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| **STATE OF WASHINGTONEMPLOYMENT SECURITY DEPARTMENTPOLICIES AND PROCEDURESNUMBER:**  4083**DATE:**  03-19-01This document has been formatted for use on this web site. It contains hyperlinks that enable the user to jump directly to specific areas within the document or to related documents. The information and guidance it contains has been revised. There are [definitions](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#DEFINITIONS) for terms that may be unfamiliar. This communication applies only to ESD staff; however, Workforce Development Councils (WDCs) and partner agencies are welcome to use the information when developing local policies and procedures.[BACKGROUND](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#BACKGROUND) | [POLICY](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#POLICY) | [PROCEDURES](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#PROCEDURES) | [DEFINITIONS](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#DEFINITIONS) | [REFERENCES](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#REFERENCES)[SUPERSEDES](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#SUPERSEDES) | [WEB SITE](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#WEB SITE) | [DIRECT INQUIRIES TO](http://www.wa.gov/esd/1stop/policies/documents/4083.htm#DIRECT INQUIRIES TO)**SUBJECT:** Food Stamp E&T Program**ORIGINATOR:** WIA Title III (Wagner-Peyser) (Food Stamp Unit)**BACKGROUND**The Food Stamp Employment and Training (E&T) Program was developed jointly by the Department of Social and Health Services (DSHS) and the Employment Security Department (ESD) through a federal grant to Washington State by the Food Nutrition Service (FNS), a division of the United States Department of Agriculture. DSHS is responsible for the administration of the Food Stamp E&T Program. These responsibilities include fiscal accountability, development of administrative regulations, approval of forms, fair hearings, etc. DSHS has contracted to ESD the responsibility for administration of the employment and training services that will be provided to food stamp recipients.**POLICY**It is the policy of the Employment Security Department (ESD) to encourage Food Stamp E&T Program participants in their efforts to achieve individual and/or family independence by supporting and reinforcing their motivation and capacity to become self-sufficient.The target population that is served includes all Food Stamp participants who are determined eligible for Food Stamp E&T services by DSHS. Within budget constraints, each participant is offered services to support and strengthen the participant's capacity to become self-sufficient. The participant is also connected with other available resources.**PROCEDURES**ESD is responsible for providing employment services and connecting Food Stamp participants with jobs. These activities include, but are not limited to identifying job openings, providing placement assistance, and developing local labor market information to support the Food Stamp program participants. ESD provides Food Stamp participants with 30 hours of job search workshops for the first week. If a workshop is not available in a participant's first week, ESD fast tracks the client into job search. ESD is responsible for assessing the clients job search skills, creating and paying vouchers for supportive services, monitoring the client’s activities; and rescheduling clients that are no-shows for the job search workshop to the next available workshop or for immediate "fast track" job search.The Food Stamp E&T Program staff are encouraged to place emphasis on assisting participants who have been assessed as needing basic education, high school, GED/ABE, ESL or vocational training in order to increase their opportunities for employment. The Food Stamp E&T Program encourages participation in no-cost educational activity. The activities included in this requirement are:* High school education (HS)
* Basic and remedial education (ABE)
* General Equivalency Diploma (GED)
* Education in English proficiency (ESL)

ESD refers the able-bodied adults without dependents (ABAWDs) who do not find employment within the first 30 days of job search back to DSHS for referral to Workfare (volunteer work in the community). ESD continues providing an additional four weeks of job search activities to ABAWDS for 26 hours a week, or the number of hours designated by DSHS.ESD continues providing job search activities to non-ABAWDs for 30 hours a week for an additional four weeks. The maximum time of job search activities cannot exceed a total of eight weeks for non-ABAWDs.ESD provides gas allowance, or bus pass vouchers issued through the JAS automated system for clients participating in job search activities and refers clients needing childcare to DSHS using local service delivery site procedures.If a client is a no-show, ESD staff make one additional attempt to reschedule, if after second attempt to reschedule client is still a no show, then refer back to DSHS (all non-exempt non-ABAWD) for good cause determination. ESD is responsible for inputting information on reschedules into the JAS system for reporting purposes.JobNet is the management system that captures information on all program participants. All participants in the program are registered in JobNet. All component and other services provided are entered into JobNet.Food Stamp E&T case records are maintained at the local service delivery site for one year following termination or expiration of the interlocal agreement between ESD and DSHS.**NOTE:**  Destruction of documents is postponed pending the outcome of any appeals or audit findings involving a closed case.All case records are considered private and confidential. Point-of-service staff make case records available upon request for review or audit purposes to authorized representatives of ESD, DSHS, or the State Auditor's Office.All interested parties involved in a Fair Hearing proceeding have access to any information in the case records needed to resolve any issue arising at the time of the hearing. Decisions resulting from the proceeding are not considered confidential unless it was a closed hearing.**DEFINITIONS**None.**REFERENCES**The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L.104-193), the Balanced Budget Act of 1997 (P.L.105-33), the Agricultural Research, Extension, and Education Reform Act of 1998 (P.L.105-185), the Employment and Training RCW and WAC, and the Washington State Food Stamp Employment and Training Plan.**SUPERSEDES**This communication cancels and supersedes Policies and Procedures document number 7025, Food Stamp Job Search Program, dated September 1,1998.**WEB SITE**<http://www.wa.gov/esd/policies>**DIRECT INQUIRIES TO:**Sandy MillerEmployment Security DepartmentEmployment and Career Development DivisionP.O. Box 9046, Mail Stop 6000Olympia , WA 98507-9046E-Mail: smiller@esd.wa.gov            Telephone: (360) 438-3221Fax: (360) 438-4014

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