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