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To: DEW Area Directors
DEW Regional Managers
DEW Veterans' Services Staff
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From: Grey Parks, Assistant Executive Director – Employment Services *GP*
Kevin Cummings, Director of Policies and Procedures *KC*

Subject: Employment Services Manual, Revision 2

Date: August 2, 2019

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 7 of the manual contains a list of the revisions, including a brief explanation of each. DEW maintains the ES Manual in SCWOS under Staff Online Resources and in the [DEW Policy Center](#). Additionally, state policy and technical guidance is available on the [Policies and Guidance](#) page in scworks.org.

All SC Works Employment Services staff is required to read and acknowledge the revised ES manual in the DEW Policy Center no later than Friday, August 23, 2019.

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.
