

5440POL State Funded EcSA Incentive Payments (Rev2)

Effective Date: February 2023

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This policy establishes the procedures for awarding incentive payments to participants who are enrolled in and making satisfactory progress within state-funded Economic Security for All (EcSA) activities and programs. Guidance for state-funded EcSA programs is outlined in WIN 7000 (Rev2).

1. To be eligible for an incentive, EcSA participants enrolled in training or education activities will develop an Individual Participant Plan (IPP) (or customized career plan) with their case manager.

Minimum expectations to earn an incentive include but are not limited to:

- Meet satisfactory progress in training or education activities as defined in their IPP and SMART goals for each month of enrollment.
 - Complete all 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 self-sufficiency.

3. Milestones include:

Incentives are required to be aligned with the Individualized Employment Plan and SMART goals developed during enrollment. When a participant is making satisfactory progress toward their career goals, they are eligible to receive the following incentives for completing the noted milestone. Each participant is capped to \$2000 in incentive payments.

- Completion of full WIOA enrollment, which includes eligibility, IPP, self-sufficiency calculator and SMART goals \$50
- Completion of financial literacy course \$75
- Attend a hiring event and received interview \$50
- Attend WorkSource Workshop \$50 (must be preapproved by case manager)
- Earning the state GED or a High School Diploma \$250
- Skill upgrade in participants chosen occupational industry (aligned with IPP) \$75
- Submission of training progress report \$50 (max 2)
- Successful completion of training \$250
- Earned an industry-recognized credential \$250
- Earn an occupational specific certificate (aligned with IPP) \$250
- Complete successful work experience (WEX), on-the-training (OJT), or apprenticeship \$100

Obtained unsubsidized employment in the industry/occupation of interest (noted in SMART goals and IPP) and at or above self-sufficient level based on financial worksheet (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 program cap.
- 5.** Participants are only eligible to receive milestone-based incentives from one of OWDC's programs and cannot receive incentives from multiple programs.
- 6. Documentation of each incentive is required to be included in the Management Information System (MIS) (State-Funded Incentives TP).**
- 7. 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.**
- 8. Incentive payments are considered taxable non-wage related income.** Participants receiving incentives are required to claim the incentive on their income taxes.

REFERENCES

OWDC 5140POL Economic Security for All Program Guidance (Rev2)

State Guidance and Instruction for the State Economic Security for ALL (EcSA) Program [7000 \(Rev2\)](#)

RCW Chapter 43.164– Economic Security for All Grant Program