

Washington State WorkSource System Policy

Policy Number: 1037
Policy Title: WorkSource Services Catalog
Effective Date: March 19, 2025

1. Purpose:

To communicate the state's WorkSource Services Catalog, which catalogues the services available under Titles I-B and III of the Workforce Innovation and Opportunity Act (WIOA) of 2014; Subchapter B, WIOA Title I-D, Section 170, Part II of the Trade Act of 1974 as amended; Sections 303(j) and 306 of the Social Security Act, 42 U.S.C. 503(j) and 506; and state-funded workforce programs administered by the Employment Security Department (ESD).

2. Background:

The WorkSource Services Catalog is designed to provide staff with the information they need to understand, appropriately select, and accurately record the services delivered to program participants and businesses.

The WorkSource Services Catalog represents state policy in that it directs staff to accurately record services provided to program participants to ensure maximum compliance, where applicable, with federal performance accountability requirements in Section 116 of the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128).

3. Policy:

a. **Content**

The WorkSource Services Catalog has the following information on each service:

- Service Description (Service Name)
- Type (basic, individualized, training, support, follow-up, youth-only)
- Business Definition
- Citation(s)
- Triggers/Extends Participation (Y/N) for federal performance accountability
- Durational Service (Y/N)
- Activation and Deactivation Dates

b. Scope

The WorkSource Services Catalog is the summary document of both participant and business services represented in the case management system for the following programs:

- WIOA Title I-B Youth
- WIOA Title I-B Adult
- WIOA Title I-B Dislocated Worker
- WIOA Title III (Wagner-Peyser Employment Service)
- National Dislocated Worker Grants (NDWG)
- Trade Adjustment Assistance (TAA)
- Reemployment Services and Eligibility Assessment (RESEA)
- Jobs for Veterans State Grant (JVSG)
- WorkFirst Job Search (ESD WorkFirst)
- Strategies for Success (ESD BFET)
- Economic Security for All (EcSA)
- Community Reinvestment Fund

c. Maintenance

Formal requests to amend the WorkSource Services Catalog (create new services and update or eliminate existing services) must be submitted to ESD using the [WorkSource Governance Solution Request](#) found on the Workforce Professional Center website.

WorkSource Services Catalog requests are routed through the WorkSource Governance process, in consultation with ESD’s Employment System Administration and Policy (ESPI) unit and Labor Market Information and Research (LMIR) Division’s Data Integrity Team (participant services) and Data Solutions Team (business services).

Once proposal(s) to the WorkSource Services Catalog have been developed they are forwarded to the governance process described in Section 3.d of this policy.

d. Governance

The WorkSource Information & Technology Governance process has been established for ESD and WorkSource partners to oversee, prioritize, and inform technology to support WorkSource staff and customers efficiently and effectively.

Once a decision has been made on the WorkSource Services Catalog change request(s), a member of the WorkSource Governance team will respond in writing to the request.

e. Communication

Update(s) to the WorkSource Services Catalog are communicated to the one-stop system through Employment Security’s GovDelivery listserv in the form of a Change to the WorkSource Information Notice (WIN) 0077. Because the update(s) will have been

approved by the WorkSource Advisory or Steering Committee, public comment is not required prior to issuance of the WIN 0077 Change.

4. Definitions:

None

5. References:

- [WorkSource Governance](#)
- [WorkSource Services Catalog](#)

6. Supersedes:

N/A

7. Website:

[Workforce Professionals Center](#)

8. Action:

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

9. Attachments:

[WorkSource Services Catalog](#) (downloadable Excel file under the Technology tab on the Workforce Professionals Center website)

Direct Policy Inquiries To:

*Employment System Administration and Policy
Employment System Policy and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia WA 98507-9046
[ESD GP System Policy](#)*

Direct Technical Inquiries To:

*Data Integrity Team and/or
Labor Market Information and Research Division
Employment Security Department
P.O. Box 9046
Olympia WA 98507-9046
[ESD DL LMIR Data Integrity Team](#)*

*WorkSource System Support
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