

eJAS WorkFirst Component Codes

WORKING

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
CJ	Paid Community Job	Subsidized job through Commerce. The up to 9 month time frame begins when the participant becomes officially enrolled (on payroll & at a work-site).	Work	9 months
FT	Working Full-Time	A subsidized or unsubsidized job 32 or more hours a week	Work	12 months
PT	Working Part-Time	A subsidized or unsubsidized job less than 32 hours a week	Work	12 months

POST EMPLOYMENT (Not in use)

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
RS	Employment Retention/Wage Progression	Services to help the participants keep their job	Work	6 months
PS	Post Employment Services	Post employment services	Work	6 months

LOOKING FOR WORK

CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
JS	Job Search	Job Search activities	Work	12 weeks
PE	Customized Job Skills Training (CJST)	Skills training course for an identified job, with an employer/industry commitment to hire (or give hiring preference) to graduates	Work	22 weeks

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PREPARING FOR WORK – EDUCATION OR TRAINING				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *	TIME FRAMES
BE	Basic Education	Participants 20 years of age or older with no high school diploma or GED – Use for High School Completion or High School 21. March 1, 2017 – Effective date of the clarified BE definition	Other	None
DC	Degree Completion	Full-time training that leads to a certificate or degree that leads to employment in a high-wage, high-demand field provided by a 4 year college or university	Other	12 months
ES	English as a Second Language	LEP pathway - Combined with another component	Other	12 months
GE	High School Equivalency	Participants 20 years old or older with no high school diploma or GED – Use for High School Equivalency programs. **See High School below for coding high school equivalency for participant that are 19 years of age or younger. ** March 1, 2017 – Effective date of the clarified GE definition	Other	None
HS	High School	Participants 19 years of age or younger attending high school or high school equivalency full-time per the school and making satisfactory progress. March 1, 2017 – Effective date of the clarified HS definition	Other	12 months
HW	High Wage or High Demand	Participant is enrolled in HW Program	Other	12 months
JT	Skills Enhancement Training	Training in specific skills directly related to employment but not a specific occupation – must be combined with work activities or Job Search	Other	None
LS	Life Skills Training	Independent life skills training that is not taken as part of Job Search or other Job Preparation activities	Work	12 weeks
OT	On the Job Training	Subsidized employment in which the employer provides training to the participant that leads to full-time employment	Work	6 months
VE	Vocational Education	Organized educational program directly related to the preparation of individuals for employment in current or emerging occupations.	Work	Up to 24 months
VS	Voluntary Community Service	Approved self-initiated voluntary service at a childcare, preschool, or elementary school in which the recipient's child is enrolled.	Work	Up to 6 months
VU	Vocational Education – Unapproved	Unapproved vocational educational component; we do not support with child care or support services	None	None
WC	Community Works	Approved, unpaid work experience program through Department of Commerce to provide work skills, training and experience towards the participant's chosen career field.	Work	Up to 12 months
WE	Work Experience	Placement into a non-paying position to obtain work skills in a workplace setting or an Internship/Practicum to complete vocational education. (This includes Commerce Career Development: Designed to coincide with and support a parent's education pathway for up to 12 months.)	Work	Up to 6 months (Commerce: Up to 12 months)
XS	Structured Court-Ordered Community Service	Approved court-ordered community service.	Work	Up to 6 months

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RESOLVING ISSUES				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *	TIME FRAMES
CV	Citizenship Verification	Participants who do not have Medicaid due to citizenship verification requirements and who have an activity requirement that is dependent on Medicaid coverage.	None	2-6 months
DI	Disaster Impact	Participant lives or works in an area that has been impacted by a declared disaster.	None	90 days
NC	No-cost Contracted Services	Program coordination to indicate a Paratransit or no-cost contracted service. NC will have a contract code assigned.	Work	365 days
P2	Pend Part 2 CE	Pend completion of Part 2 of the CE for up to 30 days.	None	30 days
P3	Pend Part 3 CE	Pend completion of Part 3 of the CE for up to 12 months.	None	365 days
RI	Job Search Preparation	Resolving issues prior to Job Search. Referral entered by DSHS worker.	Work	7 days
TP	Teen Parent Barrier Removal	Used to authorize support services when an ineligible teen parent is working with a social service specialist to secure appropriate living arrangements and/or enroll in high school completion program	Other, Safety	None
XB	Pursuing SSI/L&I/VA or other benefits	Pursuing SSI/LI/VA or other benefits. Used to indicate cases being assessed for a facilitated SSI application or accepted for SSI facilitation.	Other, Safety	6 months
XC	No child care available or No available care for an incapacitated adult	Trying to locate necessary child care or caring for a disabled adult.	Other, Safety	3 months
XD	In a DVR plan	Activities required by the participant's current DVR case plan.	Other, Safety	6 months
XE	Alcohol/Substance Abuse Treatment	Engaged in Alcohol/Substance Abuse Treatment services.	Other, Safety	3 months
XF	Family violence intervention	Engaged in family violence services based on a service plan, which also includes hours and duration of family violence activities.	Other, Safety	3 months
XG	Mental Health Services	Participating in Mental Health Services	Other, Safety	3 months
XH	Resolution of Homelessness	Looking for shelter or in a temporary living arrangement (when housing hampers their ability to work/look for work)	Other, Safety	2 months

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RESOLVING ISSUES (con't)				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *	TIME FRAMES
XJ	Learning Disability Services	Engaged in learning disabilities services.	Other, Safety	3 months
XM	Temporary physical incapacity, medical treatment	Temporarily incapacitated, verified by medical evidence, while engaging in a medical assessment or ongoing treatment.	Other, Safety	3 months
XN	Caring for a child with special needs	Needed in the home to care for a child with special needs. Requires medical, educational or mental health professional's documentation.	Other, Safety	6 months
XP	Parenting skills, nutrition classes, and Family Planning for pregnant participants	Pregnant participant and/or has a child in the home, and engaged in parenting and/or nutrition classes.	Other, Safety	3 months
PILOTS & INDICATORS These are indicator codes only				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
BN	BIAS-NG Control Group	Not receiving Behavioral Intervention as part of the BIAS-NG Pilot	None	365 days
BT	BIAS-NG Treatment Group	Receiving Behavioral Intervention as part of the BIAS-NG Pilot	None	365 days
CO	Excused from WF Due to COVID-19 Virus Pandemic	Participant has been impacted by COVID-19 and unable to participate part or full time.	None	365 days
EL	Employment Pipeline	Scheduled to attend training under the Employment Pipeline pilot.	None	365 days
EM	Community Resources Mandatory – Parental Education	Referred for Parental Education Project pilot mandatory community parental education.	None	None
EV	Community Resources Voluntary – Parental Education	Referred for Parental Education Project pilot voluntary community parenting education.	None	None
FC	Financial Capabilities	Engaged in financial literacy services including coaching with the case manager.	None	365 days
HM	Home Visit Mandatory – Parental Education	Referred for Parental Education Project pilot mandatory home visit parental education.	None	None
HV	Home Visit Voluntary – Parental Education	Referred for Parental Education Project pilot voluntary home visit parental education.	None	None
HP	WorkFirst Housing Pathway Indicator	Participation in the WorkFirst Housing Pathway.	None	365 days

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PILOTS & INDICATORS (cont) These are indicator codes only				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
LF	WorkFirst Transportation Initiative Pilot – Licensing and Fees	Participation in the statewide expansion of licensing and fees for the Transportation Initiative to assess impact on WorkFirst participation and participant progress or success by increased focus on transportation barriers.	None	None
PC	Co-Parenting Coaching Pilot Indicator	Referred to voluntary mediation and/or parenting classes as part of the Co-Parenting Coaching People.	None	365 days
PI	Pregnancy to Employment Indicator	Pregnancy to Employment pathway. This is not an activity code, it is an indicator.	None	Up to 9 mos. - before birth and Up to 24 mos. - after birth
PU	Lawfully Residing Individuals	Lawfully Residing Individual status (formerly PRUCOL)	None	6 months
RW	Within Reach Referral – Home Visiting	Referred to Within Reach for Parental Education and Home Visiting.	None	180 days
SH	Systems To Family Stability Indicator	Individual coaching participants as a part of the Systems To Family Stability Project Pilot.	None	365 days
SI	Commerce & Prosperity Agenda Savings Initiative Pilot Indicator	Engaged in Commerce & Prosperity Agenda Pilot for coaching.	None	365 days
SW	Strategies for Success WorkFirst	Strategies for Success WorkFirst program in participating CSOs statewide.	None	None
TI	Workfirst Transportation Initiative Pilot	Participation in Transportation Initiative Pilot to assess the impact on Workfirst participation and participant progress or success by increased focus on transportation barriers.	None	None
TR	Transportation Initiative Pilot – Post TANF	Participation in Post-TANF Employment Transportation Support Services (PETSS) expansion of the Transportation Initiative pilot to assess the impact on the cliff effect.	None	100 days

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EXEMPT From participation and time limits				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
IE	Infant Exemption	Participant can choose to be excused from participating in WorkFirst activities during months that they are needed in the home to personally provide care for their child(ren) under one year of age.	None	Up to 24 months in a lifetime total combined with TE
PD	Postpartum Exemption	Parents who have used the infant exemption or toddler exemption and have another child.	None	Up to 84 days postpartum
TE	Toddler Exemption	Participant can choose to be excused from participating in WorkFirst activities during months they are needed in the home to personally provide care for their child(ren) up to two years of age for a maximum of 730 days total for the infant exemption and the toddler exemption combined.	None	Up to 24 months in a lifetime total combined with IE
ZA	55 & older caretaker relative	Needy relative (on TANF grant with relative child) age 55 or older who cares for the child full-time	None	3-12 months
ZB	Caring for an adult with disabilities	Caring for an adult with chronic and severe disabilities when no other care is available	None	3-12 months
ZC	Caring for a Child with Special Needs	A child has severe and chronic disabilities or medical issues that are not expected to significantly improve within the next 12 months.	None	3-12 months
ZD	Adult with severe and chronic disabilities.	An adult has a severe and chronic disability, or a mental, physical, emotional or cognitive impairment that is expected to last at least 12 months and is not amenable to treatment.	None	3-12 months
REFERRALS				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
AP	Appointment Pending	Pending an IRP, CE, engagement or other appointment	None	14 days
LP	Limited English Pathway (This is an indicator code)	Limited-English proficient participant referred to LEP Pathway provider for language assessment/testing	None	365 days
OR	Obtaining Medical Evidence	Referred to obtain medical evidence	Other	30 days, but may extend with supervisory permission up to 90 days
RA	Community/Technical college	Referral made to the college for services such as LD, vocational counseling, basic education, and other training opportunities, etc	Other	7 days

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REFERRALS (con't)				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
RR	Review Medical Evidence	Referred to a social service specialist for deferral/exemption IRP and SSI decisions. The code is kept in place until the exemption or deferral IRP is completed.	Other	90 days
RT	Tribal Services	Referred to the Tribe for services	Work	7 days
SR	Drug/alcohol assessment	Referred for a Substance Abuse assessment.	Other	14 days

REFER BACK				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services*	TIME FRAMES
PR	Processing Referral Back	Case manager is currently processing the return referral.	None	14 days
RB	Referred back early	Referred back before end of Job Search	Work	7 days

SANCTIONS/PROTECTIVE PAYEES				
CODE	COMPONENT TITLE	DEFINITION	Type of Support Services *	TIME FRAMES
SA	Sanction	Refusal to but was able to participate in WorkFirst activity resulting in a grant reduction	None	None
SN	Child SafetyNet Payments	Family has reached 60 months on TANF and is in sanction status - Child SafetyNet Payment (TANF extension category #3)	None	None

eJAS WorkFirst Component Codes

CLOSING REASON CODES	
CODE	DEFINITION
CS	Completed Satisfactorily
EE	Entered Employment
IC	Incomplete
LC	Loss of Contact
NS	No show for scheduled appointment
12	Unable to Document Eligibility (WorkFirst Housing Pathway)

NOTE: This Component Code List **does not** include other component codes from other programs such as: BF E&T, ABD, RCA.

*This column shows staff what type of support services they **can** issue for an eJAS code or indicator. (See also the [Support Services Directory](#))