

Workforce Development Council of Seattle-King County Technical Assistance Memorandum #27

SUBJECT: Seattle-King County WorkSource Publication System

DATE: February 12, 2013

REFERENCE: [WorkSource Information Notice \(WIN\) #0030](#)

Background:

WSID recently issued *WIN 0030-WorkSource Publication System for Policies and WINs*, designed to clear up confusion regarding the types of guidance issued to the WorkSource system. Previously, WSID used multiple formats to issue guidance (e.g., Q&As, Information Memoranda, Information Notices, e-mails, etc.). It was not always clear what constituted a policy or what the associated expectations were in regard to compliance and monitoring. In response to this, WSID has streamlined to using only two standard communication formats: WorkSource Information Notices (WINs) and policies.

The WDC has oversight over issuance of guidance to the local WorkSource system. In-line with WSID's changes for official state level guidance, the WDC, when required by federal or state guidance and/or system need, will continue to provide two primary local level guidance formats: Technical Assistance Memos and policies. These local guidance formats will follow the same essential principles as those set for WSID WINs and policies. The local TA Memo or policy is, in many cases, an adaptation of the state guidance to the local level. There may also be instances where a local TA Memo or policy is generated based on system need and is not driven by state-issued guidance.

WSID has also designated the Technical Assistance and Policy (TAP) team as its organizational lead for developing and providing guidance to the system. Locally, the WDC has an assigned staff person to manage guidance development, issuance, and revision processes.

WSID/WDC Guidance Types and Purposes:

WINs (WSID) and Technical Assistance Memos (WDC):

- 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/TA Memo includes an "action" section to outline specific requirements, when 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

WSID and WDC Policies:

- Are reserved for larger system issues (e.g. governance, initiatives, program operations, administration, etc.)
- WSID policies generally represent federal or state requirements or state strategies for the WorkSource system (the "what" but not the "how"); WDC policies adapt these to the local system level when necessary
- Will not take a procedural format except in an effort to provide standardization or examples of acceptable processes to align with policy requirements

- WSID policies will include an “action” section to outline specific requirements, including the expectation that WDCs will share the guidance with appropriate partners and staff; WDC policies will also include “action” sections to outline specific requirements and expectations at the local level

Expectations:

As WSID transitions to the new model, many existing forms of guidance will have to be modified to the new structure and principles. As this process continues, it should be expected that new state guidance will be issued and that guidance will have to be adapted to the local level. It should be remembered that WDCs cannot reduce or drop any state level requirements, but often have the latitude to add or clarify requirements in local versions of guidance. Both WSID and WDC will strive to meet the following standards for the shift to the new model and all newly developed guidance moving forward:

- 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 (WSID) and/or the WDC Chief Executive Officer (WDC)
- Consistent processes for development, review, and distribution are used
- Guidance is in a consistent format and is clear and concise in presentation

Website:

<http://www.seekingwdc.org/policies/policies-guidelines.html>