



INFORMATION MEMO

Title: Colorado Works County Policies - County Action Needed		Office/Division: Office of Economic Security, Employment and Benefits Division
Memo number: IM-EBD-2022-0003		Program area: Colorado Works
Keywords: Colorado Works (CW), Workforce Development (WD), CW County Policies		
Issue date: March 9, 2022	Effective: March 01, 2022	Expires: February 28, 2023

Intended recipients: This communication has been sent to all county human service directors. Please forward pertinent information to staff members, including program workers, supervisors, and managers working in the Colorado Works (CW) and Workforce Development (WD) programs responsible for updating county CW policies.

Purpose: The purpose of this memo is to inform county departments of recent updates to the CW policy templates and the need to submit revised county policies.

The following policies are required for CW:

- Diversion
- County Approved Settings
- Workforce Requirements & Employment Outcomes
- Disaster Assistance
- Domestic Violence
- Other Assistance and Supportive Payments
- Hardship Extensions

The following policy is optional for CW:

- Substance Abuse

The CW state policy templates attached to this memo must be updated and provided to the Employment and Benefits Division (EBD) by April 1, 2022, prior to review and approval by your county board or board designated approving authority. Only the areas marked in gray should be edited. Policies will be reviewed and approved by EBD and then sent back to the county for signature by your county board or board designated approving authority.





If a policy is not submitted from a county to EBD by March 25, 2022, and additional time has not been requested and approved, the county policy will default to the State template values in CBMS.

Please note, the Substance Abuse policy is optional and will not default to the template values if not provided.

Background: The recent Colorado Works rule revision prompted updates to the Colorado Works policy templates.

Attachments:

Attached are the Colorado Works policy templates for the following county policies:

- Diversion (submit ONLY option 1 or option 2 below)
 - Option 1 (County chooses to provide diversion payments)
 - Option 2 (County chooses not to provide diversion payments)
- County Approved Settings
- Workforce Requirements & Employment Outcomes
- Disaster Assistance
- Domestic Violence
- Other Assistance and Supportive Payments
- Hardship Extensions
- Substance Abuse (submit ONLY if practiced)

The policy templates can be accessed electronically at [this Drive](#). Please download the template you wish to use and edit the areas highlighted in gray.

Supersedes: Diversion, Workforce Requirements & Employment Outcomes, Disaster Assistance, Domestic Violence, Other Assistance and Supportive Payments, Hardship Extension and Substance Abuse county policies with an effective date of September 1, 2015.

For more information about this memo, please contact cdhs_emplbendiv@state.co.us or cdhs_et@state.co.us.

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