



Economic Security for All – Career Accelerator INCENTIVES POLICY #3502 Rev 1

Date of Original Policy: 03/12/2024

Revision Date: 7/29/2024

PURPOSE

To provide guidance and procedures to utilize Department of Commerce's (DOC) Community Reinvestment Funds (CRF) in a fair and equitable manner. These incentives are also known as Career Accelerator Incentives in which Subrecipient(s) will issue Incentives for enrolled State Economic Security for All participants, whose household is making satisfactory progress in State EcSA services and activities. The goal for providing the incentive is to retain the participant in EcSA activities and/or cover expenses which may deter retention or successful completion of the training and/or assist in attainment of income adequacy.

BACKGROUND

EcSA is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency. In 2022, the Washington State Legislature set aside 200 million dollars to create the Community Reinvestment Account. This fund was designated to address racial, economic, and social disparities created by the historic design. 10 million dollars of CRF is dedicated to *EcSA Career Accelerator Incentives Fund*, a program to provide financial support payments of \$1,000 per month in incentives to individuals receiving career development assistance from the State EcSA program to aid them in achieving suitable employment that provides a self-sufficient wage.

POLICY

Only participants enrolled in State EcSA are eligible for EcSA Incentives. All State EcSA participants receiving funding must be determined eligible based on the guidelines outlined and must be enrolled as participants in the State-funded Economic Security for All (EcSA) program in the Efforts to Outcomes (ETO) management system. All participant services received must be documented in ETO or its successor. All funds used must comply with the applicable state regulations, any additional guidance must be followed as it becomes available.

State EcSA participants may receive a \$1,000/month incentive cash payment for meaningful progress made on their career plans each month, as determined by their case manager. Participants must continue to receive an incentive payment monthly while meeting eligibility requirements for as long as they are enrolled in the program and funding is available.

A. Participant Eligibility

To be eligible for EcSA Incentives, an individual must:

1. Be eligible for and fully enrolled in the State-funded Economic Security for All (EcSA) above or below 200% program,

2. Develop an Individual Employment Plan (IEP) with their case manager,
3. Meet at least monthly with their case manager to monitor their progress in training or job search,
4. If applicable, meet with external benefits manager to calculate impact of incentives,
5. Complete additional monthly EcSA activities outlined in their IEP.

B. Incentive Options

State EcSA participants are eligible to receive a \$1,000 cash incentive payment based on continuing progress made on their career plans each month, as determined by their case manager.

PROCEDURES

Receiving EcSA Incentives does not negate the participant's ability to receive Program Support Services. Items such as rental assistance or other support made on behalf of the participant are supportive services, and therefore must be recorded and reported as such.

EcSA participants will be required to sign an acknowledgement form detailing the incentive program while developing their Individual IEP with their case manager. The form will be developed by the provider and will need to describe the potential impact to the participant's State and Federal assistance. Signed Form must be uploaded into ETO.

Documentation of the delivery and receipt of the incentive payment in the state MIS (ETO) is required.

1. Record eligibility with documentation in case notes.
2. Use "**Community Reinvestment Financial Support Payments**" touchpoint to record EcSA Incentive amount received and note progress made towards achievement of IEP.
 - a. Note - this service will only be visible and selectable when the State EcSA Program is selected.
3. Select associated outcomes with supporting documents of attainment (copy of the credential/certificate/license, test scores/grades, case note, etc.) in "Community Reinvestment Financial Support Payments" touchpoint if applicable per participants IEP goals.

Any participant receiving a EcSA Incentive must accurately complete a W-9 form before incentive payments are made. Participants receiving more than \$599.99 in incentive payments in one calendar year will be issued an Internal Revenue Service (IRS) Form 1099-MISC by January 31 for the prior calendar year in which incentives were provided for tax reporting purposes. Incentives are taxable miscellaneous income.

DEFINITIONS

EcSA Career Accelerator Incentives - The provision of financial support payments of \$1,000 per month in EcSA Career Accelerator Incentives to individuals receiving career development assistance from the State EcSA program to aid them in achieving suitable employment that provides a self-sufficient wage.

REFERENCES/RESOURCES

- [IRS - About Form 1099-MISC, Miscellaneous Information](#)
- [IRS - About Form W-9](#)
- [WorkSource Information Notice \(WIN\) 0129 Change 2 – State Guidance and Instructions for the State Economic Security for All \(EcSA\) Program](#)

WEBSITE

<http://workforcesw.org/providers#OperationsPolicies>

SUPERSEDES

- **WSW Thrive – Incentives Policy #3502 effective 03/12/2024**

INQUIRIES

Please contact Mando Antonio mantonio@workforcesw.org (360) 567-3185 for questions.