Washington State Department of Commerce

FORWARD

Homeless Service Provider Employee Stipend Program

Washington State Department of Commerce

FORWARD

Agenda

- Program Overview
- Eligibility Requirements
- Required Documentation
- Application Process
- Questions

Program Overview

The State of Washington Department of Commerce has created a program for eligible homeless service provider employees to receive **2 stipend payments of up to $2,000 each.**

Program Two Step Award Process

Only applicants who were approved for Stipend #1 on or before December 22, 2022, you are eligible for Stipend #2.

Your award date is listed in the email that you received when you are notified to apply for Stipend #2 (approx. 5 months after award date).

Eligibility Requirements

1. Currently employed at THE SAME ‘eligible entity’, or eligible organization as when they applied to Stipend #1
2. Works full-time or part-time directly on-site with persons experiencing homelessness or residents of transitional or permanent supportive housing.
3. Applicant’s individual income is 80% or below AMI
4. Has an immediate economic need

Eligibility Requirements (cont.)

Currently employed at THE SAME ‘eligible entity’, or eligible organization as during Stipend #1 award.

If you work for more than one eligible entity, your Stipend #2 review is based on the SAME employer as in Stipend #1. There is no exception to this requirement.

You are not required to work in the same position/role but your position/role and income must still qualify under the eligibility review.

Eligibility Requirements (cont.)

- Works full-time or part-time directly on-site with persons experiencing homelessness or residents of transitional or permanent supportive housing

emergency shelter and transitional housing staff

street outreach workers

caseworkers

peer advisors

reception and administrative support staff

maintenance and custodial staff

individuals providing direct services for homeless youth and young adults

NOTE: This does not include executive and senior administrative employees of an eligible organization.

Eligibility Requirements (cont.)

Applicant income at or below 80% AMI (area median income)

How is income calculated and verified?

1. The applicant submits **their total individual income**:
   - Include any and all full-time or part-time income
   - Sources of income includes:

Wages	**Public Assistance**	**Retirement/ Pension**	**Unemployment**	**Disability**	**Alimony/ Child Support**

2. The applicant's AMI is calculated by FORWARD

   https://www.huduser.gov/portal/datasets/il/il2022/select_Geography.odn

Eligibility Requirements (cont.)

Has an “immediate economic need”

Including, but not limited to;

rent or mortgage payments	utilities and other household bills	medical expenses	student loan payments
transportation related costs	child care-related costs	behavioral health-related costs	other basic necessities

Required Documentation - UPDATE INCOME

- **Recent Pay Stub (UPDATE REQUIRED)**
  - Pay stub must have been issued within the last 90 days of application submission by eligible entity
  - Go to the INCOME tab and update your income to match your pay stub
    - Type
    - Frequency
    - Amount

Documentation- Updated ONLY

- **Photo ID (UPDATE IF NEEDED)**

ONLY if previous ID has expired or name changed

  - Valid Driver's License or State-issued ID
  - Student or Military Identification Card
  - Passport or Passport Card

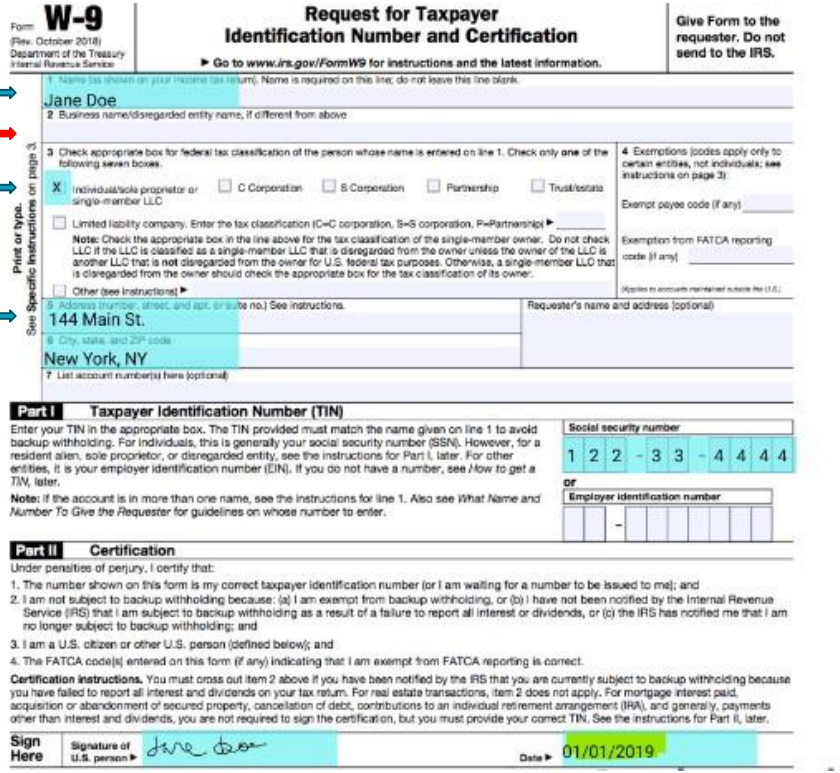
- **W-9 (UPDATE IF NEEDED)**

ONLY if name or address have changed

Other Required Documentation (**ONLY IF NEEDED**)

TIPS:

- Name must match your pay stub
- No employer information
- Section 3 must have a box selected
- You must include your address
- You must provide your social security number
- No EIN
- Sign and date the form before sending, electronic signatures are permitted



Form **W-9** (Rev. October 2018) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Jane Doe

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.
[X] Individual/sole proprietor or single-member LLC [ ] C Corporation [ ] S Corporation [ ] Partnership [ ] Trust/estate
[ ] Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
[ ] Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

Print or type. See Specific Instructions on page 3.

5 Address (number, street, and apt. or suite no.) See instructions.
144 Main St.

Requester's name and address (optional)

6 City, state, and ZIP code
New York, NY

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number: 122-33-4444

or

Employer identification number: -

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Jane Doe Date ▶ 01/01/2019

Application Flow

INVITATION TO APPLY	APPLY FOR 2ND STIPEND	AWARD NOTIFICATION	PAYMENT	2023 1099 in FEB 2024

- Invitations will go out by email approximately 5 months after your Stipend #1 **APPROVAL DATE**
- You can only apply using that link/invite- DO NOT SHARE IT
- Same basic data collected; name, contact info- update
- Verify that you still work for THE SAME eligible organization
- Verify in the applications questions that you are still in a qualifying role

Application Flow

INVITATION TO APPLY → APPLY FOR 2ND STIPEND → AWARD NOTIFICATION → PAYMENT → 2023 1099 in FEB 2024

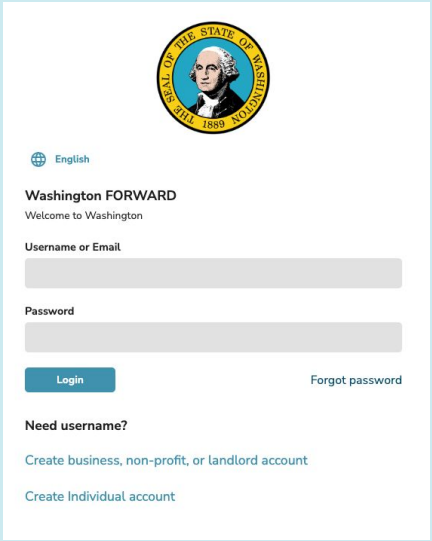
Examples:

Applicant	Applied Stipend #1	Approved Stipend #1	Stipend #2 Notification
James Jones	Applied 10/18/22	Approved 11/14/22	Instruction via email by 04/14/22
Jane Smith	Applied 09/30/22	Approved 12/22/22	Instruction via email by 05/22/22
Bob Gomez	Applied 12/19/22	Approved 02/05/23	Approved after 12/22/22 ineligible for Stipend #2

Application Flow

PRESCREEN | APPLY FOR 1ST STIPEND | PAYMENT | APPLY FOR 2ND STIPEND | PAYMENT

- Create FORWARD account, log-in
- Open application to Homeless Service Provider Stipend
  - Complete all required profile details
  - Upload all required documents
- Submit application
- Application review ongoing
  - ★ Acceptance will be confirmed by a telephone call, email or within the FORWARD portal
  - ★ Applications can be submitted 9/29/22-6/2/23



Application Flow

INVITATION TO APPLY | APPLY FOR 2ND STIPEND | AWARD NOTIFICATION | PAYMENT | 2023 1099 in FEB 2024

- Payment is distributed via check.
- Payment will be mailed to ‘mailing address’
- Taxable income, electronic 1099 in January 2024, keep record of funds

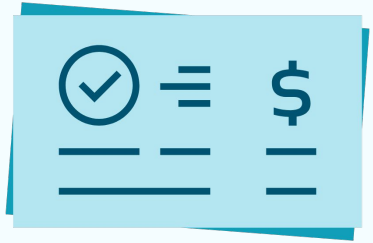
Application Flow

- You can apply for a second stipend payment if you are still employed at the same eligible entity, working in an eligible position, six months after approval of the first stipend payment.
- AMI eligibility criteria remain the same.
- **You must be approved for initial stipend by 12/9/22 to be eligible for a second stipend payment.**

Application Flow

PRESCREEN | APPLY FOR 1ST STIPEND | PAYMENT | APPLY FOR 2ND STIPEND | PAYMENT

- Payment is distributed via check.
- Payment will be mailed to ‘mailing address’
- Taxable income, keep record of funds



How to Apply

You will receive an invitation to apply to the email you used on your Stipend #1 application

Visit
https://www.homelessworkerstipend.com/

Questions?

email:
stipendwa-support@livestories.zendesk.com

Questions?

Thank You