



WorkSource Information Notice (WIN)

Employment System Administration and Policy

☒ Policy-related | ☐ Fiscal | ☒ Performance | ☐ Q&A | ☐ Other

Number: WIN 0077 Change 15

Date: January 19, 2023

Expiration Date: N/A

TO: Washington WorkSource System

FROM: Gary Kamimura, Policy Manager

SUBJECT: WorkSource Services Catalog

Purpose:

To communicate revision of the WorkSource Services Catalog, which reflects services available under Titles I and III of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and Subchapter B, Part II of the Trade Act of 1974 as amended, as well as services supporting various WorkSource programs.

Action Required:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

In publishing this information, we want to highlight the activation of two additional individualized services affiliated with the State Economic Security for All (EcSA) Program, as requested by local workforce development boards:

- **“State EcSA Transitional Job”** - A transitional job is a training service that is a subsidized, time-limited work experience with a public, private, or nonprofit employer for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history to establish a work history that will lead to retention in unsubsidized employment. This service must be provided in combination with career services and/or support services. If it is not, it must be recorded as a work experience and/or internship. This individualized service does not trigger or extend participation and is durational.
- **“State EcSA Workforce Preparation”** - Activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources and information, working with

others, understanding systems, and obtaining skills necessary for successful preparation, transition into, and completion of postsecondary education, training, or employment. This individualized service does not trigger or extend participation and is durational.

NOTE:

LWDBs, their contractors, and ESD staff who want to review the change implemented from the previous edition of the WorkSource Services Catalog can consult the Excel file that is housed on the Workforce Professionals Center (WPC) website. Click the “[Technology](#)” tab and select “Services Catalog” from the “Resources” navigation menu on the left. The Excel file currently has three worksheets: (1) active services, (2) deactivated services that provide historical reference, and (3) business services required by WIOA and state policy to be made available to employers through the one-stop system.

References:

- State Bill 5693 page 463

Website:

[Workforce Professionals Center](#)

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