



## Economic Security for All – Career Accelerator INCENTIVES POLICY #3502 Rev 4

Date of Original Policy: 03/12/2024  
Revision Date: 10/31/2025

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### PURPOSE

To provide guidance and procedures to Workforce Southwest Washington (WSW) contracted subrecipients on utilizing 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 WSW Subrecipient(s) will issue Incentives for eligible enrolled State Economic Security for All (EcSA) participants, who complete outlined milestones.

### 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 2025, the Washington State Legislature designated \$60 million to continue the programs as established in the Community Reinvestment Plan. This fund was designated to address racial, economic, and social disparities created by the historic design. Program funds are dedicated to *EcSA Career Accelerator Incentives Fund*, a program to provide financial support payments up to \$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 Career Accelerator 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 and any additional guidance must be followed as it becomes available.

State EcSA participants may receive up to \$1,000 each month through incentive cash payments for completing milestone achievements as outlined in this policy and verified by their Career Specialist.

### PARTICIPANT ELIGIBILITY

To be eligible for EcSA Career Accelerator Incentive, an individual must:

1. Be eligible for and fully enrolled in the State-funded Economic Security for All (EcSA),
2. Develop an Individual Employment Plan (IEP) with their Career Specialist,

3. Meet at least monthly with their Career Specialist to monitor their progress in training or job search,
4. Identify within the focus communities of the Community Reinvestment Project which includes the Governor's WIOA priority population and ALICE households
5. If applicable, meet with the external benefits manager to calculate impact of incentives,
6. Complete milestone-based incentive guidance (as applicable).

## **INCENTIVE PAYMENTS**

- Incentive Payments may only be provided to individuals who are enrolled in the State EcSA program.
  - Payments must be tracked in the State MIS (currently ETO) using the Community Reinvestment Financial Support Payment touchpoint.
  - Incentives must be included as part of the career plan of the participant who would receive them.
- Incentive payments provided by the EcSA Career Accelerator must not exceed \$1,000 per month per participant. Participants are capped at up to \$10,000 total in incentive payments.
- Provisions of the incentive payments must follow the milestone-based incentive structure found in Attachments. Participants must complete defined activities and/or outcomes, as part of a plan developed with their Career Specialist, to receive the incentive payment(s) up to a maximum of \$1,000 per month.
  - Participants who received career accelerator incentives prior to July 1, 2025, may continue to receive incentives via completion of activities defined in Attachment B. Incentives received after July 1, 2025 cannot exceed the \$10,000 cap per participant.
- Participants may decline incentive payments at any time and for any reason.
- Incentives must be paid by check, direct deposit, or via a prepaid card capable of being used in a manner similar to a debit card. Gift cards are not an acceptable form of payment.
- Career Specialist must take steps while working with participants to assess other benefits received and determine what impact, if any, receipt of EcSA Career Accelerator incentives will have on those benefits. After identifying any potential issues, participants and Career Specialist should engage in discussion to determine how to address any conflicts and assist participants in making informed decisions.

## **PROCEDURES**

Receiving Career Accelerator 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 Career Specialist. The form will be developed by the provider and must 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 an EcSA Career Accelerator 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](#)
- [ESD Community Reinvestment Fund Policy #7005](#)

## ATTACHMENTS

- A- 3502 Rev 4 EcSA CRP - Career Accelerator Incentive Milestone Guidance

## WEBSITE

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

## SUPERSEDES

- WSW Thrive – Incentives Policy #3502 effective 03/12/2024
- WSW EcSA – Career Accelerator Incentives Policy #3502 Rev 1 effective 07/29/2024
- WSW EcSA – Career Accelerator Incentives Policy #3502 Rev 2 effective 10/16/2024
- WSW EcSA – Career Accelerator Incentives Policy #3502 Rev 3 effective 03/14/2025

## INQUIRIES

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

Goal	Incentive Amount		How to Access
<b>Goal Setting and Planning Incentives</b>			
Individual Employment Plan and individualized self-sufficiency wage goal through the Self-Sufficiency Calculator.	\$100.00	1x	Participant updates or establishes a detailed employment plan and reviews Self-Sufficiency Calculator results and wage goal with case manager.
Complete a financial plan with a financial coach	\$100.00	1x	Participant meets with a financial coach and develops a personalized financial plan.
Monthly budget review with financial coach	\$50.00	6x	Participant completes a monthly budget review with a financial coach.
<b>Employment Readiness and Financial Literacy Incentives</b>			
WorkSource Financial Wellness Series or locally approved comparable financial education classes	\$75.00	Per module/course	Participant attends WorkSource Financial Wellness Series or comparable financial education or debt reduction classes virtually or in-person and provides proof of attendance.
WorkSource Job Hunter Virtual Workshop Series or locally approved comparable job preparation classes	\$50.00	Per module/course	Participant attends Job Hunter Virtual Workshop series or comparable job preparation classes to include the following topics: <ul style="list-style-type: none"> <li>• Resume and Cover Letter</li> <li>• Skills and Abilities</li> <li>• Job Search Strategies</li> <li>• Interviewing</li> <li>• Applications</li> </ul>
Complete an employment portfolio (Resume AND Cover Letter)	\$50.00	1x	Participant provides copy of resume and a basic cover letter.
Complete an informational interview	\$50.00	4x	Participant completes an informational interview with an employer, up to 4 times.

Attending a hiring event	\$50.00	4x	Participant attends a hiring event and provides proof of attendance and engagement with employers.
Take a certified first-time homebuyer’s course	\$250.00	1x	Participant completes a first-time homebuyer’s course and provides certification or proof of completion.
<b>Training Incentives</b>			
Start training	\$250	1x	Participant enrolls in training that leads to a recognized credential.
Maintain training	\$500	Per month	Participant maintains satisfactory academic progress in training each month, verified by progress report or transcript.
<b>Goal Attainment Incentives</b>			
Achieve a recognized credential	\$1,000	1x	Participant completes a recognized credential verified by transcript, diploma, certification, or confirmation from training provider.
Achieve Identified Self-Sufficiency Wage	\$1,000	1x	Participant provides wage verification via paystub or letter from employer.
Achieve Earnings above 200% FPL	\$1,000	1X	Participant provides wage verification via paystub or letter from employer that confirms they are achieving earnings above 200% FPL for their current household size.
Become employed and complete 160 hours or one month of full-time employment.	\$1000.00	1x	Participant provides documentation of 160 hours or one-month full-time employment completed with a new employer.
Increase credit score by 50 points or more	\$100.00	6x	Participant works with a financial coach to identify ways to increase credit score and provides documentation of credit score increase with case manager.
Decrease non-asset related debt by \$1,000 or more.	\$100.00	6x	Participant works with a financial coach to identify ways to decrease non-asset related debt by \$1,000 (up to \$6,000) and shares documentation of debt reduction with case manager.

\*MISA participants should be encouraged to use their incentives as MISA contributions.