WorkSource Information Notice (WIN)
Employment System Policy & Integrity Division

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

Number: WIN - 0052
Date: January 24, 2014
Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Director of Workforce System Policy

SUBJECT: WorkSource Policy Definitions

Purpose:

To establish standards for the use of "key system" definitions and "policy-specific" definitions within policy documents. The WorkSource Glossary (Attachment A) is established through this WIN to contain all definitions that apply across programs.

NOTE: The glossary is meant to be an evolving product that is updated regularly to reflect policy decisions and clarifications. Questions and feedback will be considered as part of ongoing policy improvement efforts and changes will be made as appropriate.

Action Required:

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, should distribute this guidance broadly throughout the system to ensure that staff are familiar with the content and requirements.

WDCs must update local guidance over time to align with the terminology in the glossary. WDCs are expected to reference and utilize the glossary (as needed) to assist with local policy implementation. ESD encourages WDCs to hyperlink to these definitions whenever possible within local policy documents to avoid unnecessary local policy updates based on changing policy definitions.

Content:

1. Background

Creating a central location for key system terms will ensure consistent use of terminology within policy documents and will establish a framework to assist with accurate interpretation and implementation of policy requirements.

The WorkSource Glossary captures and centralizes key system terms. When appropriate, policy-specific definitions will be included in the definitions section of each policy with a clear indication that those definitions are policy-specific, not to be confused with definitions in the glossary. The definitions section in each policy will also include any "key terms" within that policy, with hyperlinks to the corresponding definitions in the

glossary.

Below are descriptions and rationale for the WorkSource Glossary and policy-specific terms.

2. Key System Terms in the WorkSource Glossary

The WorkSource Glossary (Attachment A) includes only key system terms that:

- Describe the Washington WorkSource System's organizational structure, alignment and roles (e.g. WDA, WDC, CLEO, etc.);
- Are used to promote Washington's vision for service delivery (e.g., coordination, integration, WDC Oversight, etc.);
- Represent agreements or other strategic planning documents (e.g., MOU, MOA, One-Stop Operator Agreement, etc.); or
- Apply generally across WIA (e.g., jobseeker, recipient, self-attestation, etc.).

3. Policy-specific Terms in Policy Documents

There are many policy-specific definitions that are used only in specific policy documents or in a specific context. It is necessary to clearly define these policy-specific terms within individual policy documents to avoid confusion. To avoid duplication and inconsistency, these terms will not be included in the glossary since they will already exist within specific policy documents.

ESD has determined that, in some instances, definitions in existing state policies reiterate requirements described elsewhere in policy, which reduces the value of highlighting specific definitions. Over time, the state will review definitions in existing policy documents to ensure policy-specific definitions represent actual definitions and not policy requirements that should exist elsewhere.

Policy definitions should clarify the meaning of specific terms that are used to communicate requirements. Policy definitions should not communicate policy requirements in place of actual policy language. For example, the categories for Dislocated Worker should be described within the eligibility requirements section, not as a stand-alone definition.

Website:

http://wpc.wa.gov/adm/policy

Direct Inquiries To:

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Attachments:

Attachment A – WorkSource Glossary of Key System Terms