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**TECHNICAL ASSISTANCE MEMO #37**  
**REVISION 1**

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**DATE:** JULY 1, 2023  
**TO:** ECSA SERVICE PROVIDERS  
**FROM:** TAMARA TOLES, WSW DATA & COMPLIANCE MANAGER  
**RE:** ECONOMIC SECURITY FOR ALL (ECSA)

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Economic Security for All (EcSA) is an initiative for building and testing locally developed approaches for streamlining access to existing workforce development services and benefits, helping more low-income families move out of poverty. In the service area of Cowlitz, Wahkiakum, and Clark Counties, the program is also known as “Thrive.”

EcSA is a program with two funding sources.

- (1) The Governor's WIOA statewide activities fund is called **Federal EcSA**.
- (2) The State General Fund is called **State EcSA**.

Employment Security Department issued [WIN 0129 Change 2](#) to communicate guidance and instructions for the State EcSA program that is supported by State General Funds. While this TA provides guidance for State EcSA, the program has at times a combination of requirements from Federal EcSA and Basic Food Employment and Training (BFET).

With goals of replicating and expanding successful approaches, this initiative is funded by Workforce Innovation and Opportunity Act (WIOA) statewide activities funds and State General Funds. Local programming and partnership efforts are led by Local Workforce Development Boards (LWDB). Additional information about EcSA, including planning documents and resources/links, visit: [Workforce Professionals Center - Economic Security for All \(EcSA\) Initiative Resources \(wa.gov\)](#)

The duration of State EcSA funding is July 1, 2022, through June 30, 2024. A portion of Personnel and Supportive Services (Participant Reimbursements) will be matched by BFET; therefore, BFET requirements must be met for these funds as stipulated in the [BFET Handbook](#) as well as the guidelines in [WSW Supportive Services Policy #3005 Rev 9](#).

Co-enrolling EcSA participants with Federal EcSA is encouraged. When State EcSA is co-enrolled with Federal EcSA, requirements for each program, in which the participant is enrolled, must be followed. It is also encouraged that EcSA participants get referred to other eligible programs outside EcSA.

Participants in need of supportive services will be enrolled in the State EcSA program and those supports will be paid for from the State EcSA funds, following policy and guidelines provided in this document and [WIN 0129 Change 2](#) for documentation.

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### **Additional Supportive Services:**

Supportive services are not entitlements and must be provided on the basis of demonstrated need and individual circumstances, as documented in the participant file. If participants are co-enrolled, case manager(s) must work together to develop a supportive service plan that meets policy requirements. State EcSA provides **additional** supportive services for those enrolled in the WIOA Adult and Federal EcSA, a portion of State EcSA funding will be **BFET matched** and must meet these requirements. The additional allowable supportive services exclusive to State EcSA are limited due to BFET requirements and include:

- a) Stipends – *not covered in service area.*
- b) Food Assistance – *not covered in service area.*
- c) Childcare – refer to [BFET Handbook](#) and [WSW Supportive Services Policy](#).
- d) Clothing – refer to [BFET Handbook](#).
- e) Digital Support – refer to [BFET Handbook](#).
- f) Educational & Credential Training – refer to [BFET Handbook](#).
- g) Housing/Rental Assistance - Rental payments for 2 months after WIOA funds and all other funds have been exhausted. Housing referrals included. **Payments up to \$5,000 total maximum per participant.**
  - Ongoing housing expenses are not allowed. May be used to assist an emergent housing expense, with a plan for the participant to pay ongoing.
  - Cannot be used for mortgage assistance.
  - Cannot be used for electricity, gas, or other utilities.
- h) Medical and Mental Health Care Assistance (including eyeglasses, hearing aids, dental) - Funds for medical assistance are allowable after exhausting all other resources, such as minor dental work, inoculations, eye examinations, and eyeglasses. *Mental Health expenses are not covered in service area.* **Payments up to \$1,000 total maximum per participant.**
- i) Personal Hygiene – refer to [BFET Handbook](#).
- j) Phone and Internet – refer to [BFET Handbook](#).
- k) Transportation – refer to [BFET Handbook](#).

### **Procedures and Documentation**

When providing a supportive service paid for out of the BFET matched portion of State EcSA program, subrecipient must follow the [BFET Handbook](#) and [WSW Supportive Services Policy](#). Adult supportive services will be considered under the co-enrolled max of \$2,500.

### **Disallowed Supportive Services**

Refer to [BFET Handbook](#) and [WSW Supportive Services Policy](#) to determine list of disallowed supports.

### **Right to Reduce or Eliminate Supportive Services**

WSW reserves the right to reduce or eliminate supportive services in the event funding is reduced or other budgetary constraints exist. In such circumstances, WSW will work with service providers to determine equitable measures to affect the reduction or elimination, including sufficient prior notice for participants. In no event would a reduction or elimination of funded supportive services be retroactive.

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### **Supportive Service Waiver Process**

In some unique circumstances, service providers may be unable to obtain receipts for goods or services. When this occurs, follow processes outlined in [BFET Handbook](#) and [WSW Supportive Services Policy](#).

On an individual basis, exceptions may be made by the WSW Program Manager or their designee. Consideration of waiver requests shall ensure to the extent possible that similarly situated participants receive similar payments. Copies of the approved waiver documenting the extraordinary circumstances that exist/existed will be maintained in the participant's file and in the fiscal records.

### **Questions**

Contact Mando Antonino [mantonino@workforcesw.org](mailto:mantonino@workforcesw.org) if you need assistance or have any questions.