

5611POL CRF Incentives (Rev1)

Effective Date: January 2024
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Approved by OWDC

In recognition of the work that Washington's workforce development system did to alleviate poverty through the Economic Security for All (EcSA) Initiative, Department of Commerce provided additional funding to assist in removing barriers and enable low-income participants to engage fully in their career path plans to achieve self-sufficiency. This policy sets forth the eligibility and procedures to provide \$1,000.00 incentive to State EcSA participants in Clallam, Jefferson, and Kitsap counties who are low income, actively participating, and making progress on their career path plans.

1. **Incentives are not an entitlement and will be made available only to participants who are actively engaged, participating, and demonstrating progress on a career path plan.** The issuance of a monthly incentive depends on availability of funding for any given quarter.
2. **Allocations will be distributed fairly; each program participant may receive incentives until they exit to unsubsidized employment and self-sufficiency is met,** or funding is no longer available
3. **A focus is to serve individuals who may meet the Department of Commerce's targeted population groups identified in the statement of work.**
 - a. When funding resources restrict the number of individuals receiving incentive for a quarter, priority of distribution of monthly incentive will be as follows:
 - Priority 1:** those actively engaged in agreed upon activities for both financial literacy training and individualized career services.
 - Priority 2:** those actively engaged in occupational skills training.
 - Priority 3:** those actively engaged in job search and can demonstrate job search activities each week.
4. **Should a program participant fail to meet eligibility for a given month** (they are working, or not willing or able to participate), **these funds may be reallocated to an active participant who is making progress for the month the failing participant did not meet eligibility.** If funding is available in subsequent quarters, and the funds are not fully allocated, the original participants is eligible to receive the incentive in the preceding month if eligibility (outlined below) is met that month.

ELIGIBILITY

Eligible individuals must:

1. Be from households that are below or above 200% of the FPL.
2. Determined eligible and enrolled as participants in the State EcSA program.
3. Not be participating in wage-earning activities such as temporary or stop-gap employment, or paid employment.
 - a. Staff may request a waiver from the Program Analyst for individuals who are working full or part-time, remain below or at risk of falling below 200% of the FPL, and are engaged in skill gaining activities to obtain self-sufficient employment.
4. Low-income participants with irregular part-time employment (averages less than 10 hours per week), and actively participating in career plan activities to reach self-sufficiency are eligible for the incentive.
5. Be engaged in and making progress on their career path plans including those activities outlined in the career path plan.

PROCESS

1. Regardless of co-enrollments, the State EcSA program team will be the only ones to determine the incentive allocations each month based on available funding, financial need, progress, and participation.
2. The State ECSA Case Manger will meet with the participant and:
 - a. The case manager will review with the participant any obligations to report the income, the impacts funds may have on benefits, and questions the participant might want to ask of social service providers regarding benefits and eligibility for services. For example, participant on TANF, incentive may affect their eligibility to receive.
 - b. Inform the participants that they may opt out of receiving an incentive at any time and their funds will be reallocated to others in need. That they may be eligible and receive an incentive in future months depending on the availability of funding.
 - c. Provide the participant with information regarding required Federal Tax reporting.
 - d. By the 10th of each month the participant has met with the case manager and incentive payment will be submitted for issuance.
 - e. Participants are required to come into the Silverdale or Sequim office, provide ID, and sign for the incentive payment.
 - f. Inform the participant of any reporting requirements needed to receive the incentive.

ENROLLMENT And DOCUMENTATION

1. Entries in the MIS system for incentive provided:
 - a. Select “Community Reinvestment Financial Support Payment,” in the state funded services section.
 - b. Include the amount of funds provided (\$1000.00)
 - c. In the case note section, enter a brief description of the participants engagement, activities, and progress.
 - d. Upload the incentive progress report form into the touchpoint and all relative documentation (A19, Incentive receipt).

2. For individuals who missed participating in planned activities and have an excused absence (e.g. the participant or an immediate family member living in the household experiences illness, hospitalization, homelessness, incarceration, or family violence), may remain eligible for the incentive for the current month and be referred to services providers as appropriate. The situation should be respectfully documented in case notes that are absent of medical or other protected information.

REFERENCES:

Community Reinvestment Fund Washington Information Notice [WIN 0140](#).