

**Workforce Development Council of Seattle-King County**  
**Technical Assistance #04**

Subject: Services to Non-King County Job Seekers

Reference:

Workforce Investment Act of 1998 Sec 117: Local Workforce Investment Boards (a)  
WDC of Seattle-King County

- 1) ITA Policy #03-2000
- 2) Supportive Services Policy #04-2001

Date: May 25, 2004

**Background**

The Workforce Development Council of Seattle-King County WorkSource system has noticed increased service requests from job seekers who live and/or work outside King County. In order to respond to these customers equitably across all WorkSource sites, the WDC is providing this technical assistance.

**Prioritization**

The Workforce Development County of Seattle-King County, through the WorkSource system, can provide services to job seekers who live outside the geographic boundaries of King County, particularly those living in neighboring areas such as Snohomish and Pierce counties. Though the WDC's priority is to serve customers living and working in King County, service providers can make decisions to serve job seekers other than residents employed in King County.

In prioritized order, the Workforce Development County of Seattle-King County serves job seekers who are:

- 1) living and working in King County
- 2) living in King County and working in surrounding counties
- 3) living in surrounding counties and employed in King County within the past two years
- 4) living and working in surrounding counties,
- 5) living and working in neighboring regions in Washington State

## **Services Provided:**

Out-of-County job seekers must be determined eligible to receive WIA services based on WDC policies and protocols currently established. In times of limited resources such as ITA and support services, providers will need to make prudent monetary support decisions for each customer.

## **ITA**

When considering ITA services for job seekers outside King County, the WDC ITA Policy #03-2000 must be followed. Of particular attention within the ITA policy are:

Section IV, New WDC Policy, paragraph 3

“When awarding an ITA, the employment counselor must consider how to combine the ITA with other appropriate and applicable resources that may be available first, such as Pell Grants, tuition assistance/exemption, employer training subsidies, apprenticeship dollars, or ITA dollars from other counties.”

Section V, . Procedures, #7

“The individual must have applied, with support from the employment counselor, for appropriate and applicable sources of financial aid such as Pell Grant, tuition assistance/exemption, employer/union subsidies, apprenticeship dollars or ITA dollars from another county if the individual resides in another county.”

## **Support Services**

When considering Support Services for job seekers from outside King County, the WDC Supportive Services Policy #04-2001 must be followed.