
Type: Program Procedure

Date Established: 09/22/2022

Date Last Revised: 1/06/2026

Status: Final

Supersedes: #9200P

Procedural Guidelines

PacMtn contractors are authorized to provide Participant Incentive Payments and Participant Cash Support Payments (Stipends) to individuals enrolled in, and making satisfactory progress in, State-Funded Economic Security for All (EcSA) activities and programs, in accordance with PacMtn Policy 4.1.1-R1 – State EcSA Incentive Policy.

All incentives and participant cash supports must align with the participant's Individual Employment Plan (IEP), be based on demonstrated financial need, and be issued in a fair, equitable, and consistent manner that supports progress toward self-sufficiency.

This procedure outlines the operational requirements for implementing State EcSA service provision.

Procedures

Eligibility:

In order to be eligible for the State EcSA program, applicants must meet **one of the following eligibility pathways:**

1. Participants Below 200% of the Federal Poverty Level (FPL)

- Be from a household at or below 200% of the Federal Poverty Level
- Meet WIOA Basic Eligibility requirements for any of the three WIOA Title I-B formula programs, excluding Selective Service registration

2. Participants Above 200% FPL but Below Self-Sufficiency

Participants whose household income exceeds 200% FPL may be eligible if they:

- Have not yet attained individualized household self-sufficiency, as measured by the University of Washington Self-Sufficiency Calculator; and
- Demonstrate a documented financial or employment-related need for services necessary to achieve self-sufficiency

Eligibility for the State EcSA program does not replace eligibility requirements for any other program. LWDBs must ensure participants meet the eligibility requirements of each program prior to enrollment.

Requirements for Documenting Eligibility:

To demonstrate eligibility, service providers must maintain documentation verifying the following criteria. Eligibility documentation follows WIOA Title I-B requirements and **Data Element Validation 1003 (Rev4)**.

- Identity
- U.S. citizenship or legal authorization to work
- Age
- Income status

Additional Documentation for Participants Above 200% FPL:

For participants enrolled under the financial-need provision above 200% FPL, the participant file must include:

- Current household income documentation
- Documentation of financial hardship or destabilizing circumstances
- A case note providing a brief rationale explaining eligibility and need for services

Supporting documentation (e.g., pay stubs, reduced work hours, eviction notices, medical expenses, loss of childcare assistance) must be retained in the participant file.

Allowable Uses of State EcSA Funding:

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

The following services and activities not otherwise allowable under WIOA Title I may be funded under State EcSA:

- **Participant Cash Support Payments (Stipends)**
- **Participant Incentive Payments**

Additional allowable uses of State EcSA funds may include:

- Food assistance
- Housing and rental assistance
- Medical and mental health care, including assistive technology (e.g., eyeglasses, hearing aids, dental care)

All services and supports must be tied to the participant's IEP and based on demonstrated need.

Minimum Documentation for Stipends/Participant Cash Support Payments

For each incentive or participant cash support issued, service providers must document in ETO:

- The milestone or activity achieved
- The date the activity occurred
- The amount and type of incentive or support issued
- How the incentive or support aligns with the participant's IEP
- The demonstrated need being addressed

Service providers must retain fiscal documentation (e.g., purchase orders or payment records) identifying the incentive or support date, amount, and funding source.

Allowable Incentive Milestones:

Incentives may be issued to recognize meaningful progress toward employment and self-sufficiency, including but not limited to:

- Completion of an Individual Employment Plan (IEP) and Self-Sufficiency Calculator
- Completion of a Financial Plan or Bridge to Self-Sufficiency
- Credential or certification attainment
- Employment placement or advancement
- Job retention milestones
- Completion of financial literacy or budgeting activities
- Reduction of non-asset debt
- Achievement of self-sufficiency as measured by the UW Self-Sufficiency Calculator

All incentives must be tied to documented milestones and aligned with the participant's career plan.

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 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 (Rev2). As a designated supervisor, I reviewed and approved the late entry".

References

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 (Rev3) State Guidance and Instructions for the State Economic Security for All (EcSA)

Program Attachment A: State EcSA Income Guidelines

Direct Inquiries to:
Pacific Mountain Workforce Development Council
201 5th Ave SW, Ste. 401
Olympia, WA 98501
Telephone: (360) 515-5134
Email: 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

2025 Federal Poverty Guidelines

Based on the 2025 Federal Poverty Guidelines, here are the updated income thresholds at 200% of the poverty level for various household sizes:

Household Size	Monthly Income	Annual Income
1	\$2,608	\$31,300
2	\$3,525	\$42,300
3	\$4,441	\$53,300
4	\$5,358	\$64,300
5	\$6,275	\$75,300
6	\$7,191	\$86,300
7	\$8,108	\$97,300
8	\$9,025	\$108,300
9	\$9,941	\$119,300
10	\$10,858	\$130,300
11	\$11,775	\$141,300
12	\$12,691	\$152,300
13	\$13,608	\$163,300
14	\$14,525	\$174,300

Note: These figures are rounded to the nearest whole dollar.

These guidelines are effective as of January 2025 and are used to determine eligibility for various federal programs.