Employment Security Department
WASHINGTON STATE

WorkSource Information Notice (WIN)
WorkSource Standards & Integration Division

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

Number: WIN – 0030

Date: January 4, 2013

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Deputy Assistant Commissioner

SUBJECT: WorkSource Publication System for Policies and WINs

Purpose:

To provide clarification regarding the types of guidance issued by the WorkSource Standards and Integration Division (WSID), including the rationale for developing WorkSource Information Notices (WINs), and what the WorkSource System can expect from WSID going forward.

Action Required:

WDCs and their contractors, as well as Employment Security Area Directors, should distribute this WIN broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

a. Background

Historically, WSID used a variety of methods to disseminate guidance to the WorkSource System (e.g., Q&As, Information Memoranda, Information Notices, email communications, etc.) without clear criteria for defining what constituted a policy compared to other types of guidance. They also lacked clear expectations regarding implementation requirements which would be subject to state monitoring reviews for compliance.

Recognition of the lack of clarity in these communication formats fostered WSID's effort to streamline, consolidate and formalize field communications. The variation in the format and content of guidance led WSID to better define policy and other guidance through the use of standard formats and implementation of internal quality controls.

b. Current Structure

WSID has designated the Technical Assistance and Policy (TAP) team as the division's lead on guidance to the system. As part of the newly created structure, WSID only utilizes two types of guidance: WINs and policies. Below is a description of these two guidance documents:

WINs:
- Are used to communicate updates, instructions, technical assistance, recommendations, and clarification (often times the "what" and the "how").
- Have the same authority as policy. Each WIN includes an "action" section to outline specific requirements, as appropriate.
- May be issued to supplement and support existing policy topics, although they are not used to revise inaccurate policy language.
- Often contain detailed instructions or announcements impacting multiple levels of the system, so WDCs, partners and staff need to be familiar with the content and requirements.

Policies:
- Are reserved for larger system issues (e.g. governance, initiatives, program operations, administration, etc.).
- Generally represent federal or state requirements or state strategies for the WorkSource system (the "what" but not the "how").
- Will not take a procedural format except in an effort to provide standardization or examples of acceptable processes to align with policy requirements.
- Include an "action" section to outline specific requirements, including the expectation that WDCs will share the guidance with appropriate partners and staff.

c. Future Expectations

The intent of utilizing WINs is to increase the significance and value of policies by issuing procedural and technical guidance as WINs. If a policy can easily be revised without issuing a new WIN, that option will be given first consideration.

Because the current policy environment is cluttered, it will be an ongoing process to transition current policies and other types of guidance into the appropriate guidance format under the new model. As this improvement effort continues and new guidance is issued, WSID will strive to ensure the following standards are met:
- Newly issued guidance is not duplicative or contradictory to existing guidance;
- Guidance is distributed on behalf of the appropriate Deputy Assistant Commissioner or Assistant Commissioner;
- Consistent processes for development, vetting and distribution are used; and
- Guidance is in a consistent format with minimum quality standards.

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

Direct Inquiries To:

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