to other agencies.

Participant Eligibility

The program targets youth and adults incarcerated in the state's corrections facilities. Individuals are selected for the program's special employment services through agreements established between DOC and the Department of Social and Health Services, Division of Juvenile Rehabilitation.

Outcome Measures

Outcome measures include:

- Degree to which public and other agencies see the value of sustaining inmate work crews to protect state lands.
- Level of use of inmate crews to support state lands functions to enhance the value of state trust lands for future generations.
- Degree to which trained inmate crews are available for fire suppression and emergency response.
- Level of use of trained inmate crews to develop and maintain recreational facilities on state lands.

Other Program Characteristics

DNR largely provides the same work opportunities for youth and adult inmates. Both sexes fight fires, plant trees, do pre-commercial thinning of harvestable timber, clean up streams, control brush, and maintain forest roads. During a typical year, inmates plant trees from January through April, undergo fire fighting training in the spring, fight fires and maintain timber stands during the summer, and do pre-commercial thinning year round.

DISABLED VETERANS OUTREACH PROGRAM

Contact: Onesimo Espinoza
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4068
Fax: 360-438-4014
E-mail: oespinoza@esd.wa.gov



Statutory Authority	Federal—Title 38, USC, Chapter 41, Section 4103A. Administered by the Employment Security Department (ESD).
Federal Funding	\$2,224,000 (10/01/03 to 9/30/04). Veterans' Employment and Training Service, U.S. Department of Labor (DOL).
Program History	The Disabled Veterans' Outreach Program (DVOP) was initially established by executive order in 1977 and later authorized by the Veteran's Rehabilitation and Education Amendments of 1980. Although DVOP personnel are employees of this state, their positions are funded annually by DOL grants.
Planning Cycle	Federal fiscal year.
Purpose and Type of Services	The purpose of the program is to increase opportunities for disabled and other eligible veterans to obtain job training, job placement services, and employment. The program meets its objectives by developing service delivery networks, coordinating with existing delivery systems and entering into cooperative training/placement arrangements with community groups, veterans organizations, employers, trade associations, labor unions, and educational institutions.
Funding and Regional Division	ESD carries out its responsibilities through a statewide network that includes representation in each of ESD's four regions. The WorkSource Operations Division for ESD administers veteran activities through a director in each region. A plan is required to access funding. Funds provided under this program are sufficient to support the appointment of one DVOP specialist in each WorkSource Center.
Participant Eligibility	The program serves disabled and other eligible veterans with a priority given to disabled veterans.

Outcome Measures

Program measures include:

- Veteran job seeker entered employment rate.
- Veteran job seeker employment retention rate at six months.
- Veteran job seeker entered employment rate following receipt of staff-assisted services.

Other Program Characteristics

DVOP staff are based at Job Service/WorkSource Centers statewide and outstationed at approved locations such as the Veterans' Affairs Hospital, the Veterans' Affairs Regional Office, and military installations.

The state's plan is to physically integrate services where it makes sense, electronically tie various existing locations and providers together, and provide for extensive self-service options.

LOCAL VETERANS EMPLOYMENT REPRESENTATIVE PROGRAM

Contact: Onesimo Espinoza
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
Telephone: 360-438-4068
Fax: 360-438-4014
E-mail: oespinoza@esd.wa.gov



Statutory Authority	Federal—Title 38, USC, Chapter 41, Section 4104. Administered by the Employment Security Department (ESD).
Federal Funding	\$1,847,000 (10/01/03 to 9/30/04). Veterans Employment and Training Service, U.S. Department of Labor (DOL).
Program History	The Local Veterans' Employment Representative (LVER) Program was first authorized under the original GI Bill, the Servicemen's Readjustment Act of 1944. Since then, legislation has been enacted to increase benefits and entitlements for veterans. ESD receives annual grants from DOL to fund LVER positions.
Planning Cycle	Federal fiscal year.
Purpose and Type of Services	LVER personnel based in Job Service/WorkSource Centers provide (and supervise others to provide) veterans with labor exchange services, including intake and assessment, testing, job-search assistance, and referral and placement. LVER representatives maintain regular contact with employers, labor unions, training programs, and veterans' organizations in order to better advise veterans of opportunities for employment and training.
Funding and Regional Division	ESD carries its responsibilities through a statewide network that includes representation in each of ESD's four regions. The WorkSource Operations Division of ESD administers veteran activities through a director in each region. A plan is required to access funding. There is one full-time representative in each Job Service/WorkSource Center.
Participant Eligibility	Any person who served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge or was discharged or released from active duty because of a service-connected disability is eligible.

Outcome Measures

Outcome measures include:

- Veteran job seeker entered employment rate.
- Veteran job seeker employment retention rate at six months.
- Veteran entered employment rate following receipt of staff-assisted services.

Representatives carry out a number of specific monitoring functions to assure participation of veterans in employment and training programs and in subsequent referrals of qualified veterans to job opportunities.

Other Characteristics

The state's plan is to physically integrate services where it makes sense, electronically tie various existing locations and providers together, and provide for extensive self-service options. The WorkSource career center system presents a broad range of reemployment services that were not previously accessible or easily available to veterans who visited job service centers.