

#### 4.1.13 Step-by-Step Guide Strategies for Success (SFS) Life Skills for participants not enrolled in Job Search

##### **The WFPS/WFSSS WorkFirst staff:**

- Meets with the participant
  - Reviews the Strategies for Success curriculum and determines which workshops the participant would benefit from. [Class details are available on www.worksourcewa.com](#)
  - WorkFirst staff communicates with the participant regarding the delivery method of the workshop/s (in person or virtual and the times/locations of the workshop/s [\(class details are available on www.worksourcewa.com.\)](#)
  - If Strategies for Success is delivered virtually, ensures the participant has the means (hardware, internet, etc.) to be able to attend.
    - Obtains the participant's email address and includes it in the participant's eJAS profile to ensure the instructor can send virtual invites and class materials to the participant. Reminds the participant to check email for the instructor's communication.
    - Note: there are both virtual and in-person Life Skills classes across the state. [If there is only an in-person class in the participant's area](#), ESD can accommodate participants through virtual classes [if the participant's area is only offering in person classes.](#)
  - Refers the participant to Employment Security Department using the SW (Strategies for Success) component code.
- Adds the LS component
  - Start date is the date the [WFPS/WFSSS WorkFirst staff](#) meets with the participant
  - Codes 20 hours
  - End date is the last date of the participant's scheduled workshop/s. Account for the Instructor Development Weeks (IDWs)
  - Adds the SFS contractor code and populates the IRP
- Adds the SW component
  - Start date is the date the [WFPS/WFSSS WorkFirst staff](#) meets with the participant
  - Code 0 hours
  - End date is the last date of the participant's scheduled workshop/s. Account for the Instructor Development Weeks (IDWs)

The WFPS/WFSSS WorkFirst staff communicates with the participant regarding the delivery method of the workshop/s (in person or virtual and the times/locations of the workshop/s (class details are available on [www.worksourcewa.com](http://www.worksourcewa.com).)

### The WorkFirst participant:

Creates a WorkSourcewa.gov account.

- If the participant has access to a computer, logs onto [www.worksourcewa.com](http://www.worksourcewa.com) to create an account as follows
  - Click on “Create Account” this will create an account the participant can access for all WorkSource related services.
    - Completes all fields as prompted to create an account.

Note: if the participant does not have access to a computer or digital skills, the Life Skills Instructor will assist with Worksourcewa.com registration.

~~• If Strategies for Success is delivered virtually, ensures the participant has the means (hardware, internet, etc.) to be able to attend. Obtains the participant's email address and includes it in the participant's eJAS profile to ensure the instructor can send virtual invites and class materials to the participant. Reminds the participant to check email for the instructor's communication.~~

### The Strategies for Success Instructor **provides:**

#### Support

Assistance with registration for life skills classes if the participant is unable to register online.

- Contacts the participant with class information
- Provides assistance with worksourcewa.com registration (if the participant is not yet registered)
- Provides assistance with Life Skills class registration (if the participant is unable to register online)
- **Supervision** Supervises
  - Provides required daily supervision.
- **Documentation** Documents
  - Documents attendance records every week and maintains them.
  - Provides this information in a State-approved format, such as an approved attendance roster signed by the participant and faculty member, supervisor, or other appropriate individual or document in electronic tracking systems, as appropriate.
- **Reporting** Reports
  - Uses eJAS to report participation to the Case Manager if the participant isn't maintaining satisfactory progress, or fails to participate as required see WFHB [3.7.2](#) Documenting and Reporting Participation.

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- ~~Verification~~ Verifies

- Provides explanatory narrative, information, documentation, and records needed to support State Work Verification Plan requirements.

Note- See the following desk aids below-Strategies for Success LS Referrals for Participants not in JS and Life Skills (SFS) ESD Attendance and Completion Guidelines Desk Aid.

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