

# Stevens Amendment Guidance

## Background

The United States Department of Labor's (USDOL) annual appropriation to state workforce agencies is subject to a provision known as the Stevens Amendment. This provision requires recipients of USDOL grants and cooperative agreements to acknowledge federal funding when publicly discussing any projects or programs that USDOL funds through its annual appropriation. Its purpose is to ensure transparency and accountability in federal spending.

## How the Stevens Amendment impacts WorkSource

WorkSource is not a USDOL program or grant. It's a physical or virtual location that provides services and activities under the Workforce Innovation & Opportunity Act (WIOA). WorkSource flyers, posters, webpages, social media posts and other communications must disclose the USDOL grants we receive and the amount of funding provided only if they name WIOA Title I-B and Title III services.

Title I-B activities focus on youths, adults, and dislocated workers:

- Skill assessments.
- Career and job readiness.
- Job search.
- Job referrals and referrals to other services.
- Career and other counseling.
- Education about labor market information.
- Help during layoffs.
- Many types of training.
- Business services for employers.
- Other supportive services.

Title III covers:

- Employment services.
- Connecting job seekers and employers under the Wagner-Peyser Act.
- Workshops for job readiness skills and finding work.

## Complying with the Stevens Amendment

Employment Security's workforce policy and monitoring teams have reviewed this practical guidance and confirmed alignment with the department's Stevens Amendment policy. This guidance applies to ESD staff and activities.

Local Workforce Development Boards (LWDBs) can use this as a model for implementing Stevens Amendment requirements. Employment Security has noted situations that raise additional considerations for LWDBs.

### Webpages

#### USDOL grants webpage on esd.wa.gov

Employment Security has added a [USDOL grants webpage](#) on esd.wa.gov. It has the information required by the Stevens Amendment for active USDOL workforce development grants that pass through Employment Security.

#### Short-term changes to WorkSourceWA.com

On the current WorkSourceWA website, we can't directly update the website because of the current contract and vendor. To work within existing constraints, we've directed the vendor to update the website's footer, which limits the amount of text we can include.

The footer text provides all information required by the Stevens Amendment and meets the current vendor's specifications.

Footer text:

- English: [Federal USDOL and other funding](#)
- Spanish: [Departamento de Trabajo de los Estados Unidos y otros fondos federales](#)

#### Long-term changes to WorkSourceWA.com

WorkSourceWA.com is moving to a new platform as part of the WIT Replacement project. The new platform will allow Employment Security's Communications Office to update individual webpages with language similar to the following on each webpage that falls under Stevens Amendment requirements:

"Employment Security Department receives [INSERT GRANT NAME] funding from the U.S. Department of Labor and other sources that support this work. Visit [Employment Security's USDOL grants webpage](#) for more information."

## Guidance for LWDBs and other system partners

LWDBs can take a similar approach on their own websites. They can choose to create and link to their own funding webpage or ESD's USDOL grants webpage.

Direct federal funds: LWDBs can't rely on Employment Security's statewide USDOL funding page for direct federal fund information. LWDBs can email [systempolicy@esd.wa.gov](mailto:systempolicy@esd.wa.gov) for guidance on specific situations.

Sub-recipients of funds from LWDBs: LWDBs should develop guidance for their funding recipients to use. Similarly, they will need to decide whether to create their own funding webpage for recipients to link to or instruct recipients to link to ESD's USDOL webpage.

## Digital media and marketing

### Blogs and news releases

Blogs and news releases need a Stevens Amendment statement if they:

- Advertise a job fair, workshop, or hiring event.
- Recruit or enroll people in WIOA Title I-B and Title III programs or activities.

Blogs and news releases about labor market information do not need a Stevens Amendment statement, even though ESD receives grants from the Bureau of Labor Statistics.

### Email marketing (e.g., GovDelivery)

It is a best practice to include links to web content in marketing and newsletter emails.

If emails point to a webpage that has a link to the USDOL funding page, a funding statement is not required in the email.

If emails do not point to a webpage that has a link to the USDOL funding page, staff will need to include a funding statement and link to the USDOL grants page.

Employment Security's Communications Office will review webpages and GovDelivery templates on an ongoing basis.

### Online ads

Online ads promoting WorkSource or a specific WorkSource program will link to more information on the WorkSourceWA website. WorkSourceWA's sitewide footer will include a link to ESD's USDOL grants webpage.

## Printed materials

On most printed materials, Communications will include a short link or a QR code that directs users to either:

- A WorkSourceWA.com webpage.
- [ESD's USDOL grants webpage](#).

The formal web address of the grants page is [esd.wa.gov/about/stevens](https://esd.wa.gov/about/stevens) amendment. But for printed materials, you can use the shortened address: [esd.wa.gov/USDOL](https://esd.wa.gov/USDOL).

## Existing materials

Until materials are updated to include a QR code, staff have the option to print stickers with a QR code or URL and place them on newly printed materials.

## QR code instructions

LWDBs may have approved paid QR code generators. Do not use “free” online QR code generators. These may contain tracking code or malware.

The QR code must have a short description of what it does in the most specific terms possible. Avoid using generic “Learn more” labels. Be more specific. Examples: “Scan to register for the job fair.” Or “Scan to find USDOL funding information.”

See more QR code guidance and best practices in [ESD's Writing Standards & Style Guide on InsideESD](#).

## Social media posts

Social media posts promoting programs covered by the Stevens Amendment do not need to include the full statement. Instead, they should link to more information on the WorkSourceWA website. WorkSourceWA's sitewide footer will include the language above.

## For Communications Office staff

When staff submit requests for new materials, Employment Security's Communications Office will ensure that finished products comply with Stevens Amendment rules.

## Resources, examples

- The [Stevens Amendment policy \(PDF, 181KB\)](#) includes many examples of statements for various situations.
- [USDOL Questions and Answers \(PDF, 243KB\)](#).
- [Communications page on the Workforce Professionals Center website](#).