



Community Reinvestment Fund

Policy Number: 203E, Revision 1

Effective Date: February 9, 2024

Date Last Revised: June 14, 2024

I. PURPOSE:

To ensure South Central Workforce (SCW) policy compliance set forth in Washington State Policy 7005 for Community Reinvestment Fund, which communicates guidance and instruction for the Economic Security for All (EcSA) Career Accelerator Incentives Fund and EcSA Business Support and Subsidized Training Fund established under the state Community Reinvestment Fund (CRF).

II. BACKGROUND:

In 2022, the Washington State Legislature established the \$200 million Community Reinvestment Account in the State Treasury. The funds are designed to address racial, economic, and social disparities created by the historic design and enforcement of state and federal criminal laws and penalties for drug possession (otherwise known as “The War on Drugs”). As part of this initiative, the state Department of Commerce allocated \$25 million to a partnership with the Economic Security for All (EcSA) program to reduce poverty with a focus on equity.

- \$10 million of this fund is dedicated to the EcSA Career Accelerator Incentives Fund (hereafter EcSA Career Accelerator) to provide financial support payments of \$1,000 per month in incentives to individuals receiving career development assistance from the EcSA program to aid them in achieving suitable employment that provides a self-sufficient wage.

- \$15 million of the fund is dedicated to EcSA Business Support and Subsidized Training to partner with employers to provide training support and other assistance to help businesses hire and retain people.

III. POLICY:

Both the EcSA Career Accelerator Incentives Fund and EcSA Business Support and Subsidized Training programs are dedicated to increasing equity and redressing the impacts of the federal and state War on Drugs by placing a focus on assisting Black, Indigenous, and Latino Washingtonians. This policy provides guidance for the planning and implementation of these funds.

Outlined below are the definitions and criteria for EcSA Career Accelerator Incentive Funds and EcSA Business Support and Subsidized Training.

A. **EcSA Career Accelerator Incentives Fund**

1. ELIGIBILITY

In order to receive monthly incentive payments through the EcSA Career Accelerator, participants must be eligible for and enrolled in the State EcSA program prior to receipt of any payment:

- Participants may receive incentives from the EcSA Career Accelerator when State EcSA-enrolled, whether they are above or below 200% of the Federal Poverty Line.
- The EcSA Career Accelerator's focus supports Black, Indigenous, and Latino communities and areas should implement outreach strategies to reach these populations. However, anyone who is eligible may be enrolled in State EcSA and receive incentives from the EcSA Career Accelerator.

Areas should be aware that the number of customers served from these target populations is being tracked through regular reports to the Washington State Department of Commerce and the Governor's Office of Equity, which expect to

see significant growth in the number of people served from these target populations. Because of this, effective recruiting strategies and proper data entry concerning customer demographics (**including participant completion of a WorkSourceWA.com account**) are especially vital for this program.

2. INCENTIVE PAYMENTS

Incentives must meet the following requirements:

- Incentive payments may **only be provided to individuals who are enrolled in the State EcSA program.**
- Payments must be tracked in the State MIS (currently ETO) using the Community Reinvestment Financial Support Payment touchpoint.
 - Refer to [Attachment A](#) for **Recording an EcSA Career Accelerator (CRF) Incentive Payment**
- Incentives must be included as part of the career plan of the participant who would receive them.
- Participants must be making satisfactory progress in carrying out the career plan developed with their case manager at the time of enrollment, as determined and recorded by the case manager in case notes.
- Incentive payments provided by the EcSA Career Accelerator must be in the amount of \$1,000 per month.
- There is no time limit on how many months a participant may receive incentives.
- Incentives provided by the Career Accelerator Incentives Fund **DO NOT COUNT toward the \$5,000 cap for participants enrolled in EcSA who are over 200% of the FPL.**

- Upon receiving an initial EcSA Career Accelerator Incentive, participants **must continue to receive them monthly while meeting eligibility requirements for as long as they are enrolled in the program**, making suitable progress toward their career plan as documented by their Case Manager each month, and so long as funding is available for the EcSA Career Accelerator Incentives. Any gaps in receipt must be tracked in ETO with an explanation for the break in service.
- Participants may decline incentive payments at any time and for any reason. Participants who previously received incentive payments and decided to stop payments may begin receiving incentives again after a break upon their request, provided they are still eligible.
- Incentives must be paid by check, direct deposit, or via a prepaid card capable of being used in a manner similar to a debit card. The method of payment must be included in the touchpoint tracking the incentive. Gift cards are not an acceptable form of payment.
- Case managers must take steps while working with participants to assess other benefits received and determine what impact, if any, receipt of EcSA Career Accelerator incentives will have on those benefits. After identifying potential issues, participants and case managers should engage in discussion to determine how to address any conflicts and assist participants in making informed decisions.
- Incentives received under the EcSA Career Accelerator program do not have any impact on eligibility for any other incentives, EcSA or otherwise. Participants may still receive incentive payments from State EcSA if they are eligible for them as part of their career plan.

3. IMPACT OF PAYMENTS

Provision of incentive payments under this program may cause additional requirements on contractors concerning the provision of tax forms. Because of this, it is recommended that contractors understand their responsibilities and the implications of such services for the purposes of participant tax reporting and the receipt of other benefits from the system.

4. IMPORTANT COMPONENTS

- **Incentives can be offered to everyone enrolled in State EcSA.**
 - Everyone enrolled in State EcSA should be offered a monthly \$1,000 incentive if they are making satisfactory progress toward their career plan each month and as funding allows. Local areas and case managers determine/define satisfactory progress towards a career goal. Participants are not required to accept the incentives.
 - **Satisfactory Progress toward a career goal means at minimum:**
 - Achieving key milestones/benchmarks towards career goal,
 - Achieving satisfactory grades or progress towards career goal,
 - Achieving new skill sets for career goal, or
 - Maintaining a satisfactory attendance record
- **Incentives count as income against SNAP and other benefits.**
 - Incentives will count as income for SNAP. For other benefits, case managers are encouraged to use the [Atlanta Federal Reserve's tool](#) for predicting such impacts, which Seattle-King County LWDB currently uses.
 - Customers should consider how much SNAP they will lose versus how much incentive they will gain. For example, a customer might decide that getting a \$1000 incentive is still worth it, even if they lose \$250 in SNAP benefits. It is vital for case managers to work with participants to determine potential issues and plan accordingly.

- **Participants can receive incentives for the entire period that they are enrolled in State EcSA and successfully working towards their career goals, as funding allows. There is no time limit.**
- **EcSA Career Accelerator (CRF) Incentive payments DO NOT COUNT as income for the self-sufficiency calculator.**
- **Underage youth can receive the \$1000 per month EcSA Career Accelerator (CRF) incentive payment.**
 - Parent or guardian consent is required unless the minor is legally emancipated, and the parent or guardian must have the opportunity to consider the impacts on other benefits the household may be receiving, as discussed above. Parents or guardians may be invited to take part in EcSA along with their child, as well, if eligible.

B. EcSA Business Support and Subsidized Training

1. COMMUNITIES OF EMPHASIS

The funds provided by EcSA Business Support and Subsidized Training are intended primarily to support Black, Indigenous, or Latino-owned or operated businesses. While other populations may be served with funds, contractors must make significant efforts to focus on these target populations.

2. EcSA BUSINESS SUPPORT AND SUBSIDIZED TRAINING ACTIVITIES

The following activities are allowed to be provided using EcSA Business Support and Subsidized Training funds:

- Connections and outreach to businesses
- Work-based training for employer partners in the program, including:
 - On-The-Job Training
 - Work Experience
 - Incumbent Worker Training
 - Customized Training (including Registered Apprenticeships)

- Occupational Skills Training

3. INDIVIDUAL ENROLLMENT

- Individuals who receive training under one of the EcSA Business Support and Subsidized Training activities must be entered into ETO with all demographic information fully filled out. Once entered, they must be enrolled into the Community Reinvestment Fund program of enrollment, and the training service they received must be selected and recorded in ETO.
 - Refer to [Attachment A](#) for **Recording Participant Enrollment into Community Reinvestment Fund** for participants receiving an EcSA Subsidized Training service.
- The only services that may be provided to participants in training paid for by the Community Reinvestment Fund are as follows:
 - Occupational Skills Training
 - On-the-Job Training
 - Work Experience/Internship
 - Incumbent Worker Training
 - Customized Training
 - Refer to [Attachment A](#) for **Recording Community Reinvestment Subsidized Training for CRF Participants.**
- Individuals receiving one of the above services are not to be enrolled into Community Reinvestment Fund until they are ready to begin the service in question.
- Individuals receiving the above training **may be enrolled into other programs if needed and eligible.** However, they **are not required** to receive enrollment in order to take part in EcSA Business Support and Subsidized Training programs.

- Individuals who require case management must also be enrolled into a program for which they meet eligibility requirements and receive case management provided by that program. **Case management (including support services) CANNOT BE PROVIDED to jobseekers as part of the EcSA Business Support and Subsidized Training program.**
- Training funds provided to individuals receiving training from the Business Support and Subsidized Training program **DO NOT COUNT toward the \$5,000 cap for individuals over 200% of the FPL enrolled in State EcSA.**

4. IMPORTANT COMPONENTS

- **EcSA Business Support and Subsidized Training funds are not just exclusively for Black, Indigenous, and Latino-owned businesses.**
 - The funds provided by the EcSA Business Support and Subsidized Training are intended to primarily support Black, Indigenous, and Latino owned or operated businesses, but can be used for other populations if needed. The Equity-Focused Business Navigator is authorized to attest to each business being Black, Indigenous, or Latino-owned or operated and must keep records indicating this and report the number of each to ESD in quarterly reports.
- **Tracking is required for individuals receiving training from the Business Support and Subsidized Training Program**
 - Individuals receiving training must have a Community Reinvestment Fund program of enrollment entered into ETO with the training service linked to that enrollment. Any updates on their progress should be included in the training touchpoint.
- **Only an individual working with an employer who is receiving services from the Community Reinvestment Fund's Business Services and**

Subsidized Training program can receive subsidized training under the business services side of the Community Reinvestment Fund.

- These individuals must have a complete demographic profile in ETO and be enrolled in the Community Reinvestment Fund program.
 - They can be EcSA participants or non-EcSA participants.
 - If case management support is needed for the individual in subsidized training, they will need to be attached to EcSA and/or another program such as WIOA.
 - It is encouraged to enroll in EcSA when appropriate to provide the most robust support to the participant.
- **Case management including support services cannot be provided to individuals as part of the EcSA Business Support and Subsidized Training program.**
 - Individuals who require case management (including support services) must also be enrolled into a program for which they meet eligibility requirements and receive case management **provided by that program.**
 - **WIOA requirements do not apply for services provided by the EcSA Business Support and Subsidized Training.**

REFERENCES:

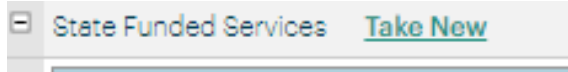
- Washington State Policy 7000 – State Guidance and Instructions for the State Economic Security for All Program
- Washington State Policy 7005 – Community Reinvestment Fund

Attachment A

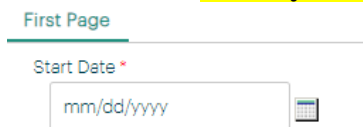
Recording an EcSA Career Accelerator (CRF) Incentive Payment

1. Participant **MUST** have an open program enrollment touchpoint for State Economic Security for All. EcSA Career Accelerator CRF Incentive Payment service touchpoints are only made available to State EcSA participants.

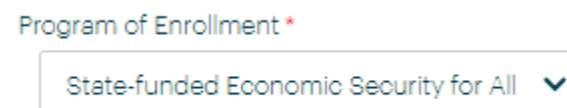
2. Under State Funded Services click 'Take New'.



3. Enter the date, **last day of reporting month**, in the start date field box.

A screenshot of a form field labeled "Start Date *". The field contains the placeholder text "mm/dd/yyyy" and a small calendar icon to its right.

4. Select **State-funded Economic Security for All** for the program of enrollment field box.

A screenshot of a dropdown menu labeled "Program of Enrollment *". The selected option is "State-funded Economic Security for All" with a downward arrow icon.

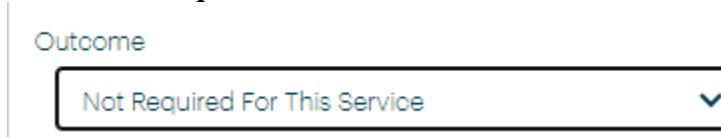
5. Select **Community Reinvestment Financial Support Payments** for the service description field box.

A screenshot of a dropdown menu labeled "Service *". The selected option is "Community Reinvestment Financial Support Payments" with a downward arrow icon.

6. Enter **1000.00** in the for the amount field box.

A screenshot of a form field labeled "Amount *". The field has a dollar sign (\$) to its left and contains the value "1000.00".

7. Select **Not Required For This Service** as the outcome.

A screenshot of a dropdown menu labeled "Outcome". The selected option is "Not Required For This Service" with a downward arrow icon.

8. **Save** the touchpoint.

9. Then document in the participant’s file case note the \$1,000 CRF Incentive Payment that includes the qualification reason for providing a \$1,000 CRF Incentive Payment.

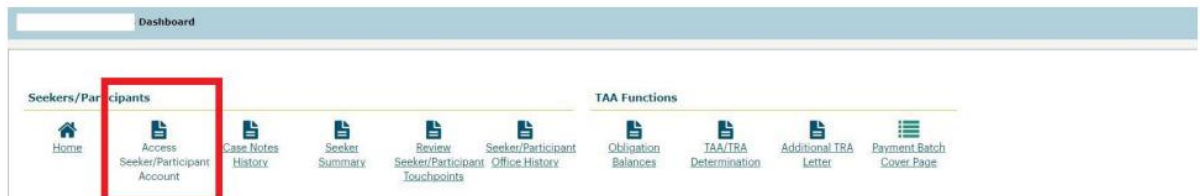
10. **State EcSA CRF Incentive Payment Printout Example:**

TouchPoint: State Funded Services	
Subject: Participant Name	
Response Date: 1/1/2024	
Completed By: User	
Completed On Behalf Of:	
First Page	
Start Date	12/31/2023
End Date	12/31/2023
Program of Enrollment	State-funded Economic Security for All
Service	Community Reinvestment Financial Support Payments
Amount	\$ 1000.00
Outcome	Not Required For This Service

Recording Participant Enrollment into Community Reinvestment Fund

Participants who are receiving an EcSA Business Support and Subsidized Training service that include Occupational Skills Training, On-The-Job Training, Work Experience, Incumbent Worker Training, or Customized Training, **must** have a **Community Reinvestment Fund Program Enrollment Touchpoint**. Below are the steps needed to complete a Community Reinvestment Fund Program Enrollment Touchpoint.

1. Ensure that the client has an account on worksourcewa.com.
 - a. Several demographic fields can only be filled in by an account on worksourcewa.com, making a fully completed account vital.
 - b. If a client is not in ETO, they do not have a fully completed account on worksourcewa.com.
 - c. You can check a client’s status by going to their dashboard and selecting “Access Seeker/Participant Account”

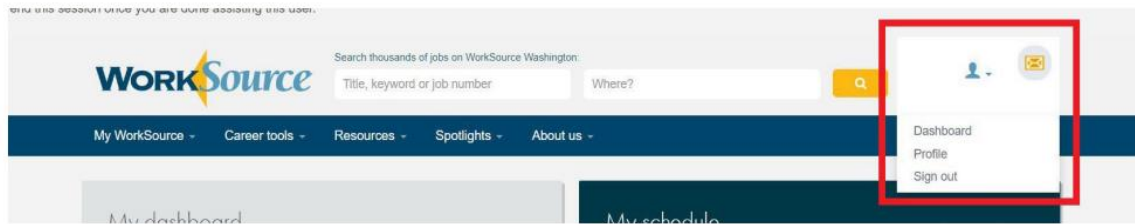


- d. If they do not have an account on worksourcewa.com, you will get the following message:



- e. If they do have an account, you will need to ensure that their profile is filled out fully. You can reach the profile by clicking on the person in the upper right corner of the page and clicking “profile.” You then ensure that every field is filled. Some clients selected “no” on the question “would you like to be assessed for additional

services;” if this is the case, you will need to change their answer to “yes” and fill in the answers, or else ETO will not have complete demographic information




2. Once you’ve ensured that their account is fully completed, you can begin the enrollment process. From the client dashboard, select “new” in the area titled “Most Recent Program Enrollments”.



- a. Select **Community Reinvestment Fund** from the *Program of Enrollment* dropdown menu.
- b. Select the **PFP – [County Location] County** from the *Contract* dropdown menu
- c. Select **Enrolled** from the *Status* dropdown menu
- d. Enter the Enrollment Start Date.
 - i. **Note:** This is the start date to the EcSA Business Support and Subsidized Training service i.e. Occupational Skills Training, On-The-Job Training, Work Experience, Incumbent Worker Training, or Customized Training.
- e. Select the radio button answer to the *Is Self-Employment among this Participant’s Goals?* field question
- f. Obtain the **Participant Signature** on the *Signature* line of the touchpoint

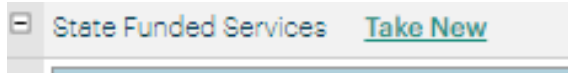
3. Community Reinvestment Fund Printout Example:

TouchPoint:	Program Enrollment
Subject:	Participant Name
Response Date:	3/14/2023
Completed By:	User
Completed on Behalf Of:	
Enrollment	
Office Name	South Central WDC
Program of Enrollment	Community Reinvestment Fund
Contract (if applicable)	FFP – Yakima County
Status	Enrolled
Enrollment Start Date	3/18/2024
Highest level of Education at Time of Enrollment:	High School Diploma
Highest level of education currently documented in job match account.	TouchPoint: Demographic Details Element Name: What is your highest level of education? High School Diploma
Is Self-Employment amount this Participant's Goals?	No
Participant Signature	
Signature:	
	_____ Last Name, First Name

Recording Community Reinvestment Subsidized Training for CRF Participants

1. Participant **MUST** have an open program enrollment touchpoint for Community Reinvestment Fund. Community Reinvestment Fund subsidized training service touchpoints are only made available to Community Reinvestment Fund participants.

2. Under State Funded Services click 'Take New'.



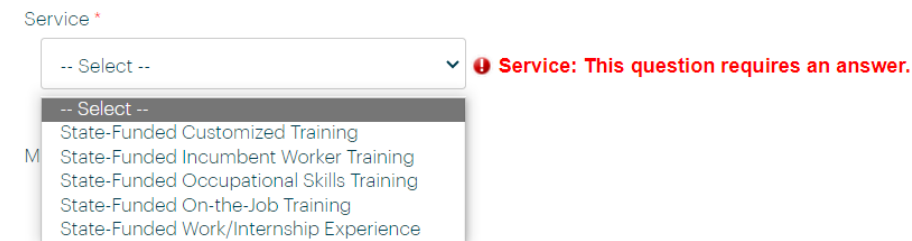
3. Enter the date, **subsidized training start date**, in the start date field box. (*Note: This date cannot be later than the start date*)

A screenshot of a form field labeled "Start Date *". The field contains the placeholder text "mm/dd/yyyy" and a small calendar icon to its right.

4. Select **Community Reinvestment Fund** for the program of enrollment field box.

A screenshot of a dropdown menu labeled "Program of Enrollment *". The selected option is "Community Reinvestment Fund".

5. Select the Community Reinvestment Fund Training Service touchpoint from the Service dropdown menu

A screenshot of a dropdown menu labeled "Service *". The menu is open, showing options: "-- Select --", "State-Funded Customized Training", "State-Funded Incumbent Worker Training", "State-Funded Occupational Skills Training", "State-Funded On-the-Job Training", and "State-Funded Work/Internship Experience". To the right of the dropdown is a red error message: "Service: This question requires an answer." The letter "M" is visible to the left of the dropdown.

6. Complete the other fields that appear upon the selection of the Community Reinvestment Fund Training Service touchpoint.
7. Document in the **Case Notes** field box a short description of the training and training dates.
8. **Save** the touchpoint.
9. Document Training Progress in the **Case Notes** field box of the Community Reinvestment Fund Training Service touchpoint.
10. When the participant completes training, update the touchpoint with the Community Reinvestment Fund Training **end date**, **outcome**, and **case note** documenting the outcome of the training.

11. **ETO/File Documentation Requirements:** Below is a list of items that a Community Reinvestment Fund participant file needs to have:

- a. Program Enrollment Touchpoint
 - i. **Required:** Touchpoint is needed in ETO
 - ii. **Optional:** A printout for the file is not needed but can be placed if wanted

- b. Community Reinvestment Fund Training Service Touchpoint
 - i. **Required:**
 - 1. CRF Training Service Touchpoint is needed in ETO
 - 2. All Training Cost Documentations that may include:
 - a. Contract for:
 - i. **OJT**
 - ii. **Work/Internship Experience**
 - iii. **Classroom Training Agreements**
 - b. Timesheets:
 - i. **OJT**
 - ii. **Work/Internship Experience**
 - iii. **Classroom Attendance Sheets**
 - c. Tuition Invoice
 - ii. **Optional:** A printout of the subsidized training service touchpoint for the file is not needed but can be placed if wanted