



*Program Policies*

## State Economic Security for All (EcSA) Program Policy

<b>POLICY #:</b>	<i>P-S-EcSA-1017, Rev. 6</i>
<b>EFFECTIVE:</b>	<i>December 6, 2024</i>
<b>SUPERSEDES:</b>	<i>State EcSA Program Policy, Rev. 5, effective June 28, 2024</i>

### **PURPOSE:**

To communicate guidance and instructions for the State Economic Security for All (EcSA) program that is supported by Washington State General Funds and codified in State Statute at [RCW 43.164](#).

Revisions to this policy include:

- Emphasize outreach and enrollment of priority populations for the purpose of increasing the number of individuals representative of these communities who are served by the State EcSA program over time.
- Add directives for ensuring accurate and timely data in the State’s MIS in alignment with State policy.
- Replace the State’s required “Bundled Services Desk Aid” with a referral through the Common Referral System (CRS) utilized throughout the WorkSource Pierce system.
- Remove funding limits for individuals whose income is above 200% Federal Poverty Level (FPL) as this is no longer applicable.

### **BACKGROUND:**

The priority of the State EcSA funds is to:

1. Bundle WIOA and non-WIOA services (Supplemental Nutrition Assistance Program, housing, and others).
2. Establish and implement customized career plans to assist State EcSA participants reach 100% self-sufficiency<sup>1</sup>, as established by the UW Self-Sufficiency Calculator.
3. Provide extensive wrap-around services and continue to bundle benefits while State EcSA participants pursue their customized career plan and reach self-sufficiency.

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<sup>1</sup> **Self-sufficiency:** Attainment of 100% of individualized household self-sufficiency as established through the use of the University of Washington’s Self-Sufficiency Calculator.

4. Include Black, Indigenous, and People of Color communities, rural communities and people experiencing poverty in program design and implementation.
5. Work collaboratively across local, state, and federal levels to remove barriers to coordinated delivery of multiple benefits.

The success of WorkForce Central and its providers of State EcSA services in accomplishing these goals will be measured based on meeting or exceeding the following criteria:

- The number of eligible participants enrolled in the program.
- The number of participants enrolled in training for a career with starting wages above their unique self-sufficiency goal.
- The number of participants who exceed 200% of the FPL.
- The number of participants with income above their self-sufficiency goal and those with income above 200% of the FPL.
  - Note: These are not an exit-based measures and can be counted at any point of an individual's engagement in the State EcSA program. Positive attainment of income should be reported in ETO as soon as possible and does not necessitate an exit from the program to be counted. Individuals may remain engaged in the State EcSA program as long as it is necessary to ensure long term self-sufficiency.
- Outreach, recruitment, and enrollment of Black, Indigenous, People of Color, unhoused, and residents of rural communities served by the State EcSA program and the collaborative efforts implemented **to increase the number of individuals representative of these communities** who are served by the State EcSA program over time.
- Meet program expenditure goals on the schedules set in the contract.
- The use of the designated U.W. Self-Sufficiency Calculator with results recorded at intake and upon reaching self-sufficiency or exit from program. The recorded results may be updated as circumstances require.

To facilitate the tracking of these criteria, WorkForce Central must provide quarterly reports to ESD in a specific format defined in the State EcSA contract between ESD and WorkForce Central.

#### **POLICY:**

To properly measure accomplishment of these goals, WorkForce Central and its State EcSA service providers must comply with the following minimum requirements. Service providers are authorized to implement additional conditions but may not impose more lenient requirements than what is outlined in this policy.

Service providers must ensure equitable access to State EcSA services is provided to individuals with disabilities.

## ETO (State MIS)

Where applicable, enrollment, eligibility, services, and all other aspects of the State EcSA Program must be recorded in ETO as described in WorkForce Central's ETO Data Validation and Documentation Policy, located on WorkForce Central's [Policy Library](#).

Data must be recorded accurately and timely into ETO. State EcSA services must be recorded in ETO at the point in time they are delivered, or within seven (7) calendar days. The date recorded in ETO must reflect the date the service was delivered. Services or corrections recorded after the seven (7) day requirement must be entered in accordance with the following process:

- For errors identified in State EcSA services after the seven (7) day period, staff must correct the errors and request that their supervisor approve the correction. This approval must be documented with a case note recorded in ETO. The case note must identify:
  - The service name,
  - Reason for the correction, and
  - The designated supervisor's review and approval of the correction.

Example case note: *"The Occupational Skills service provided on 10/18/24 was not recorded within the 7-calendar day period as required by WorkForce Central policy. As the designated supervisor, I reviewed and approved the late entry."*

See [Attachment A](#) for complete ETO enrollment procedures.

## UW Self-Sufficiency Calculator

The UW Self-Sufficiency Calculator will be utilized at program enrollment to determine an individual's self-sufficiency needs and again upon reaching self-sufficiency or at program exit to demonstrate whether self-sufficiency goals have been achieved. The recorded results may be updated as circumstances require.

Customer information collected through the UW Self-Sufficiency Calculator must be stored in a manner that allows ESD and the designated contractor overseeing the implementation of the self-sufficiency calculator to collect and record this data to assess performance. See [Attachment B](#) for the UW Self-Sufficiency Calculator instructions.

WorkForce Central will designate a local point of contact who will manage reporting on the use of the calculator and the data collected.

## Eligibility Documentation Requirements

Documentation of the following State EcSA program eligibility criteria must be uploaded into ETO:

- Pierce County residency
- Legally entitled to work in the U.S.
- Age: WorkForce Central’s State EcSA Program minimum age requirement is age 16 or older to qualify for any of the WIOA Title I formula grants.
- Income status:
  - **People experiencing poverty:** Individuals whose household income is below [200% of the Federal Poverty Level \(FPL\)](#).
  - **People who demonstrate financial need:** Individuals whose household income is below their self-sufficiency goal and require employment or training-related services to achieve self-sufficiency.
- Meet basic WIOA Title I Youth (Young Adult), Adult, or Dislocated Worker program eligibility requirements, excluding Selective Service registration requirements.

To better facilitate co-enrollment into WIOA Title I programs and monitoring activities, documents permitted to satisfy the above are the same as those designated in WorkForce Central’s WIOA Title I Program Eligibility, Enrollment, and Documentation Policy Handbook, located on WorkForce Central’s [Policy Library](#).

## Enrollment

Enrollment into the State EcSA program must include the following and uploaded or recorded into ETO:

- Completed and signed paper [State EcSA application](#)
- Verification of program eligibility
- Comprehensive assessment
- UW Self-Sufficiency Calculator results
- Individual Employment Plan (IEP)
  - An IEP must be established for every State EcSA enrollee, designed to help them move above 200% of the FPL and then above their Self-Sufficiency Standard. The IEP must include development of a career plan and results of the UW Self-Sufficiency Calculator and recorded in ETO under the “State Funded Development of Individual Employment Plan” service. The career plan must include specific State EcSA elements of the State EcSA program enrollment including how the results of the UW Self-Sufficiency Calculator support the customer’s State EcSA career plan. The “State Funded Development of Individual Employment Plan” service must be recorded in ETO seven (7) calendar days of the State EcSA program enrollment.
  - When applicable, the IEP must also include the earning of Career Accelerator Incentives, [see below](#).

- If an IEP has already been developed as a result of prior enrollment in a WIOA Title I program, the IEP from the previous program may be used, but must be updated with the data from the UW Self-Sufficiency Calculator, and an explanation as to how the State EcSA program will be used to help the State EcSA recipient reach self-sufficiency.
- Case notes documenting a referral through the Common Referral System (in lieu of the State's Bundled Services Desk Aid) that provides information about other workforce, education, and human services that may be of value.
- [Authorization to Share Confidential Information and Records Form](#)
- [Washington State Freedom from Discrimination-Declaration of Civil Rights Form](#)

Directions for uploading the above documents are the same as those in WorkForce Central's ETO Data Validation & Documentation policy on WorkForce Central's Policy Library. For uploading UW Self-Sufficiency Calculator results, see [Attachment A, Section E, Uploading Documentation from the UW Self-Sufficiency Calculator](#).

When possible, both parents in eligible two-parent households should be offered career development, English language learning, and other services, if desired by the family.

### **Co-enrolling into Programs**

One of the major goals of the State EcSA program is the promotion of a holistic approach to fighting poverty. For this reason, co-enrollment in any program that will assist individuals to that end is encouraged wherever possible, other existing resources and programs should be used to maximize benefits to customers. Please note, the eligibility for the State EcSA program does not supplant the eligibility criteria for any other program. WorkForce Central and its subrecipients must ensure individuals meet the specific eligibility requirements prior to enrollment in other programs.

The above list of State EcSA enrollment documents, except for self-sufficiency calculator results, is waived for State EcSA eligible individuals currently enrolled in a WIOA Title I program and who later co-enroll into the State EcSA program. Service providers must document in the program enrollment case notes recorded in ETO the waiving of the State EcSA program enrollment documents and confirmation the individual meets the State EcSA program eligibility at the time of enrollment into the State EcSA program.

If an individual first enrolls into the State EcSA program prior to co-enrollment into a WIOA Title I program, the above list of State EcSA program enrollment documents is required at the time of the State EcSA program enrollment. If at any time a State EcSA enrolled individual co-enrolls into a WIOA Title I program, the WIOA Title I enrollment documentation must be completed at the



time of their WIOA Title I program enrollment as outlined in WorkForce Central’s WIOA Title I Eligibility, Enrollment, and Documentation Policy.

### **EcSA Career Accelerator Incentives**

State EcSA participants who are making satisfactory progress on their State EcSA career plans are eligible for Department of Commerce Community Reinvestment funded incentives through the *EcSA Career Accelerator Incentives Fund* in the amount of \$1000 per month.

Individuals must first be eligible for and enrolled in the State EcSA program and be making positive progress on their State EcSA career plans each month as documented by their State EcSA career advisors in case notes recorded in ETO. The provision of incentives must be included in the participant’s State EcSA career plan. Youth ages 16-17 are eligible for incentives but unless the youth is legally emancipated, parent or guardian consent is required. The parent or guardian must have the opportunity to consider impacts on other benefits the household may be receiving. Parental/guardian authorization for incentives must be documented in case notes recorded in ETO (e.g., in the Financial Literacy – Youth Only touchpoint).

State EcSA service providers should implement effective outreach strategies to reach Black, Indigenous, and Latinx communities, who are priority populations for incentives through the EcSA Career Accelerator Fund.

WorkForce Central must report the demographics of individuals receiving incentives through the EcSA Career Accelerator Fund to the WA State Department of Commerce and the Governor’s Office of Equity. Therefore, accurate reporting of recipient demographic information in ETO and completion of WorkSourceWA.com accounts with current demographics is vital for the success of the EcSA Career Accelerator Fund.

The State requires the monthly incentive to be in the amount of \$1000 and further requires that State EcSA participants continue receiving the monthly \$1000 incentive while meeting eligibility requirements for as long as they are enrolled in the State EcSA program (there is no time limit for receiving incentives) and making suitable progress (as defined by the State EcSA service provider) toward their career plans as documented by the career advisor in ETO each month, and while EcSA Career Accelerator Incentive funding lasts. Any gaps in the provision of incentives must be tracked in ETO with an explanation for the break in service documented in standalone case notes recorded in ETO.

State EcSA career advisors must assess the impact \$1000 monthly incentives may have on other benefits the participant is receiving. For example, EcSA Career Accelerator incentives will count as income toward a participant’s SNAP benefits and may require income tax reporting requirements. The State, through [Policy 7005, Attachment A](#), allows for incentives to be provided in one single

payment at program completion to avoid impacting federal benefits, if the customer chooses this option. However, the State does not authorize this as the only approach to providing incentives. The State EcSA recipient and State EcSA career advisor should develop a plan to address potential impacts resulting from the incentive payments, including the option to opt out of receiving incentives. EcSA recipients are not required to accept incentives and may decline the incentive payments at any time and for any reason. The declination for incentive payments must be documented in standalone case notes recorded in ETO. Participants who previously received incentive payments and decided to stop payments may begin receiving incentives again upon their request, provided they are still eligible.

Every monthly incentive payment provided must be recorded in ETO by selecting the **Community Reinvestment Financial Support Payment** touchpoint.

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. The method of payment must be included in the Community Reinvestment Financial Support Payment touchpoint recorded in ETO. Gift cards are not an acceptable form of incentive payment.

Incentives received under the EcSA Career Accelerator program do not impact eligibility for other incentives, EcSA or otherwise. Incentives provided by the Career Accelerator Incentives Fund do not count as income for the UW Self-Sufficiency Calculator.

### **Allowable State EcSA Services**

All services listed in the “State-Funded Services” tab of the [WorkSource Services Catalog](#) and commonly provided by WIOA Title I are automatically approved for State EcSA.

State EcSA training and supportive services are not entitlements and must be provided on the basis of demonstrated need and individual circumstances, as documented in the customer’s ETO record.

- **State EcSA Supportive Services**

The amount and type of supportive services provided to State EcSA recipients must be tracked in ETO in accordance with the guidance provided in [Attachment A, section C](#) of this policy. Allowable supportive services, as outlined in WorkForce Central’s Supportive Services Policy posted on WorkForce Central’s [Policy Library](#) are allowable under the State EcSA program. In addition, the following supportive services not commonly provided through WIOA Title I programs are allowable through the State EcSA Program:

- Food assistance:
  - ETO and invoicing documentation requirements:

- Justification for the supportive service and the anticipated and actual expenditures must be documented in case notes.
- Completed and signed State EcSA Supportive Service Request Form/Voucher.
- Itemized receipt of purchased food items.
- Family housing and rental assistance:
  - ETO and invoicing documentation requirements:
    - Justification for the supportive service and the anticipated and actual expenditures must be documented in case notes.
    - Completed and signed State EcSA Supportive Service Request Form/Voucher.
    - Copy of rental agreement, other housing-related documentation that shows the amount of rent, mortgage, moving costs, etc.
    - Receipt of payment.
- Other supplies or services not normally authorized under WIOA Title I funding that if not provided may negatively impact the success of the State EcSA recipient.

Supportive services not authorized under the State EcSA program include, but are not limited to:

- Supportive services purchased prior to program enrollment.
- Fines and penalties resulting from violations of, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations (e.g., traffic violations).
- Interest payments.
- Entertainment, including tips.
- Contributions or donations.
- Alcohol, tobacco, or marijuana products.
- Pet food.
- Out-of-state job search expenses that are paid for by the prospective employer.
- Relocation expenses that are paid for by the prospective or new employer.
- Admission fees and other expenses associated with graduate degree programs.
- Any other item that is not required for the individual to successfully complete their training and employment goals.

To avoid financial implications for customers receiving DSHS or other needs-based assistance, WorkForce Central is not authorizing the use of State EcSA funds for stipends that are authorized under State EcSA Program policy.



- **State EcSA Training Services**

State EcSA recipients whose household income is under 200% FPL may be eligible for education and training assistance through the [Washington State College Grant](#). However, State EcSA or WIOA Title I funded ITA's, or other funding options may be more appropriate if individual circumstances prohibit eligibility for the Washington State College Grant.

State EcSA funded training may pay for the following:

- Instructor salaries and benefits
- Classroom space
- Instructional materials
- Tuition
- Books
- Academic fees
- School supplies
- Educational testing and certification
- Equipment and tools
- Prerequisite training to a vocational training program if the prerequisite training is required by the educational institution.
- Other required items or services that are listed on a school syllabus or other official school document.

State EcSA funded training must be listed on the Washington State Eligible Training Provider List (ETPL) or another state's eligible training list. WorkForce Central may, on occasion, waive ETPL requirements. The email documenting WorkForce Central's authorization to waive the ETPL requirement must be uploaded into the training service touchpoint in ETO.

WorkForce Central requires the following documentation to support State EcSA funded training services:

- Comprehensive assessment results identifying:
  - A need for training services to obtain or retain employment leading to self-sufficiency, defined as attainment of 100% of individualized household income adequacy as established through the use of the UW Self-Sufficiency Calculator, and
  - The recipient has the skills and qualifications to participate successfully in training services.

- An Individual Employment Plan (IEP) that identifies the selected training program. The selected training program must align with the individual's documented career goals.
  - The IEP must include the anticipated and actual start dates of training, training completion date, and credential earned.
- Documentation validating actual start date of training.
- The customer's grades/progress reports throughout the training program. Satisfactory progress is required for ongoing State EcSA training support.
- Training outcomes.
- Case notes as appropriate.

Documentation for the above criteria must be uploaded into the applicable training service recorded in the individual's ETO record in accordance with WorkForce Central's ETO Data Validation and Documentation Policy posted on WorkForce Central's [Policy Library](#).

### **Funding Limitations for State EcSA Services**

Washington State and WorkForce Central do not limit the funding for supportive, work-based, or training services for people experiencing poverty and whose households are **under 200% FPL** or for people who demonstrate financial need and require employment or training-related services to achieve self-sufficiency. State EcSA service providers have discretion to award funds in accordance with their internal policies, budget limitations, number of customers to be served, and the unique needs of every individual. Service providers must ensure equitable treatment when accessing State EcSA services.

### **Monitoring**

WorkForce Central's State EcSA program will be monitored by the ESD Monitoring Unit at a time and in a manner to be determined in consultation between the ESD Grants Management Office, the ESD Monitoring Unit, and WorkForce Central. WorkForce Central will conduct ongoing monitoring and oversight of the State EcSA subrecipient's compliance through monthly program and fiscal invoice and ETO reviews, in the same frequency and manner as its WIOA Title I programs.

### **REFERENCES**

- RCW Chapter 43.164 – Economic Security for All Grant Program
- ESD Policy 1013, Rev. 4
- ESD Policy 1024, Rev. 2
- ESD Policy 7000, Rev. 1
- ESD Policy 7005



ATTACHMENTS-HYPERLINKS:

- [Attachment A – ETO Guidance](#)
- [Attachment B – UW Self-Sufficiency Calculator Step-by-Step Guide to Saving Customer Information](#)

*WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.*