



Number: WIN 0138

Policy-related |  Fiscal |  Performance |  Q&A |  Other

Date: June 12, 2023

Expiration Date: N/A

**TO:** Washington WorkSource System

**FROM:** Gary Kamimura, Policy Manager

**SUBJECT:** Interview Participant Payments Under the American Recovery Plan Act (ARPA) Equity Grant

**Purpose:**

To communicate state policy and guidance on requirements for interview participant payments under the American Recovery Plan Act (ARPA) Equity Grant.

**Action Required:**

Local Workforce Development Boards (LWDBs) in the Seattle-King County and Tacoma-Pierce County Workforce Development Areas (WDAs) must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements. Other LWDBs should become familiar with this guidance in the event future ARPA Equity Grant-related interviews are conducted in their WDAs.

**Content:**

The ARPA Equity Grant allows grantees to pay interview participants engaged in such grant activities subject to state policy or guidance establishing the conditions under which the payments will be made. This WorkSource Information Notice (WIN) represents that state guidance.

The requirements for payments to interview participants engaged in Washington’s ARPA Equity Grant are as follows:

**Eligibility:** WorkSource customers who have not previously received or engaged in WorkSource services, or who have had minimal engagement with WorkSource.

**Frequency of interview participation:** One (1) 20-minute in-person session.

Payment: \$25.00 gift card for providing responses to all questions during the course of one (1) 20-minute session. There will be no payment to participants who withdraw before completing the session.

Accountability: Participants will be provided a consent form and compensation documentation. Participants are required to sign a consent form as a condition of participating prior to the interview session and will receive a document after the session that they will sign to acknowledge receipt and amount of compensation.

**References:**

None.

**Website:**

[Workforce Professionals Center](#)

**Direct Inquiries To:**

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**Attachments:**

None.