

# WorkSource Information Notice (WIN)

Workforce & Career Development Division

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

Number: WIN - 0050  
Date: October 7, 2013  
Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Amy L. Smith, Director of Policy, Program Administration & Technical Assistance

**SUBJECT:** Procedural Guidance Relative to the Federal Government Shutdown

**Purpose:**

To provide guidance to Washington's workforce development system and partners on the effects of the federal government shutdown and the resulting procedures. This communication is intended to provide detail on the status of functions and services at the state level and to provide specific instruction on fiscal procedures.

**Action Required:**

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

**Summary:**

The Federal government activities deemed "non-essential" ceased operation effective midnight on October 1, 2013 following Congress's failure to pass either an appropriations bill or continuing resolution. As a result, several federally funded workforce development programs did not receive funding for continued operation through the remainder of the program year. It is anticipated that some level of funding will be restored in the indeterminate future once Congress reaches resolution and acts.

NOTE: There is NO guarantee of retroactive funding to October 1, 2013. Retroactivity of funding streams is dependent upon the will of Congress. Nothing in this WIN should be construed as any guarantee of funding availability from October 1 forward.

As a result of lack of funding, programs and services provided at the state level will be curtailed or stopped until funding is restored. The following are key points/instructions that should be distributed to local area staff:

- The WCDD Central Office (Policy, Program Administration & Technical Assistance) will be partially open for the duration of the federal shutdown. Programs with continued funding (TAA,

REA, WorkFirst and Wagner-Peyser) will continue to operate without disruption. Programs impacted by the federal shutdown (WIA Title IB, Rapid Response, NEGs, Veterans and WOTC) will be disrupted and shutdown pending Congressional action.

With regard to specific units, the Technical Assistance unit will not be available, while, as noted above, the Policy and Program Administration units will have limited availability. Outgoing messages on staff voicemail and email accounts will indicate each individual staff member's availability and will provide alternative contact information. NOTE: Responses to inquiries, emails and phone calls may be delayed as a result of reduced staffing.

- Employment Security will continue to provide job search services in all WorkSource offices that have an existing ESD presence. Program services provided in WorkSource offices will continue for the WorkFirst, MSFW, Labor Exchange, REA, EUC and TAA programs and services without disruption. Veteran's program services will be limited to assistance with job search and referral. NOTE: LVERs and DVOPs will be furloughed. UIRO workshops will not be available for the duration of the shutdown.
- Cash draws will be processed daily. The deadline for submission (by 10:00 a.m. two (2) days prior to the date needed) will remain the same. NOTE: Funds can only be drawn on grants/contracts for which you have received a Notice of Funds Availability(NFA).
- For WDCs that contract with ESD for WIA funded services: ESD has billed each WDC for services through August 31, 2013. The state accounting system (AFRS) closes for September on October 14. ESD Fiscal staff will be unavailable to bill for September services due to the furlough. Please use your August billing as an estimate for September's expenses on your quarterly report that is due October 31, 2013.
- All A-19 invoices, normally routed through Donna Fussell, should be submitted, effective immediately and for the duration of the shutdown, to Amy Smith at [asmith@esd.wa.gov](mailto:asmith@esd.wa.gov).
- As information becomes available, ESD will issue WINs and other communications, as appropriate, to advise the system on the status of the federal shutdown, funding & staffing availability, procedural changes, etc.
- For general news and updates regarding the shutdown's effects on ESD, visit the ESD website at [www.esd.wa.gov](http://www.esd.wa.gov).

NOTE: In light of funding reductions, WDCs should evaluate whether or not it is advantageous for their local areas to submit an application for the Shared Work program based upon the guidance and instructions provided in WIN 0043.

**References:**

- [WIN 0043](#): Benefits of the Shared Work Program for Workforce Development Councils
- ESD website: [www.esd.wa.gov](http://www.esd.wa.gov)

**Website:**

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

**Direct Inquiries To:**

NOTE: Responses may be delayed due to reduced staffing.

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