



## DEMAND/DECLINE LIST POLICY

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**Policy Number:** 2010

**Effective Date:** May 1, 2017

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### **A. BACKGROUND**

As required by State Senate-substitute House Bill 3077 (year 2000), Workforce Snohomish maintains “demand/decline” list of occupations and skill sets that are in high demand and those that are declining in Snohomish County area. The demand/decline list, is used to advise job seekers interested in training and approve or disapprove local training requests and payments for the following:

- Office of Administrative Hearings
- Unemployment Insurance Funded Training Benefits
- Unemployment Insurance Commissioner Approved for Training
- WorkFirst Funded Training
- Workforce Innovation and Opportunity Act Title I Funded Training
- Any other training activities identified and funded by Workforce Snohomish.

### **B. POLICY**

Workforce Snohomish supports job seeker and employer empowerment through informed choice so that training leads to secure employment, wage progression, job retention, and self-sufficiency for training participants. The demand/decline list will be used by subrecipients, contractors and partners to inform job seeker choices regarding training and to approve training requests. Training for occupations that are “in demand” on the list will be prioritized.

Workforce Snohomish staff review and update the list using information provided by the Labor Market and Economic Analysis division of Employment Security, for approval by the Workforce Solutions Committee. Designated staff may make and publish changes to the list based on changes in the local economy, such as mass lay-offs, at any time, as needed.

Subrecipients, contractors and others may approve funding for training in jobs that are listed as “balanced” or “in decline” based on specific criteria.

The process for managing the Demand/Decline list and using it to provide guidance to job seekers and approve funding for training are outlined in *Procedure A: maintaining*

*and using the Demand/Decline list.*

**C. DEFINITIONS:**

- **Job seekers** – any individuals, including incumbent workers, who access WorkSource services in order to reach their employment goals.
- **Individual Employment Plan** - an individualized career service, under WIOA sec. 134(c)(2)(A)(xii)(II), that is developed jointly by the job seeker and subrecipient, contractor or partner staff in order to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

**References:**

State Senate-substitute House Bill 3077 (56<sup>th</sup> legislature, year 2000)

**Supersedes:**

Memorandum #09-09

**Definitions:**

Demand/Decline is the common usage terminology for “Demand / not In Demand”