

WORKFORCE SOLUTIONS TEXOMA POLICIES & PROCEDURES

CHAPTER 8 - PROGRAM SERVICES

SECTION – 21

WORK OPPORTUNITY TAX CREDIT (WOTC)

Workforce Solutions Texoma Policies

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8.21.1 ADOPTION OF TWC RULE CHAPTER 847

Workforce Solutions Texoma (hereinafter referred to as WST) agrees to adopt all of Texas Workforce Commission's Rule Chapter 847 and procedural information contained in WD Letter ~~28-0824-10~~ and TA Bulletin 93 pertaining to the Work Opportunity Tax Credit. WST's additional policy references are intended to clarify local policy with regard to these Rules.

8.21.2 WOTC Background

WOTC was created to reduce the federal tax liability of private, for-profit employers that hire employees from certain targeted groups. The targeted groups are:

- Temporary Assistance for Needy Families Recipients
- Veterans (includes a new subgroup, Disabled Veterans)
- Ex-Felons
- Designated Community Residents
- Vocational Rehabilitation Referrals
- Summer Youth
- ~~Food Stamp~~ Supplemental Nutrition Assistance Program (SNAP) Recipients
- Supplemental Security Income Recipients
- Long-Term Family Assistance Recipients
- Unemployed veterans
- Disconnected youth

8.21.3 CONDITIONAL CERTIFICATION

WOTC Conditional Certification is a hiring tool that job seekers can utilize to present to prospective employers to increase the job seekers chance of obtaining employment.

8.21.3.1 CONDITIONAL CERTIFICATION TARGET GROUPS

Boards have been given the responsibility of issuing Conditional WOTC Certifications for the following target groups:

- Disabled Veterans,
- Unemployed veterans (who are searching for a job in 2010)
- Ex-Felons (Project RIO), and
- Vocational Rehabilitation Referrals, and
- Disconnected youth (who are searching for a job in 2010).-

Service provider will ensure that target groups receiving Conditional Certification meet eligibility requirements as outlined in WD ~~28-0824-10~~.

8.21.2.3 OTHER CONDITIONAL CERTIFICATION GROUPS

Conditional certifications for individuals in the following targeted groups must be issued from the Texas Workforce Commission:

- Temporary Assistance for Needy Families Recipients
- Veterans
- Designated Community Residents
- Summer Youth
- ~~Food Stamp~~SNAP Recipients
- Supplemental Security Income Recipients
- Long-Term Family Assistance Recipients

WST Contractor staff are directed to contact the Texas Workforce Commission's WOTC Unit at 1.800.695.6879 to obtain conditional certifications for any individuals in the above targeted groups.

8.21.4 COMPLETION OF WOTC CONDITIONAL CERTIFICATION

Conditional Certifications should be completed electronically using the TWC's WOTC ES77 database. Service provider should inform job seeker that the ETA Form 9062 and IRS Form 8850 will be mailed directly to the job seeker. Furthermore, job seekers should be advised to tell prospective employers that the official WOTC certification will be issued subsequently if the job seeker maintains the eligibility requirements as determined by the WOTC Unit.

8.21.5 WorkInTexas DATA ENTRY

WST's service provider must ensure that documentation of issuance of the WOTC Conditional Certification is data entered into WorkInTexas by entering a TCE-WOTC Eligibility service on the job-seeker's account.

8.21.6 RECORDS RETENTION

Hard copies of all Conditional Certifications and supporting documentation will be retained for a period of four years.

REFERENCES:

~~WD 28-08 – Work Opportunity Tax Credit Conditional Certification Process (7/22/08)~~
~~(Rescinded per WD 24-10)~~

WD 24-10 – Work Opportunity Tax Credit Conditional Certification Process (5/3/10)

TA Bulletin 93 – WOTC, WtW-Conditional Certification Project – TWIST Report
Procedures (4/4/05)