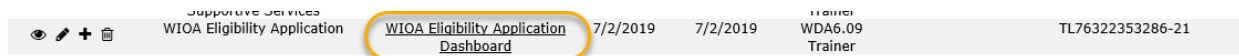


## Economic Security for All Initiative – ETO Guidance

### Eligibility Requirements:

- Individuals receiving services through this contract must be enrolled in the Economic Security for All (EcSA) program of enrollment in ETO and receive a qualified WIOA service to trigger active participation
- To be eligible for enrollment in EcSA, an individual must be determined eligible for the WIOA Adult, Youth, or Dislocated Worker programs and must have household income below 200% of the Federal Poverty Level (FPL)
- EcSA participants may be co-enrolled into WIOA formula grants if they are eligible, but it is not required
- Document EcSA eligibility determination in case notes, based on local guidance for case note requirements

**The process begins** by navigating to the participant’s dashboard and checking under Program Management Forms to see if they have a WIOA Eligibility Application



1. If a WIOA Eligibility Application exists and was last updated within the previous 30 days, you may use that touchpoint for eligibility purposes into EcSA. Then continue to Program Enrollment. If the previous WIOA Eligibility Application is over 30 days old, you must take a new touchpoint with current applicant information.
2. If the participant only has a Basic eligibility TP select “Take New” to add a Full WIOA Eligibility Application TP.
3. If the participant doesn’t have any WIOA Eligibility Applications you will need to add a new TP by selecting “Take New TouchPoint”



### Program Enrollment:

1. You can take a new Program Enrollment (PE) TouchPoint on the participants dashboard by selecting “+New” under Most Recent Program Enrollments or through the Review Seeker TouchPoints Widget and click “Take New” from the Program Enrollment selection
2. Review the Demographics at Enrollment tab and ensure demographics are complete and accurate:

- a. If demographics are incorrect, obtain permission from the participant to impersonate them in WorkSourceWA.com and update their record before saving the Program Enrollment TouchPoint

Enrollment Demographics at Enrollment

Legacy Petition ID

If questions do not have a corresponding answer, no value has been entered in the system for that question.

Location

Gender

Female

Verify demographics in this tab

- b. Ensure the participant record is updated to include the following demographic information:
  - i. Homeless
  - ii. Foster Youth
  - iii. Single Parent
  - iv. Gender
  - v. Age
  - vi. Veteran
  - vii. Disabled
  - viii. Ethnicity
  - ix. Race
  - x. Offender
  - xi. Limited English proficiency
  - xii. Highest education level

3. Select “Economic Security for All” as the Program of Enrollment
4. Input Local Program and/or Contract if applicable per your local guidance
5. Complete the rest of the Program Enrollment tab
6. Save the TouchPoint
7. Provide at least one of the services below (depending on your local process) as the initial service recorded in ETO to trigger active participation in EcSA:
  - a. Development of an IEP (recorded in ETO as “Development of Individual Employment Plans (2.0)”); or
  - b. Completion of the Self-Sufficiency Calculator (recorded in ETO as “Comprehensive and Specialized Assessment”)
  - c. Completion of another basic assessment service, recorded in ETO as “Basic Assessment (2.0)”

## Services:

### General Services

WIOA services may only be provided to eligible participants who are enrolled in the EcSA program of enrollment. All WIOA career, training, work-based, and support services are allowable. Services provided should be based on the participant's Career Plan and assessments provided as part of the EcSA model. All WIOA services provided to participants must be recorded in ETO and each service must be tied to the Active Program funding source (EcSA, Adult, Dislocated Worker, Youth, or other WIOA local program). All services provided to a participant must be documented in case notes and any related documentation should be maintained in the participants file. Please see [Services Catalog](#) for additional service definitions.

### EcSA Specific Services

#### Self-Sufficiency Calculator

Each EcSA program is required to utilize the Self-Sufficiency Calculator to identify a self-sufficiency target for each EcSA enrolled participant. The Self-Sufficiency Calculator must be recorded in ETO at the time of assessment as a service to the participant as follows:

- Record this service: Take a new Individualized Training and Supportive Services (ITSS) TP. Select the service **COMPREHENSIVE AND SPECIALIZED ASSESSMENT** and attach to the EcSA program of enrollment.



Service Provided \*  
Comprehensive and Specialized Assessment

#### Career Plans:

Career plans that lead to the \$34,480 wage goal should be developed with each EcSA participant and should be used as the basis to connect them to workforce training, career opportunities and related supportive services. The Career Plan service must be recorded in ETO at the time of development as a service to the participant as follows:

- Record this service: Take a new Individualized Training and Supportive Services (ITSS) TP. Select the service **DEVELOPMENT OF INDIVIDUAL EMPLOYMENT PLANS (2.0)** and attach to the EcSA program of enrollment.

**Service Provided \***

Development of Individual Employment Plans (2.0)

**Subsidized Training:**

Training funded by WIOA: Is Occupational Skills Training that has been approved on the Eligible Training Provider List and leads to a credential needed for occupations with entry level earnings at or above \$34,480. Training funded, in whole or in part, through Individual Training Accounts (ITA) or as contracted cohort training with WIOA funds must be recorded as “Occupational Skills Training” in ETO. Other WIOA training services are not included in this definition of subsidized training.

- Record this service: Take a new Individualized Training and Supportive Services (ITSS) TP. Select the service **OCCUPATIONAL SKILLS TRAINING 2.0** and attach to the EcSA program of enrollment. Enter an end date and outcome into this TP after the participant completes the service.

Training funded by partner resources: Must lead to a credential needed for occupations with entry level earnings at or above \$34,480. Training funded by non-WIOA resources (e.g. Washington College Grant) must be recorded in ETO as “Training Paid By Other”. Note that this service does not trigger or extend participation in ETO.

- Record this service: Take a new Individualized Training and Supportive Services (ITSS) TP. Select the service **TRAINING PAID BY OTHER** and attach to the EcSA program of enrollment. Enter an end date and outcome into this TP after the participant completes the service.

**One-to-one Mentorship (OPTIONAL):**

Definition: provide one-to-one mentorship or coaching. Can be provided by an employer, coworker, community member, or case management staff. Mentorship is intended to provide guidance, support, and encouragement to ensure the participant experiences inclusion and feels strong support from their community. May include opportunities to support workplace preparedness and increase awareness of or exposure to additional resources or employment opportunities.

- Record this service: Take a new Individualized Training and Supportive Services (ITSS) TP. Select the service **EcSA ONE-TO-ONE MENTORING** and attach to the EcSA program of enrollment. Enter an end date and outcome into this TP after the participant completes the service.

**Service Provided \***

EcSA One-to-One Mentoring

**Mentorship Opportunity (OPTIONAL):**

Definition: A single point in time event or workshop intended to provide guidance, support, and encouragement to participants and build community and peer support. May include

opportunities to support workplace preparedness, increase awareness of or exposure to additional resources or employment opportunities. Can be provided in groups or on an individual basis. Examples include: informational and life skills workshops, networking events, job shadows, informational interviews, or employer led workshops.

- Record this service: Take a new Individualized Training and Supportive Services (ITSS) TP. Select the service **EcSA MENTORSHIP OPPORTUNITY** and attach to the EcSA program of enrollment.

**Service Provided \***

EcSA Mentorship Opportunity

**Procedure for Recording Outcomes**

Employment Outcomes:

1. Create new Outcome, Program Completion TouchPoint.
2. Select Economic Security for All (EcSA) from active program enrollment dropdown menu.
3. Complete Outcome, Program Completion TouchPoint data elements as appropriate for the participant
  - a. Identify whether they are “employed at outcome”.
  - b. Enter annualized wages – multiply hourly wage X planned hours per week X 52 weeks.

Continuing Subsidized Training at Grant Conclusion:

1. Create new Outcome, Program Completion TouchPoint.
2. Select Economic Security for All (EcSA) from active program enrollment dropdown menu.
3. Complete Outcome, Program Completion TouchPoint data elements as appropriate for the participant
  - a. Select the option “did not complete”
  - b. Enter an end date of March 31, 2024