

# AGENCY DESCRIPTIVE TEXT


## Instructions for updating agency descriptive text

**Updates to agency descriptive text are due with your budget submittal no later than Tuesday, September 20, 2022.**

While not a component of your budget submittal, agency descriptive text is a required element of the Governor's proposed budget publication. Please review your existing descriptive text (rolled over from the 2021-23 budget) and update in ABS to reflect any changes relevant to the ensuing 2023-25 biennium. If you make no changes, it will appear as is. Most agencies will need little or no change to their descriptive text.

Please verify that the RCW citations contained in this information is correct. Additional field capacity was added to accommodate agencies who needed additional room for RCW references. Also add or delete references to reflect law changes since the last biennial budget build.

To view your 2021-23 descriptive text, navigate [here](#), select your agency and .

In ABS, select the Admin icon on the lower left of the Dashboard . This function is limited to ABS Admin Users.

From the Administration screen select

 [Manage Agency Descriptive Text](#)  ABS Help is available:

**Agency Descriptive Text**

Agency budget operations can review their Agency/Agency Program descriptive text and mark as either no change or propose updates to OFM

- **Select:** Admin menu.
- **Select:** Manage Agency Descriptive Text.

This screen will allow you to modify any of these descriptions about your Agency:

- Mission Title
- Mission
- Description
- RCW

When you edit any changes you can either:

- **Save Draft.** This will save it locally and not submit any of the changes.
- **Submit.** This will submit the changes to OFM. Once the changes are submitted they cannot be changed or resubmitted.

*Description must be less than 4000 characters with spaces.*

*Mission must be less than 3000 characters with spaces*

**Help** ✕

Go to Help Center

**Search Help Center**

**Agency Descriptive Text**

*Agency budget operations can review their Agency/Agency Program descriptive text and mark as either no change or propose updates to OFM*

[Learn more...](#)

**Need Technical Help?**  
Contact the OFM Help Desk:

Phone: 360.407.9100  
Email: [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov)