



DEMAND DECLINE PROCEDURE

Procedure: 2010

Effective Date: September 1, 2017

In order to better assure that investments in training lead job seekers to secure employment, wage progression, job retention, and self-sufficiency, subrecipients, contractors and others providing funds for training will use the Demand/Decline List (also known as Occupations In Demand (OID) list), to prioritize training for occupations that are “in demand”.

This includes 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.

Workforce Snohomish staff will review and consider updating the Demand/Decline Demand/Decline list annually, at a minimum. The process for updating the Demand/Decline List is as follows:

- Each June Workforce Snohomish receives a draft list from the Labor Market and Economic Analysis division of Employment Security.
- Workforce Snohomish staff will review and update the local Demand/Decline list based on labor market data by mid-July.
- Workforce Snohomish staff will send recommendations to update the Demand/Decline list to all sub-recipients, contractors and partners highlighting those occupations that are not in demand
- Any sub-recipient, contractor, or partner may appeal Workforce Snohomish’s recommendation to identify a specific occupation as not in demand. An appeal must provide a justification for the request which may include:
 - A compelling case to change an occupation from “not in demand” to “in-demand”.

- Letters of intent from businesses to hire employees trained in the specified occupation.
- Any party filing an appeal will be invited to present the appeal to the authorized Workforce Snohomish staff within a reasonable time period, typically not to exceed 30 days
- The authorized Workforce Snohomish staff, with leadership approval, will decide whether to make the change requested by the appeal.

Workforce Snohomish reserves the right to recommend and publish changes to the Demand/Decline list at any time, based on changes in the local economy, such as mass lay-offs. Such changes will be provided to sub-recipients, contractors and partners as soon as they are recommended. Subrecipients, contractors and partners will have the ability to appeal any such changes, using the process identified above.