



WS 20-05
Issued: December 2, 2020
Effective: December 3, 2020
Financial Aid
Expires: Continuing

To: All Contractors

FROM: Mike Temple
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SUBJECT: Work Addendum - Revised

Purpose

Update the Workforce Solutions Work Addendum form and instructions. This issuance replaces 17-05 Work Addendum – Revised.

Summary of Changes

We made the following changes to the:

Work Addendum

- We added the following questions to identify priority criteria:
 - Are you a foster youth or former foster youth?
 - Have you received public assistance in the last 6 months?
 - Are you behind in math, reading or language skills?
 - Are you presently employed, or do you have a job offer to start work in the next 30 days?
- We added the Authorization to Work check list to the end of the document.
- We removed the acknowledgement of the Equal Opportunity is the Law statement and replaced it with the Orientation to Discrimination Complaint Procedures.

Addendum Instructions

- We added:
 - Guidance for the use of the WIOA Adult Income Exemption in TWIST.
 - Spouses of a veteran, foster youth, and former foster youth to the list of customers who receive priority.

- The link to the revised Validating & Entering Qualifications (VEQ) for financial aid.
- Guidance for staff to document the determination of whether a customer did not knowingly or willfully fail to register for selective service.

You can find the revised [addendum and instructions](#) 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 and instructions.

- ✓ Delete all previous versions of the addendum and make sure staff use the new addendum, dated December 1, 2020.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the [Submit a Question](#) link.