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| **WS 17-05** |
| **February 22, 2017** |
| **Financial Aid** |
| **Expires: Continuing** |

# To: All Contractors

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From: Mike Temple

 David Baggerly

 Lucretia Hammond

Subject: Work Addendum - Revised

##### Purpose

##### Update the Workforce Solutions Work Addendum form and instructions. This issuance replaces WS 11-30 Work Addendum – Revised.

Summary of Changes

We made the following changes to the Work Addendum:

* We added additional characteristics for Gender, Date of Birth, Race, and Ethnicity.
* We added the following questions:
	+ *Do you have a disability?*
	+ *Veteran who served in the active military, naval, or air service or a qualified spouse?*
* We deleted the following elements:
	+ *Who referred you to Workforce Solutions?*

You can find the revised addendums - in both [English](http://www.wrksolutions.com/Documents/Staff/fin-aid-app-inst/helpful-desk-aids/WFS-247-WorkAddendum-E-1111.pdf) and [Spanish](http://www.wrksolutions.com/Documents/Staff/fin-aid-app-inst/helpful-desk-aids/WFS-248-WorkAddendum-S-1111.pdf) language on the Workforce Solutions website.

Action

Career office contractors must make sure that all office managers, supervisors, and staff are aware of and implement this revised work addendum.

* Delete all previous versions of the addendum and make sure staff use the new addendum, dated February 1, 2017.
* Recycle your supply of the old work addendum forms.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the [Submit a Question](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa) link.