

# North Central Workforce Development Area

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## LOCAL DIRECTIVE

Directive #: 22-180 Rev 1      Date: July 1, 2023

TO:                                Staff and Service Providers

FROM:                             Lisa Romine, Executive Director

SUBJECT:                        Economic Security for All (Federal & State)

SUPERCEDES:                 Local Directive 22-180

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### Summary of changes in this update:

1. Added new guidelines for enrolling Federal and State EcSA participants above 200% of the federal poverty level, including local definitions of factors leading to poverty.
  2. Directs completion of self-sufficiency assessments using the UW calculator prior to exit if income adequacy goal is reached prior to activity completion or program exit.
  3. Places \$5000 cap spent on incentives, support services, and training costs on State EcSA participants over 200% of the FPL.
  4. Adds "Other Program Requirements" including paper file and monthly training progress reporting for incentives.
  5. Updates references throughout.
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### GENERAL INSTRUCTIONS:

The Economic Security for All (EcSA) Initiative appropriated federal Title I-B 10% funds and state general funds to be allocated to Local Workforce Development Boards (LWDBs) to improve workforce outcomes and reduce poverty across Washington State.

Per [WIN 0129 Change 2](#) and [WIN 0135](#), all Federal and State EcSA activities conform to existing policies governing WIOA Title I programs. Any exceptions to current policy are outlined in this guidance.

### A. ELIGIBILITY

1. Federal and State EcSA applicants must meet WIOA Title I (Adult, DW, or Youth) eligibility requirements. Additionally, applicants must fall into one of two categories:
  - a. Be from a household (as defined by Health and Human Services (HHS) poverty guidelines) that is below 200% of the Federal Poverty Level (FPL), or
  - b. Be from a household (as defined by HHS poverty guidelines) that is 200% of the FPL or above, and:

- Still below self-sufficiency wage as defined by the UW Self-Sufficiency Calculator

OR

- Is at risk of falling below 200% of the FPL based on any of the following factors:
  - Loss of employment within the last 180 days
  - Determined eligible for, received, or exhausted unemployment benefits within the last 180 days
  - Loss of stable housing within the last 180 days
  - Determined eligible for, received, or lost public assistance benefits within the last 180 days
  - Formerly incarcerated or justice-involved
  - Status as recent victim of domestic violence or stalking

NOTE: Only 15% of enrolled Federal EcSA participants may be over 200% of FPL in a program year. Managing Director approval is required for Federal over 200% FPL enrollments.

Staff will use the WIOA Adult/EcSA verification checklist to list documentation of these factors.

2. State EcSA applicants additionally are excluded from requirements to register for Selective Service unless co-enrolled in WIOA Title I.
3. Eligibility for Federal or State EcSA programs does not supplant eligibility criteria for any other program. Each participant must meet the specific eligibility requirements for each program in which they are enrolled.
4. Funding expended for State EcSA participants over 200% of the FPL may not exceed \$5,000 spent on incentives, support services, and training costs combined for any single participant. This does not include the cost of staff support or career services provided to the participant. This limit is exclusively applied to the State EcSA program and does not include any costs paid by other funds such as WIOA or Federal EcSA.

## **B. SELF SUFFICIENCY CALCULATOR**

Upon enrollment into the Federal and State EcSA programs, participants will complete a personal self-sufficiency assessment using the approved University of Washington (UW) calculator with trainer assistance. For the purposes of all State EcSA programs, Self-Sufficiency is defined as Attainment of 100% of individualized household Income Adequacy, as established through use of the UW Self- Sufficiency Calculator. This initial assessment will be used to develop a customized career plan to reach 100% of household income adequacy. Participants will complete a final self-sufficiency assessment using the UW calculator to determine participant’s income. If a participant attains their income adequacy goal prior to activity completion or program exit, staff will direct the participant to complete a self-sufficiency assessment using the UW calculator. Staff will continue to provide appropriate services to ensure participants have the resources they need to stay at income adequacy.

Refer to WIN 0129 Change 2, Attachment D for instructions on using the UW Calculator.

## C. INCENTIVE POLICY

[Directive 22-179, Revision 1](#) sets forth procedures for award of incentive payments for participants enrolled in, and making satisfactory progress in, state-funded Economic Security for All (EcSA) activities and programs.

## D. FINANCIAL NEEDS ANALYSIS (ITA)

[Directive 18-171, Revision 3](#) outlines ITA candidates must meet the Workforce Innovation & Opportunity Act eligibility and local area priority requirements and show a financial need by completing a School Funding Worksheet. EcSA participants may demonstrate a need by completing the UW self-sufficiency calculator and adding school grants to the total income and school expenses to the monthly costs. Determine the monthly need while attending training by subtracting the total monthly income from total monthly expenses. Total Need is calculated by multiplying the monthly need by the number of months in training (See Attachment A – Self Sufficiency Calculator Worksheet). Case notes must outline the financial need with expenses greater than income as determined by the UW self-sufficiency calculator. Case notes and/or IEP must address and account for any financial aid/grants the applicant is receiving and school expenditures included in the calculator.

## E. OTHER PROGRAM REQUIREMENTS

A separate file or a subsection within a file for a Federal or State EcSA participant co-enrolled WIOA program(s) must be kept with relevant EcSA grant information. Relevant information includes any documents specific to EcSA programs (i.e., incentive documentation).

An Individual Employment Plan (IEP) must be established for every State EcSA enrollee, whether below 200% of the FPL or above. If a client already has an Individual Employment Plan as a result of prior enrollment in a WIOA or Federal EcSA program, the IEP from the previous program may be used, but must be updated with the data from the UW Self-Sufficiency Calculator, and an explanation as to how the State EcSA program will be used to help the client reach self-sufficiency. If participants are enrolled in training and earning an incentive per [Directive 22-179 Revision 1](#), the EcSA Monthly Plan & Progress Report must be attached to the IEP.

Fund Utilization: Funds will be utilized in a fair and equitable manner by setting enrollment and training goals at an average cost per participant consistent with the EcSA Expansion Decision Package approved by the state legislature. Other funds, such as WIOA Adult, Dislocated Worker, and Youth will be used to supplement this low cost per trained in order to bring participants to self-sufficiency. No cost cap per individual has been set. As all enrollment and training goals are met, average cost per will also be met. The average cost per of \$7200 is insufficient in all cases to bring individuals out of poverty. Other funds will supplement this work.