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To: DEW Area Directors
DEW Regional Managers
DEW Veterans' Services Staff
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From: Diana Goldwire, AED – Employment Services

Subject: **Employment Services Manual, Revision 5**

Date: December 20, 2024

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 on the [Policies and Guidance](#) page in scworks.org.

All SC Works Employment Services staff are required to read and acknowledge the revised ES Manual no later than January 31, 2024. Staff will receive further instructions for acknowledging the manual when the feature is made available.

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.

Please ensure that all staff receive and understand this guidance.

Questions may be directed to WorkforcePolicy@dew.sc.gov.