



Program Policies

State Economic Security for All (EcSA) Program & Community Reinvestment Program (CRP) Incentives Policy

POLICY #:	<i>P-S-EcSA-1017, Rev. 10</i>
EFFECTIVE:	<i>March 31, 2026</i>
SUPERSEDES:	<i>State EcSA Program Policy, Rev. 9, effective January 16, 2026</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](#) and the Career Accelerator Incentives funded under the State's Community Reinvestment Plan (CRP).

This policy revision includes:

- An updated Community Reinvestment Plan milestone-based [incentive structure](#).
- Updated guidance for documenting referrals through the local Common Referral System (CRS) and the State's Bundled Services Desk Aid.

BACKGROUND:

State EcSA

The priority of the State EcSA fund 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-sufficiency¹, as established by the Washington State 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.

¹ **Self-sufficiency:** Attainment of 100% of individualized household self-sufficiency as established through the use of the Washington State 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 and suitable participants enrolled in the program.
- The number of participants enrolled in training for a career with starting wages at or above their unique self-sufficiency goal.
- The number of participants who exceed 200% of the FPL.
 - The number of participants with income at or above their unique self-sufficiency goal and those with income above 200% of the FPL are not exit-based measures and can be counted at any point of an individual's engagement in the State EcSA program. Positive attainment of income must be recorded in ETO within seven (7) calendar days of notice and does not necessitate an exit from the program. 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 efforts must intentionally engage Black, Indigenous, People of Color, unhoused, and residents of rural communities served by the State EcSA program **to increase the number of individuals representative of these communities** who are served by the State EcSA program over time.
- Meet program expenditure, performance, and benchmark goals as established in the contract.
- The use of the designated Washington State 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 submit quarterly reports to ESD in the format specified in the State EcSA contract. Similarly, service providers must submit quarterly reports to WorkForce Central in the format specified in their State EcSA contracts.

Community Reinvestment Program/Career Accelerator Incentives

In 2025, the Washington State Legislature dedicated \$10,110,000 to EcSA Career Accelerator Incentives and Matched Investment Savings Accounts (MISA) to provide financial support payments of up to \$1,000 per month in incentives to individuals enrolled in the State EcSA program and who are making progress toward their career plan and matched investment savings accounts



at a match rate of 1:1 for up to \$10,000 to participants in match savings. ESD Policy 7010, Rev. 3 *Community Reinvestment Plan Matched Investment Savings Accounts* provides guidance for matched savings accounts.

Priority populations for Community Reinvestment Program (CRP) incentives include historically underserved communities with an emphasis on serving EcSA participants from the [Governor's WIOA priority populations](#) and ALICE (Asset Limited, Income Constrained, Employed) households with a focus on Black, Tribal, Latine, Asian, Hawaiian, and Pacific Islander Washingtonians. While these are priority populations for CRP, anyone who is eligible and suitable may be enrolled in State EcSA and receive CRP incentives.

The number of participants served from State EcSA priority populations are tracked through regular reports provided to the Washington State Department of Commerce and the Governor's Office of Equity who expect to see significant growth in the number of people served from Black, Tribal, Latine, Asian, Hawaiian, and Pacific Islander populations. As a result, State EcSA service providers should implement effective outreach strategies to reach these communities, and ensure accurate reporting of recipient demographic information in ETO and completion of WorkSourceWA.com accounts which is vital for the success of the EcSA Career Accelerator Fund. Participants are not required to self-identify their demographic information in WorkSourceWA.com and may choose "decline to answer" at any time.

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 is outlined in this policy.

Service providers must ensure equitable access to State EcSA and CRP incentive services are provided to individuals with disabilities.

ETO (State MIS)

Where applicable, enrollment, eligibility, services, and all other aspects of the State EcSA and CRP programs must be recorded in ETO as described in this policy and 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 and CRP 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 after the seven (7) day period, staff must correct the errors and request that their supervisor and/or ETO Department Head 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 and/or ETO Department Head 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 State EcSA ETO enrollment procedures.

Washington State Self-Sufficiency Calculator

The Washington State Self-Sufficiency Calculator must be utilized at the time of enrollment in the State EcSA program 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.

Participant information must be stored in a manner that enables ESD and the designated service providers overseeing the self-sufficiency calculator to collect and record performance outcomes. Successful achievement of gained income that meets or exceeds the individual's unique self-sufficiency goal and those with income above 200% of the Federal Poverty Level (FPL) must be recorded into ETO, with supporting documentation uploaded. See [Attachment B](#) for the Washington State Self-Sufficiency Calculator instructions.

CRP and or MISA incentives do not count as income for the Washington State Self-Sufficiency Calculator.

Eligibility Documentation Requirements

CRP incentives are available to individuals enrolled in the State EcSA program. 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.
- Meet basic WIOA Title I Youth (Young Adult), Adult, or Dislocated Worker program eligibility requirements, excluding Selective Service registration requirements.

- Income status:
 - Individuals whose household* income is below [200% of the Federal Poverty Level \(FPL\)](#), *or*
 - Individuals whose household* income is above 200% of the FLP but below their self-sufficiency goal as determined by the Washington State Self-Sufficiency Calculator **and** require employment or training-related services to achieve self-sufficiency. **After July 1, 2025**, no more than 20% of an LWDB's yearly enrollments may be from individuals who are over 200% of the FPL. Enrollments entered **prior to July 1, 2025** do not count toward the 20% limit.

*For the purposes of establishing self-sufficiency using the Washington State Self-Sufficiency Calculator, household size is defined as persons residing in the household who are related by blood, marriage or decree of court. Unmarried couples and their children are also considered part of the household.

To better facilitate co-enrollment into WIOA Title I programs and monitoring activities, co-enrollments must first be approved by WorkForce Central. 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, with all information recorded or uploaded into ETO:

- Completed and signed paper State EcSA application
- Verification of program eligibility
- Comprehensive assessment
- Washington State 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 Washington State 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 Washington State Self-Sufficiency Calculator support the participant's State EcSA career plan. The "State Funded Development of Individual

Employment Plan” service must be recorded in ETO within 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, and must be updated with the data from the Washington State Self-Sufficiency Calculator with 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 that provides information about other workforce, education, and human services that may be of value. Or case notes documenting a referral to organizations included in the [State’s Bundled Services Desk Aid](#) that may no longer be a partner of the updated local Common Referral System.
- [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 Washington State Self-Sufficiency Calculator results, see [Attachment A, Section E, Uploading Documentation from the Washington State Self-Sufficiency Calculator](#).

When possible, parents and other family members in the household 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 to promote a holistic approach to fighting poverty. For this reason, co-enrollment in other programs that may further assist individuals is encouraged wherever possible, and existing resources should be leveraged to maximize benefits to participants. Please note, eligibility for the State EcSA program does not replace or alter the eligibility criteria of any other program. Service providers with WorkForce Central must ensure individuals meet eligibility and suitability requirements prior to co-enrollment.

While co-enrollment may enhance participant outcomes, service providers are responsible for ensuring that appropriate individualized services are implemented and recorded in ETO for each program of enrollment. This means that if a participant is enrolled in two programs, there must be at least one distinct service provided and documented under each program. Service providers may not double-count a single service across multiple programs; for example, enrollment, training, or

employment may be recorded for one program but must be recorded as co-enrollment only in the other. This requirement applies across all performance measures and benchmarks. Additionally, service providers must ensure equitable use of funding between programs and may not prioritize expenditures from one program over another.

For individuals already enrolled in a WIOA Title I program who later co-enroll into the State EcSA program, the required State EcSA enrollment documents listed above, excluding the self-sufficiency calculator results, are waived. Service providers must confirm the individual's State EcSA eligibility at the time of enrollment and document in ETO case notes both the eligibility determination and the waiver of enrollment documents.

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 are eligible for Department of Commerce Community Reinvestment Plan funded incentives through the EcSA Career Accelerator Incentives Fund in amounts of up to \$1,000 per month. Incentives must be included in the participant's State EcSA career plan. Incentives are awarded upon completion of specific goals as outlined in the milestone-based [incentive structure](#). Each milestone achievement must be recorded in ETO and documented in case notes.

Youth ages 16-17 are eligible for incentives; however, unless legally emancipated, parent or guardian consent is required. Parents or guardians must also be given the opportunity to consider potential impacts on other household benefits. Parental/guardian authorization must be documented in ETO case notes (e.g., in the Financial Literacy - Youth Only touchpoint).

CRP incentives must meet the following criteria:

- Incentives may only be provided to individuals enrolled in the State EcSA program.
- Payments must be recorded in ETO, the State's MIS, using the Community Reinvestment Financial Support Payment Touchpoint.
- Incentive payments must not exceed \$1,000 per month per participant. Total incentive payments per participant must not exceed \$10,000.
- Provision of the incentive payments must follow the milestone-based [incentive structure](#) and be included in the participant's career plan. To qualify for incentives, participants must

complete specific activities and/or outcomes as part of a plan developed or updated in collaboration with their case manager as circumstances require. Service providers must record milestone activities and progress in case notes recorded in ETO.

- Participants who received CRP incentives prior to July 1, 2025, may continue to receive incentives via completion of activities and/or outcomes as defined in the [incentive structure](#). Incentives received after July 1, 2025, cannot exceed the \$10,000 max per participant.
- 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 allowable form of payment.

CRP and or MISA incentives do not have any impact on eligibility for any other incentives, State EcSA or otherwise. CRP and or MISA incentives do not count as income for the Washington State Self-Sufficiency Calculator.

State EcSA recipients are not required to accept CRP and or MISA 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 and do not exceed the \$10,000 max per participant.

State EcSA case managers in collaboration with the enrolled State EcSA participant must assess the impact 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. For other benefits, local areas are encouraged to use the [Atlanta Federal Reserve's tool](#) for predicting such impacts. Incentives may be issued as a single payment upon program completion at the participant's request to avoid impacts on other federal benefits. This option cannot be used as the sole method of providing incentives. The participant's agreement to receive incentives in this manner must be documented and recorded in ETO. The State EcSA recipient and State EcSA case manager must develop a plan to address potential impacts resulting from the incentive payments, including the option to opt out of receiving incentives.

Each monthly incentive payment must be recorded in ETO within seven (7) calendar days of issuance by selecting the **Community Reinvestment Financial Support Payment** touchpoint. For every month an incentive is provided, the participant's milestone progress and/or outcome must also be documented in case notes and recorded in ETO.

Any gaps in the provision of incentives must be recorded in ETO with an explanation for the interruption in service documented in standalone case notes recorded in ETO.



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 enrolled State EcSA participant’s ETO record.

- **State EcSA Supportive Services**

The amount and type of supportive services provided to State EcSA recipients must be recorded 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 expenditure 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 expenditure 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 continued 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 participants 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. IEP must be updated as circumstances require.
- Documentation validating actual start date of training.
- The participant'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 must use discretion when awarding funds in accordance with their internal policies, budget limitations, number of participants 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. The service provider must regularly monitor and review participant ETO files to ensure accuracy of participant demographics, services, and outcomes.

REFERENCES

- RCW Chapter 43.164 – Economic Security for All Grant Program
- ESD Policy 1013 (current revision)
- ESD Policy 1024 (current revision)
- ESD Policy 7000 (current revision)
- ESD Policy 7005 (current revision)

ATTACHMENTS-HYPERLINKS:

- [Attachment A – State EcSA ETO Guidance](#)
- [Attachment B – Washington State Self-Sufficiency Calculator Step-by-Step Guide to Saving Customer Information](#)
- [EcSA CRP Incentive Guidance](#)

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