



Program Policies

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

POLICY #: *P-F-EcSA-1025*

EFFECTIVE: *July 29, 2026*

SUPERSEDES: *N/A*

PURPOSE:

To communicate guidance for the Federal Economic Security for All (Fed EcSA) program that is funded by WIOA Title I Governor's statewide activities funds, and the Career Accelerator Incentives funded under the State's Community Reinvestment Plan (CRP).

BACKGROUND:

Fed EcSA

The priority of the Fed EcSA fund is to:

1. Leverage WIOA and non-WIOA services (public assistance programs, housing, many others) to stabilize customer's lives, conveniently and with dignity.
2. Establish and implement customized career plans to reach 100% of participant self-sufficiency¹, as established by the Washington State Self-Sufficiency Calculator.
3. Provide extensive wrap-around services and continue to bundle benefits to maintain stability as customers pursue their customized career plan, continuously until they reach self-sufficiency.
4. Include 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.

To properly measure accomplishment of these goals, WorkForce Central and sub-grantees are expected to comply with the following requirements:

¹ **Self-sufficiency:** Attainment of 100% of individualized household self-sufficiency as established through the use of the Washington State Self-Sufficiency Calculator.

- Fed EcSA participants must be tracked in the State MIS according to the case management policies and procedures required by the WIOA Title I-B program.
- Participants must be assessed using the Self-Sufficiency Calculator at program enrollment and upon gaining employment, with data recorded in a manner that allows the WA State Employment Department (ESD) and its contractor overseeing the Self-Sufficiency Calculator to track performance and measure progress toward self-sufficiency. LWDBs must designate a local point of contact responsible for managing and reporting calculator use and collected data.

POLICY:

To properly measure accomplishment of these goals, WorkForce Central and its Fed 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 Fed EcSA and CRP incentive services are provided to individuals with disabilities.

State MIS (WA Works)

Enrollment, eligibility, services, and all other aspects of the Fed EcSA (*and CRP when applicable*) programs must be recorded in WA Works as described in this policy and WorkForce Central's Data Validation and Documentation Policy, located on WorkForce Central's [Policy Library](#).

Data must be recorded accurately and timely into WA Works. Fed EcSA (*and CRP when applicable*) services must be recorded in WA Works at the point in time they are delivered, or within seven (7) calendar days. The date recorded in WA Works 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 approve the correction. This approval must be documented with a case note recorded in WA Works. 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."*

Washington State Self-Sufficiency Calculator

The Washington State Self-Sufficiency Calculator must be utilized at the time of enrollment in the Fed 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 WA Works, with supporting documentation uploaded.

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 Fed EcSA programs. Documentation of the following Fed EcSA program eligibility criteria must be uploaded into WA Works:

- Meet basic WIOA Title I Youth (Young Adult), Adult, or Dislocated Worker program eligibility requirements, including 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 FPL 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.
 - LWDBs are not required to serve individuals with income above 200% of the FPL. Creation of a local policy to allow the use of funds for such individuals does not obligate an area to expend funds to serve individuals who are over 200% of the FPL.
 - If an area chooses to serve individuals with income above 200% of the FPL, no more than 20% of the LWDB's budget expenditures may be for this population. Only direct participant expenditures count toward the 20% maximum. Expenditures are calculated based on the program year in which they took place and expenses from prior years do not count toward the 20% in subsequent years.

- Individuals over 200% of the FPL must be served in accordance with the same rules and policies that govern individuals enrolled who are 200% below the FPL.

*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 Fed EcSA program must include the following, with all information recorded or uploaded into WA Works:

- Completed and signed online or paper WIOA Title I-Fed EcSA application
 - The application includes the required Fed EcSA income status
- Verification of applicable WIOA Title I program eligibility
- Washington State Self-Sufficiency Calculator results
 - Results must be documented on the participant's career plan
- Authorization to Share Confidential Information and Records Form
- Participant Information Form

Directions for uploading the above documents are the same as those in WorkForce Central's Data Validation & Documentation policy on WorkForce Central's [Policy Library](#).

Co-enrolling into Programs

One of the goals of the Fed 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 Fed 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 WA Works 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.

Federal EcSA Career Accelerator Incentives

Federal 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 Federal 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 WA Works and documented in case notes.

Fed EcSA participants are also eligible to enroll in Matched Investment Savings Accounts (MISAs) at a match rate of 1:1 for up to \$10,000 to participants in match savings. [ESD Policy 7010 \(current revision\) Community Reinvestment Plan Matched Investment Savings Accounts](#) provides guidance for matched savings accounts.

CRP incentives must meet the following criteria:

- Individuals must be enrolled in the Federal EcSA program.
- Payments must be recorded in WA Works, the State's MIS as a Support Service, CRF Funded - Financial Support.
- 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 WA Works.
- 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, Fed EcSA or otherwise. CRP and or MISA incentives do not count as income for the Washington State Self-Sufficiency Calculator.

Fed 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 case notes recorded in WA Works. 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.

Fed EcSA case managers and Fed EcSA participants must collaboratively 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 WA Works. The Fed EcSA recipient and Fed 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 incentive payment must be recorded in WA Works within seven (7) calendar days of issuance by entering a Support Service, CRF Funded - Financial Support. For every incentive provided, the participant's milestone progress and/or outcome must be documented in case notes and recorded in WA Works.

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

Allowable Uses of Federal EcSA Funding

Federal EcSA funds must comply with the regulations governing the use of WIOA Title I-B statewide activities funds, including federal, state, and local policy rules controlling the use of WIOA formula funds.

Funding Limitations for Federal EcSA Services

Washington State and WorkForce Central do not establish funding limits for supportive, work-based, or training services for individuals enrolled in Fed EcSA. Therefore, Fed 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 Fed EcSA services.

Monitoring



WorkForce Central's Fed 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 Fed EcSA subrecipient's compliance through monthly program and fiscal invoice and WA Works reviews, in the same frequency and manner as its WIOA Title I programs. The service provider must regularly monitor and review participant WA Works 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 7005 (current revision)
- ESD Policy 5625 (current revision)

ATTACHMENTS-HYPERLINKS:

- [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.