

5440POL State Funded EcSA Incentive Payments (Rev1)

Effective Date: February 2023

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This directive sets forth procedures for award of incentive payments for participants enrolled in, and making satisfactory progress in, state-funded Economic Security for All (EcSA) activities and programs. Guidance for state funded EcSA programs is found in WIN 7000 (Rev1).

In recognition of the work that Washington's workforce development system did to alleviate poverty through the original EcSA initiative, \$6.2 million of state general funds for Program Year 2022 (Fiscal Year 2023) was allocated to Local Workforce Development Boards (LWDBs) to expand on the work currently done by local EcSA programs funded by the Governor's WIOA statewide activities funds. Because this new allocation is state funded, these new resources provide an unprecedented opportunity to further expand the services provided by LWDBs to improve workforce outcomes and reduce poverty across Washington State.

- 1. To be eligible for an incentive, EcSA participants enrolled in training or education activities will develop an Individual Participant Plan (IPP) with their case manager.** Minimum expectations to earn an incentive include but are not limited to:
 - Meet at least monthly with their case manager to monitor their progress in training or job search.
 - If in employment pipeline, meet satisfactory progress in training or education activities as defined in their IPP and SMART goals for each month of enrollment.
 - Complete additional monthly EcSA activities outlined in their IPP.
- 2. State-funded EcSA participants are eligible to receive incentive payments based on achievement of employment/training milestones.** This is to incentivize retention in training and/or education, to cover expenses which might deter retention or training success, and to assist in attainment of income adequacy.
- 3. Milestones include:**
 - Completion of full WIOA enrollment, which includes eligibility, Individual Employment Plan, self-sufficiency calculator and SMART goals \$500

Incentives are required to be aligned with the SMART goals developed, the Individual Participant Plan, and the Self-Sufficiency Calculator. The following incentives are allowable when coupled with this alignment.

- Completion of financial literacy course \$200
- Attend a hiring event and received interview \$100
- Attend WorkSource Workshop \$100 (must be preapproved by case manager)
- Earning the state GED or a High School Diploma \$1000
- Skill upgrade in participants chosen occupational industry (aligned with IPP) \$250
- Submission of training progress report \$150 (max 2)
- Successful completion of training \$1000
- Earned an industry-recognized credential \$500
- Earn an occupational specific certificate (aligned with IPP) \$400
- Submitting credential or certificate to case manager \$500
- Complete successful work experience (WEX), on-the-training (OJT), or apprenticeship \$500

Obtained unsubsidized employment in the industry/occupation of interest (noted in SMART goals and Individual Participant Plan) and at or above self-sufficient level based on financial worksheet (LLSIL/State Self-Sufficient Calculator).

- Notifying case manager of employment (notice of hire or paystub) \$250
 - Remained employed for three months \$500
4. **Incentives do not negate the participants' ability to obtain Program Support Services.** Program Support Services do not go against the incentive annual cap.
 5. **Documentation of incentive in the Management Information System (MIS) is required. Either in the training service or applicable service that generated the incentive.**
 6. **State-funded EcSA participants will be asked to sign an acknowledgement form detailing the incentive program while developing their training plan with their case manager.** The case manager will complete and submit the monthly performance report and submit it to their manager for processing.
 7. **Incentive payments are considered taxable non-wage related income.** Ten percent (10%) will be withheld for federal income tax and a 1099-MISC form will be sent to participants at year end. Participants will need to complete a W-9 before incentive payments are made.

REFERENCES

Lower Living Standard Income Level by Family Size, [WorkSource Information Notice 0056 \(Rev11\)](#)

State Guidance and Instruction for the State Economic Security for ALL (EcSA) Program, WorkSource Information Notice [7000 \(Rev1\)](#).

Washington State Fiscal [State Bill 5693, pg. 463](#)