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**Type:** Program Procedure

**Date Established:** 9/22/2022

**Date Last Revised:** N/A

**Date Posted to Website:** 9/28/2022

**Status:** Final

**Supersedes:** N/A

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## **Procedural Guidelines**

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PacMtn contractors are authorized to provide Participant Cash Supports/Stipends and Participant Incentive Payments to participants enrolled in, and making satisfactory progress in, State Funded Economic Security for All (EcSA) activities and programs.

This procedure will inform and outline the operations associated with implementing State EcSA service provision.

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### **Procedures**

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#### **Eligibility:**

In order to be eligible for the State EcSA program, applicants must meet the following requirements:

- From households that are below the 200% of the Federal Poverty Level (**See Attachment A**)
- Meet WIOA Basic Eligibility requirements for any of the three WIOA Formula programs, excluding requirements to register for Selective Service.

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 clients to that end is encouraged. Please note, however, that eligibility for the State EcSA program does not supplant the eligibility criteria for any other program. LWDBs must ensure each participant meets the specific eligibility requirements prior to enrollment in each program.

#### **Requirements for Documenting Eligibility:**

In order to demonstrate eligibility, service providers are required to maintain documentation that verifies the following criteria.

Eligibility documentation follows the same requirements as WIOA Title IB and service providers should refer **ESD Policy: Data Element Validation 1003, Revision 2 , Attachment B** to identify acceptable documentation for each eligibility criteria listed below.

- Identity
- U.S. Citizenship or otherwise legally entitled to work in the U.S.
- Age
- Income status

#### **Allowable Uses of State EcSA Funding:**

All services listed in the State EcSA Services Catalog and commonly provided by WIOA Title I are automatically approved to be provided under State EcSA.

- The following services and activities not capable of being provided by WIOA Title I are allowable uses of State EcSA funds.
  - Stipends/Participant Cash Support Payments
  - In addition to the approved service category listed above service providers may request additional allowable uses listed below for local funds:
    - Food Assistance
    - Housing and Rental Assistance
    - Medical and Mental Health Care including technology (eyeglasses, hearing aids, dental care, etc.)

### **Minimum Documentation for Stipends/Participant Cash Support Payments**

Service providers must document in the MIS system the following:

- The associated activity and achievement in order to gain the incentive
- The date of the activity
- The incentive amount tied with the activity

Service providers must provide the following accompanying documentation for Incentive Payments:

- The purchase order or similar fiscal documentation identifying the incentive date, amount, and funding source.

### **Enrollment and ETO Guidance/Services:**

- Enrollment, eligibility, services, and all other aspects of client progress must be recorded in State MIS (currently ETO). Service providers may use other means to record participation locally, but all information within them must also be located in ETO.
- Service providers must enter client data into the designated University of Washington Self-Sufficiency Calculator. Tracking of income information in other systems is acceptable for local purposes, but does not replace this requirement.
- It is imperative that to the fullest extent possible that data entered into ETO accurately reflect the service provided at the time the service is provided. Therefore, the minimal ETO data entry requirements are as follows:
  - Services must be entered at the point in time at which they are delivered.
  - If services cannot be entered at the time they are delivered, State EcSA services must be entered within 14 calendar days of service delivery, and the date entered must reflect the date the service was delivered. Subsequent edits to the services after the 14- day period to correct errors or further describe circumstances are acceptable.
  - Services entered after the 14 calendar day restriction must be entered in accordance with the following process:
    - For any State EcSA service errors identified after the 14-day calendar restriction, staff must correct the errors and request that the individual who has supervisory oversight over the program review and approve the correction. This approval must be documented with a case note. The case note must identify the service name, the reason for the correction, and the designated supervisor’s review and approval of the correction.
    - Case Note Example: “The [enter service name, i.e.: Basic service that was provided on {date service occurred}] was not entered within the 14-day allowable timeframe per WIN 0129. As a designated supervisor, I reviewed and approved the late entry”.

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### **References**

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Workforce Innovation and Opportunity Act of 2014  
WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016  
WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016  
WIN 0129 State Guidance and Instructions for the State Economic Security for All (EcSA) Program  
Attachment A: State EcSA Income Guidelines

**DATE APPROVED:** 9/22/2022

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**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**1570 Irving Street SW Tumwater, WA 98512**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.

## Attachment A : State EcSA Income Guidelines

2022 Federal Poverty Guidelines

<b>Household Size:</b>	<b>200% - Per Month</b>	<b>200% - Per Year</b>
1	\$2,265.00	\$27,180.00
2	\$3,052.00	\$36,620.00
3	\$3,838.00	\$46,060.00
4	\$4,625.00	\$55,500.00
5	\$5,412.00	\$64,940.00
6	\$6,198.00	\$74,380.00
7	\$6,985.00	\$83,820.00
8	\$7,772.00	\$93,260.00
9	\$8,558.00	\$102,700.00
10	\$9,345.00	\$112,140.00
11	\$10,132.00	\$121,580.00
12	\$10,918.00	\$131,020.00
13	\$11,705.00	\$140,460.00
14	\$12,492.00	\$149,900.00