



Policy:	Incentive Payments for State Funded EcSA Participants
Number:	EcSA 01-22 Rev. 2
Effective:	July 1, 2022 Revision date: January 22, 2024

BACKGROUND:

This directive sets forth procedures for award of incentive payments for participants enrolled in, and making satisfactory progress in, state-funded Economic Security for All (EcSA) activities and programs. Guidance for state EcSA programs is found in [WIN 0129: State Guidance and Instructions for the State Economic Security for All \(EcSA\) Program](#)

In recognition of the work that Washington’s workforce development system did to alleviate poverty through the original EcSA initiative, \$6.2 million of state general funds for Program Year 2022 (Fiscal Year 2023) are allocated to Local Workforce Development Boards (LWDBs) to expand on the work currently done by local EcSA programs funded by the Governor’s WIOA statewide activities funds. Because this new allocation is state funded, these new resources provide an unprecedented opportunity to further expand the services provided by LWDBs to improve workforce outcomes and reduce poverty across Washington State.

A. ELIGIBILITY

1. An individual enrolled in the State EcSA program and who: A.

Has been assessed to need:

- a. Career Services,
- b. secondary or post-secondary training or education,
- c. essential workplace skill development, and/or
- d. financial literacy training, and B. Is engaged in program services.

B. INCENTIVE OPTIONS

Incentives may be paid to individuals enrolled in the State EcSA program. Incentives will be available and provided based on an assessed need for, and the successful completion of career services, work experience, training, and financial literacy activities as identified in the participant’s Plan and case notes as leading to family income adequacy. Incentives will also be provided for the successful outcomes of obtaining and retaining employment. Total available incentives per program year per participant for Career Services, Work Experience or Internship, Essential Skills, Classroom & Employer-based Training, and employment achievements will not exceed \$2,200 per program year. Career service incentives will not duplicate any incentives provided for financial literacy. Total available incentives per participant for Financial Literacy and Financial Resiliency S.M.A.R.T. Goals Achievements will not exceed \$2,600 per program year. Waivers to exceed the limit may be granted based on unique individual circumstances AND availability of funding. **See Attachment 1, Incentive Schedule**

C. DOCUMENTATION FOR INCENTIVES:

1. Record of achievement to qualify for the award, documented in case file in MIS.
2. Supporting document of attainment (copy of the credential/certificate/license, test scores/grades, case note, etc., as per Attachment 1, Incentive Schedule) in MIS

REFERENCES:

[0129](#) - WIN: State Guidance and Instructions for the State Economic Security for All (EcSA) Program

State EcSA Incentive Schedule

Incentives will be available and be provided based on an assessed need for, and the successful completion of career services, work experience, training, and financial literacy activities that leads to family income adequacy. Incentives may be paid to individuals enrolled into the EcSA program. Total available incentives per program year per participant for Career Services, Work Experience/internship, Essential Skills, and Classroom & Employer-based Training Achievements will not exceed \$2,200. Career service incentives will not duplicate any incentives provided for financial literacy. Total available incentives per program year per participant for Financial Literacy and Financial Resiliency S.M.A.R.T. Goals Achievements will not exceed \$2,600. Waivers to exceed the limit may be granted by the Program Manager or Senior Leadership Staff, based on unique individual circumstances AND availability of funding.

Description	Incentive Amount	Documentation (recorded in MIS and attached to incentive request)
Career Services, Work Experience/internship, Essential Skills, and Classroom & Employerbased Training Achievements		
Completion of self-sufficiency calculator and development of an individual career plan	\$100.00	Individual Participant Plan and Results of calculator uploaded in the MIS system.
Completion of WOWI and a meeting with Workforce Coordinator to review results and update career plan	\$100.00	Summary report uploaded in the MIS system in service activity.
BASIC SKILLS/GED OR DIPLOMA		
1. Completion of any basic skills class at a community college (reading/writing, math, basic computers)	1. \$200.00	ipt or test document ed in the MIS system in activity. servic e
2. Passing GED Test	2. \$50.00 per test	
3. Attainment of GED	3. \$100.00	
4. High School Diploma	4. \$100.00	

WORK EXPERIENCE 1. Successful completion of one week, on time, no absences 2. Successful completion of three months with satisfactory progress achieved	1. \$100.00 2. \$500.00	1. Case note added in the MIS system 2. Internship Evaluation (Completed Work Readiness Profile)
TRAINING 1.Registration in and completion of first week of classroom training or pre-apprenticeship class for a key	1. \$100.00	1. Registration receipt uploaded in the MIS system with case note.
sector occupation (or occupation that supports keys sectors). 2. Successful completion of the first month of an On-the-Job Training (OJT) 3. Measurable Skill Gain ¹ (per quarter for occupational skills, midterm evaluation for OJT) 4. Credential Achievement or Successful Completion of an OJT	2. \$100.00 3. \$50.00 (X3) 4. \$100.00	2. Progress report uploaded in MIS 3. Transcript/OJT progress report 4. Copy of credential/OJT final evaluation
ATTAINING ESSENTIAL WORK SKILLS Preapproved Workshop Preapproved Learning Module (online)	\$25.00 per unit	Copy of attendance record or certificate of completion, or results from Learning Management MS uploaded in the service activity
Employment 1. Obtaining Full Time Employment (min 30 hours per week and paid after one week on job) 2. Part time employment (min 20 hours per week and paid after one week on the job) 3. Retention at three months	1. \$500.00 2. \$150.00 3. \$500.00	Case note verification from employer or pay stubs.
Financial Literacy and Financial Resiliency S.M.A.R.T. Goals Achievements		
FINANCIAL LITERACY & RENTER’S EDUCATION (F.L.A.R.E.) - SEVEN (7) WEEKLY CLASSES	1. \$100	Completion of Classes
Financial Literacy Dependent Participation		

ASSISTS DEPENDENT CHILD IN COMPLETING AGE APPROPRIATE FINANCIAL LITERACY COMPONENT AND OPENS A CHILD SAVINGS ACCOUNT (WITH PARENT GUARDIAN)	Up to \$250 matching funds	Case notes documents completion of age appropriate financial literacy component. Receipts. Incentive matches the parent/guardian contribution up to \$250.00
FAMILY KNOWLEDGE NIGHTS (5)	1. \$100	Attend all scheduled classes
S.M.A.R.T. GOALS 1. SHORT TERM GOAL (1-3 MONTHS) 2. MEDIUM TERM GOALS (4-6 MONTHS) 3. LONG TERM GOALS (7-9 MONTHS)	1. \$250 (X2) 2. \$500 3. \$1000	Goals templates are completed, and documentation of completion are submitted to EcSA OC Specialist for review and approval
CREDIT REPORT	\$25.00	

1 A measurable skill gain documents successful progress towards attaining a credential or successful completion of a training plan for On-the-Job Training.

Participant obtains report and receives guidance on how to improve credit rating. This incentive may be issued twice during program participation	\$25.00	Provision of case note or mentor service form that indicates the report was obtained and reviewed with EcSA OC Specialist or mentor
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