



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Henry McMaster
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Cheryl M. Stanton
Executive Director

To: WED Area Directors
WED Regional Managers
WED Veterans' Services Staff
WED MSFW Staff

From: Grey Parks, Assistant Executive Director - Workforce Operations 
Pat Sherlock, Director of Policies and Procedures 

Subject: Employment Services Manual, Revision 1

Date: January 23, 2018

The Employment Services (ES) Manual was developed to provide information about ES policies and procedures and to highlight how ES programs support the primary mission of DEW and the local workforce system. The manual has been revised to incorporate new information. Part V of the manual contains a list of the revisions, including a brief explanation of each. DEW maintains the ES Manual in SCWOS under Staff Resources and in the [DEW Policy Center](#). Additionally, state policy and technical guidance is available on the [State Policy and Technical Guidance](#) page in scworks.org.

All SC Works WED staff are required to read and acknowledge the revised ES manual in the DEW Policy Center no later than Wednesday, February 28, 2018.

Questions regarding the ES Manual or suggestions for content should be submitted to the applicable Regional Manager for communication to state level staff, as appropriate.