

5451POL Commerce Reinvestment Plan Incentives (Rev3)

Effective Date: January 2024

Last Modified: March 2026

In recognition of the work that Washington's workforce development system did to alleviate poverty through the Economic Security for All (EcSA) Initiative, the Department of Commerce provided additional funding to assist in removing barriers to serve low income individuals who are from Black, Tribal, Latine, Asian, Hawaiian, and Pacific Islander communities and enable them to engage fully in their career plans to achieve self-sufficiency. This Community Reinvestment Plan (CRP) policy sets forth the eligibility and procedures to provide milestone-based incentives to State EcSA participants in Clallam, Jefferson, and Kitsap counties who are low income, actively participating, and making progress on their career plans.

- 1. Incentives are not an entitlement and will be made available only to participants who are actively engaged, participating, and demonstrating progress on a career plan.** The issuance of incentives depends on milestone achievement and availability of funding for any given quarter.
- 2. Allocations will be distributed fairly;** incentive payments are to follow a milestone-based incentive structure and must not exceed \$1000 per month per participant. Participants are capped at \$5,000 in total incentive payments or less if they exit to unsubsidized employment and self-sufficiency is met, or funding is no longer available.
- 3. Participants are eligible to receive milestone-based incentives from one of OWDC's programs, either State EcSA or CRP but not both.** Participants who received incentives prior to July 1, 2025, may continue to receive incentives via completion of employment/training milestones. These participants may not exceed \$5,000 cap per participant.
- 4. Incentives are considered taxable non-wage-related income.** Participants receiving incentives are required to claim the incentive on their income taxes.

ELIGIBILITY

Eligible individuals must:

1. Determined eligible and enrolled as participants in the State EcSA program.
2. Be engaged in and making progress on their career plans including those activities outlined in the career plan.
3. Be active in a training or education specific to learning skills aligned with the participants' career plan.
4. Participants are required to come into the WorkSource Silverdale or Sequim office, provide ID, and sign for the incentive payment.

PROCESS

- 5. Regardless of co-enrollments, the State EcSA program team will be the only ones to determine the incentive allocations each month based on available funding, financial need, progress, and participation. Case Managers will meet with the participant to:**
 - a. review any obligations to report the income, the impacts funds may have on benefits, and answer questions the participant might have about other social service

providers regarding benefits and eligibility for services. For example, CRP incentives may affect participants TANF eligibility.

- b. Inform the participants that they may opt out of receiving an incentive at any time and their funds will be reallocated to others in need. That they may be eligible and receive an incentive in future months depending on the availability of funding.
- c. Provide the participant with information regarding required Federal Tax reporting.
- d. Inform the participant of any reporting requirements needed to receive the incentive. (Including self-attestation for job interviews and the monthly “maintain training” goal.)
- e. Determine the participants’ progress towards the incentive cap and inform them on what further incentives they may be eligible/ineligible to receive.

INCENTIVES

6. **CRP participants are eligible to receive incentive payments based on achievement of employment/training milestones.** This is to incentivize retention in training/education, to cover expenses which might deter retention or training success, or to assist in attaining self-sufficiency employment.
7. Incentives are required to be aligned with the participants’ SMART goals, their Individual Employment Plan (IEP), and the Self-Sufficiency wage goal. When a participant is making satisfactory progress toward their career goals, they are eligible to receive the following incentives for completing the noted milestone.
 - Complete an Individual Employment Plan with their case manager and individualized self-sufficiency wage goal using the Self-Sufficiency Calculator. \$100
 - Attend WorkSource Financial Wellness Series or locally approved comparable financial education classes \$150
 - Attend WorkSource Job Hunter Virtual Workshop Series or locally approved comparable job preparation classes \$150
 - Complete an employment portfolio (Resume AND Cover Letter) \$50
 - Complete an informational or job interview \$50 (2x)
 - Attend a hiring event \$50 (2x)
 - Start training that is aligned with career plan \$300
 - Maintain training \$300/month
 - Earn an industry-recognized credential \$750
 - Earn an occupational specific certification that aligns with IPP \$750

Obtained unsubsidized employment in the industry/occupation of interest (noted in SMART goals and IPP) and at or above self-sufficient level based on financial worksheet (State Self-Sufficient Calculator).

- Become employed and complete 160 hours or one month of full-time employment \$500
- Achieve Earnings above 200% FPL \$750
- Achieve participants unique Self-Sufficiency Wage as documented in the Self-Sufficiency Calculator \$1000

- 8. Incentives do not negate the participants' ability to obtain Program Support Services and Program Support Services do not go against the incentive program cap.**

ENROLLMENT And DOCUMENTATION

- 1.** Enrollment into the Community Reinvestment Plan and documentation is required to be accurately recorded in the statewide Management Information System (MIS) for incentive provided:
 - a.** In the MIS (ETO) State-Funded Touchpoint, select "Community Reinvestment Financial Support Payment," as the service provided.
 - b.** Include the milestone amount.
 - c.** In the case note section, enter a brief description of the milestone the participant completed. (If the milestone is repeatable, note the number of times the milestone was achieved and how many remaining milestones can be completed.)
 - d.** Upload all relative milestone documentation (A19, Incentive receipt).

REFERENCES

OWDC 5140POL Economic Security for All Program Guidance (Rev2)
OWDC 5440POL State Funded EcSA Incentive Payments (Rev2)
Community Reinvestment Fund [7005 \(Rev2\)](#)