

North Central Workforce Development Area

233 N. Chelan ~ Wenatchee, WA 98801 ~ (509) 663-3091 ~ Fax (509) 663-5649 ~ www.skillsource.org

LOCAL DIRECTIVE

Directive #: 22-179 Rev 4

Date: October 13, 2025

TO: North Central Service Providers

FROM: Lisa Romine, CEO

SUBJECT: State EcSA and Community Reinvestment Incentives

Supersedes: Local Directive 22-179 Rev 3

Summary of changes in this update:

- Reflects changes to CRP incentives as directed in State Program Policy 7005 Rev 2:
 - Revises monthly training incentive amount.
 - Removes workforce preparation incentive for CRP.
 - Changes retention incentive to a single \$1,000 employment incentive for 160 hours or one full month of employment.
 - Removes requirement to document incentive method of payment in the service touchpoint.
 - Updates monthly performance report/incentive payment form.
 - Updates references throughout.
 - Changes EcSA incentive for employment retention to match CRP Incentive.
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INCENTIVE PAYMENTS

This directive 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. Guidance for state-funded EcSA programs is found in [State Policy 7000](#); guidance for the EcSA Community Reinvestment Program is found in [State Policy 7005](#) (latest versions). Participants eligible for and enrolled in State EcSA may receive cash incentives as outlined in their individual employment plans. These incentives may be funded either through State EcSA, the Community Reinvestment Program (CRP) or both.

EcSA INCENTIVES

State EcSA incentives may be awarded monthly for up to \$1000/month depending on the training activity and individual employment plan. State EcSA Participants must be enrolled and/or participating in one of the following activities and outlined in their Individual Employment Plans to be eligible for incentives:

- Occupational Skills Training
- On-the-Job Training
- Workforce Preparation (up to 6 months) (EcSA only)
- Entered Employment and completed 160 hours or one month of full-time employment (\$1000 one time)

CRP INCENTIVES:

GMO approved an exception request on 09/05/2025 to customize our local approach as outlined below.

- Local program design prioritizes CRP incentives for participants engaged in the following activities:
 - Occupational Skills Training (\$500/mo)
 - On-the-Job Training (\$500/mo)
 - Entered Employment and completed 160 hours or one month of full-time employment (\$1000 one time)
- Participants must be enrolled in State EcSA, participating in one of the activities outlined above, and satisfactory training progress documented in their Individual Employment Plan to be eligible for incentives.
- The Community Reinvestment Financial Payments Service will be attached to the State EcSA program of enrollment in the State-Funded Services touchpoint (not Community Reinvestment Program).
- CRP Incentives are capped at \$10,000 per individual.

For both EcSA and CRP, incentives may be awarded for progress on participants' customized career plans and assignments during regularly scheduled academic breaks or while awaiting training start date.

PROCEDURE

All state-funded EcSA participants enrolled in a training or education activity will develop a customized career plan with their trainer/career counselor. The EcSA Monthly Incentive Plan & Progress Tracker must be included with the customized career plan to track the minimum expectations to earn incentives which include but are not limited to:

- Meet at least monthly with their Career Counselor to monitor their progress in training.
- Meet satisfactory progress in activities as defined in their customized career plan for each month of enrollment. If on academic break (i.e. summer quarter), incentives may still be earned based on their career plan.
- Enter employment and complete 160 paid hours of employment or one month of full-time employment.
- Complete additional monthly EcSA activities outlined in their customized career plan/Individual Employment Plan.

Trainers will indicate in the customized career plan what benchmarks or activities are expected during academic breaks or while awaiting training or during job search following training. This will be recorded in monthly progress reports in the activity touchpoint via case note.

MIS/Data Entry

Monthly progress reports in the ETO (or replacement database) training activity touchpoint will indicate whether a state-funded EcSA participant received an incentive payment, and if not, the reasons for not receiving an incentive payment in a given month. State-funded EcSA incentives and CRF incentives will be recorded using the **State Funded**

Services touchpoint and the State-Funded Financial Support Payments service (for State EcSA) or Community Reinvestment Financial Support Payments service (for CRF).

These training incentives may **only** be awarded to State-Funded EcSA participants for progress in training, education, workforce preparation, and/or employment retention activities. They may **not** be awarded to participants enrolled in WIOA programs or activities, to include Federal EcSA, unless they are also co-enrolled in State-Funded EcSA and meeting individual employment plan expectations. If co-enrolled, the training or education activity may be funded by either WIOA, state- funded EcSA, or Community Reinvestment.

State-funded EcSA participants will be asked to sign an acknowledgement form (Attachment 1) detailing the incentive program while developing their training plan with their trainer. The trainer will complete and submit the monthly performance report (Attachment 2) and submit to their manager for approval and processing.

NOTE: Incentive payments are considered taxable non-wage related income. Ten percent (10%) will be withheld for federal income tax and a 1099-MISC form will be sent to participants at year end. Participants will need to complete a W-9 before incentive payments are made.

FORMS:

[Incentive Agreement Form](#)

[Monthly Performance Report & Incentive Form](#)

[Monthly Incentive Plan & Progress Tracker](#)