



1. Community Reinvestment Fund EcSA Career Accelerator Participant Incentives

The Community Reinvestment Fund (CRF) Economic Security for All (EcSA) Career Accelerator (CA) Participant Incentives is Washington Department of Commerce funding passed down through the Employment Security Department. The goal of this funding is to provide additional support to State EcSA participants through incentive payments to help low-income families move out of poverty. There is a focus on serving BIPOC and vulnerable populations, in particular (but not solely required to be) Black, Latino, and Indigenous. The number of customers served from these target populations is being tracked through regular reports to the Washington State Department of Commerce and the Governor's Office of Equity. Because of this, effective recruiting strategies and proper data entry concerning customer demographics are especially vital to this program.

- a. Dates of this Incentive Program – January 1, 2024 – June 30, 2025**
- b. Program Enrollment Requirements –** Individuals must be registered and enrolled in State EcSA according to the requirements in SWC Policy WS822 R1 – State EcSA prior to receiving any EcSA CA incentive payments. Participants may receive incentives from the EcSA CA when State EcSA enrolled, whether they are above or below 200% of the Federal Poverty line. The EcSA CA's focus supports Black, Indigenous, and Latino communities and providers should implement outreach strategies to reach these populations. However, anyone who is eligible may be enrolled in State EcSA and receive incentives from the EcSA Career Accelerator.
- c. Incentive Payment Requirements**
 - i. To be eligible for an EcSA CA incentive payment, participants must be making progress towards their individualized career plan, goals, or other activities as determined and documented by program staff in the participant's individual employment plan (IEP).
 - ii. EcSA CA incentive payments must be exactly \$1,000.
 - iii. EcSA CA incentive payments must be made at a frequency not less than monthly.
 1. The intent is that the incentive payment will be monthly, unless a participant is not making progress for the month.
 2. For example, a participant could receive a payment in September for progress, miss one in October due to lack of progress, and receive a payment again in November.
 - iv. Receipt of EcSA CA incentive payments does not count toward the \$5,000 cap for participants enrolled in EcSA who are over 200% of the FPL.
 - v. Incentives received under the EcSA CA program do not have any impact on eligibility for any other incentives, EcSA or otherwise. Participants may still receive incentive payments from State EcSA if they are eligible for them as part of their career plan and the LWDB provides them in accordance with the rules and regulations of the State EcSA program.
 - vi. Upon receiving an initial EcSA CA incentive, participants must continue to receive them monthly while meeting eligibility requirements for 6 months or until exiting from the program, whichever comes first as long as they are enrolled in the program and making suitable progress toward their career plan as documented by their case manager each month, and so long as funding is available for the EcSA CA Incentives.
 - vii. Participants may receive incentives for longer than 6 months under the following circumstances:
 1. They are participating in the Matched Investment Savings Account pilot program.
 2. An exception request has been made to the SWC based on individual need, and SWC has approved the exception. Please submit requests for exceptions to programteam@spokaneworkforce.org.

3. Any participant who has already received more than 6 months of incentives on the date this policy revision goes into effect may be offered 30-days' notice and receive one additional month of incentive payments, provided they are still enrolled and making progress.
- viii. Case managers must take steps while working with participants to assess other benefits received and determine what impact, if any, receipt of EcSA CA incentives will have on those benefits. After identifying potential issues, the customer and case manager should engage in discussion to determine how to address any conflicts.
- ix. Receipt of EcSA CA incentive payments may be taxable. Documentation that the participant received information on potential tax implications must be located in the participant file.
- x. EcSA CA incentive payments 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 acceptable form of payment.

d. Documentation and Data Entry Requirements

- i. The participant must be registered in the ETO according to the requirements in SWC policy WS800 R1 – Front-End Services.
- ii. Payments must be tracked in ETO using the Community Reinvestment Participant Support Payment touchpoint.
- iii. For each monthly EcSA CA incentive payment, a case note must be entered documenting the following:
 1. Justification to receive the incentive payment, which includes:
 - a. Documenting the participant progress with their career plan, goals, training services, or other activities that occurred in the prior period in alignment with their IEP,
 - b. That the participant is determined eligible for the EcSA Career Accelerator Incentive Payment of \$1,000,
 - c. How the participant was notified that the receipt of an incentive payment may potentially impact state or Federal benefits and taxes.
 2. Approved voucher and payment note including date approved, amount, and method of payment.
- iv. Expenditure records of incentive payments must be stored locally or uploaded into ETO.
- v. Case notes or other documentation showing progress made towards career plan/goals/activities and any goals for the following month must be entered into ETO no less than monthly.

2. References

- [State Policy 7005 R1 – Community Reinvestment Fund](#)
- [State Policy 7010 – Community Reinvestment Plan Matched Investment Savings Accounts](#)

Revision History:

WS419 R2 – Attachment B – February 2024

WS822 R2 – Attachment D – January 2025