



## Community Reinvestment Funds Incentive Payments

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**Procedure  
Number:**

2220b

**Effective Date:** January 1, 2024

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### A. **BACKGROUND**

Through a partnership between the Community Reinvestment Account and the Economic Security for All (EcSA) program, local LWDBs were called on to create a program to provide financial support payments of \$1,000.00 per month in incentives to individuals receiving career development assistance from the EcSA program to aid them in achieving suitable employment which provides a self-sufficient wage. This procedure is written to clarify local area requirements for eligibility and continued receipt of these incentive payments.

### B. **PROCEDURE**

As allowed by WorkSource Information Notice (WIN) 0140 incentives payments may be provided to EcSA State program participants in adherence to the stipulations below.

1. Incentives payments may only be directly provided to participants who continue to meet at least one of the following criteria:
  - a. Are making satisfactory progress in their individualized career plan
  - b. Are actively participating in Training Services as defined in the EcSA State Service Catalog
  - c. Are actively participating in a Work Experience (WEX), as defined in the EcSA State Service Catalog
  - d. Are actively participating in an On-the-Job Training (OJT) as defined in the EcSA State Service Catalog
  - e. Are obtaining or retaining Unsubsidized Employment
2. Incentive payments are allowed in the amount of \$1,000.00 per month for the lifetime of an individual's participation in the EcSA State program. There is no upper limit on how much a participant may receive, so long as they continue to meet eligibility criteria and the justification for the provision of the incentive is documented in the State MIS system, as described below.
3. Providers must take steps while working with participants to assess other benefits received and determine what impact, if any, receipt of Community Reinvestment Fund incentives will have on those benefits. After identifying potential issues, the customer and their case manager should engage in discussion to determine how to address any conflicts.
4. Providers must document through the appropriate service as defined in the EcSA State Service Catalog, the following in the State MIS system for each participant that receives an incentive payment(s):
  - a. The justification for provision of the incentive payment (i.e. how are they making satisfactory progress in their career plan).



5. Providers must track each incentive payment as well as the cumulative amount for each participant.
6. Providers must ensure that all incentives are compliant with this local policy and WIN 014X.
7. Providers must also internally maintain appropriate and identifiable expenditure records of incentive payments for the purposes of local, state, and federal monitoring/audits.
8. Provider agencies must safeguard cash and other similar items (e.g., gift cards) with internal controls.

**References:**

- [WIN-0129 \(Rev. 2\): State Guidance and Instructions for the State Economic Security for All \(EcSA\) Program](#)
- [WIN-0140: State Guidance and Instructions for EcSA Career Accelerator Incentives Fund established by the Community Reinvestment Fund](#)