



# WOTC Overview

WOTC is a federal tax credit program for employers that hire eligible individuals. Ohio is making it easier than ever for employers to receive those tax credits.

# WOTC Program Overview

## What is WOTC?

The WOTC Program provides tax credits to Ohio employers against their federal tax liability. Credits are received for hiring individuals from eligible target groups that have consistently faced barriers to employment.

## What does WOTC do?

Helps targeted workers move from economic dependency to self-sufficiency, while participating employers are able to reduce their income tax liability.

WOTC is administered by the Ohio Department of Job & Family Services (ODJFS), Workforce Development, Support Services. ODJFS processes requests in accordance with the business rules established by the Internal Revenue Service and the Department of Labor for all target groups.

## Incentives for Employers

WOTC reduces an employer's cost of doing business. It requires little paperwork, and *applying is simple*.

- WOTC can reduce an employer's federal income tax liability.
  - General business credit against income tax. See IRS guidelines for more information.
- Credit vs. Deduction
  - Tax credits lower tax bills dollar for dollar. Deductions reduce taxable income so the value depends on the tax bracket.
- Employers are in control of who they want to hire.
  - This is an opportunity for Employers to build a skilled workforce in a really tight market.
  - Employers receive the tax credit. There is no limit to the number of new hires that may qualify.
  - Employers can work with a Payroll agent who can do the paperwork for them.
- Can be used in conjunction with On-the-Job Training or other grant opportunities.
- Eligible tax-exempt employers can claim the WOTC only against payroll taxes and only for wages paid to members of the Qualified Veteran targeted group.

## Who Is Eligible? (Target Groups)

Currently there are ten target groups which include:

Long-Term TANF (Temporary Assistance to Needy Families) - \$9,000 (over two years)

VOW (Veteran Opportunity to Work) – up to \$9,600

Short-Term TANF - \$2,400

SNAP (Supplemental Nutrition Assistance Program) or Food Stamps - \$2,400

SSI (Supplemental Security Income) - \$2,400

Ex-Felon - \$2,400

Designated Community Resident - \$2,400

Vocational Rehabilitation or Ticket to Work - \$2,400

Long-Term Unemployed - \$2,400

Summer Youth - \$1,200

The maximum tax credit ranges from \$1200 to \$9600, depending on the employee hired. The employee must work at least 120 hours to utilize the credit.

The WOTC calculator can help determine the approximate amount of the credit <http://www.doleta.gov/business/incentives>



## How To Apply

The required forms are available through the Ohio WOTC website: [Work Opportunity Tax Credit](#)

- Complete IRS Form 8850 the day the job offer is made
- Complete ETA Form 9061
- **Submit the information electronically** (Keep both original forms as part of your tax filing documents.)

## 28 day timely filing rule

**The application must be submitted to the WOTC office within 28 calendar days from the start to work date.**

## 3 Simple Steps for Processing

### Step 1 – Create an Account

- Email [WOTC\\_CONTACT@jfs.ohio.gov](mailto:WOTC_CONTACT@jfs.ohio.gov)
- Provide your company's FEIN, company name, address and phone number; first, last name and e-mail addresses for those requesting access.

### Step 2 – Submit Application Electronically

- Begin a New Application or use the Import function to submit the applicant information from the IRS Form 8850 and ETA Form 9061 (retain the original forms for at least four years per IRS guidance, audit requirements).

### Step 3 – Review Status

- Check status of the application the very next day!
- Notices are made available with an explanation of status.

# Online System Tutorial

## **What is the WOTC online system?**

The online system allows you to submit single or multiple applications to the Ohio WOTC office eliminating postage and ensuring an immediate postmark.

## **What does WOTC online system do?**

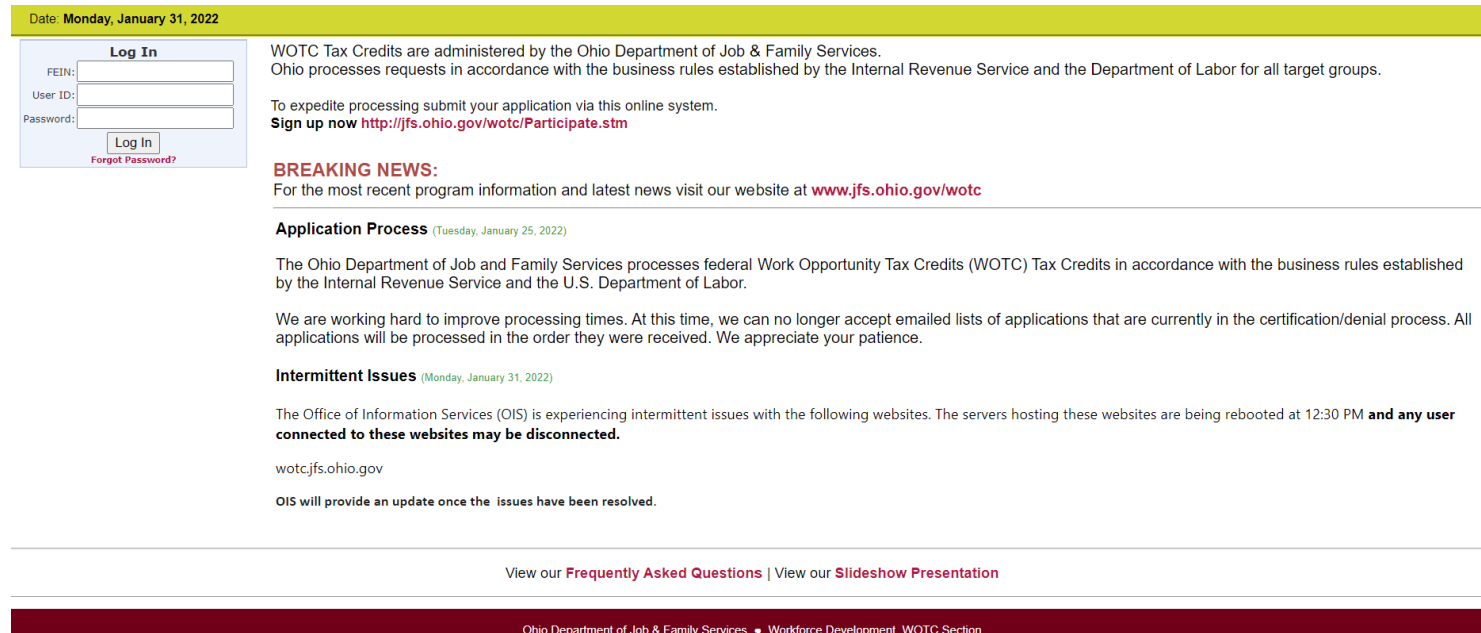
Offers a window into the processing of applications. Via the online system you can view the status, resolve issues and print notices to include certifications.

## Log In

Customers log into the WOTC online system by using their Federal Tax Identification Number (FEIN) without the dash, USERID and PASSWORD provided by the Ohio WOTC office.

The usernames and passwords are CASE SENSITIVE! Please use all CAPS when submitting information.

## [WOTC Web Interface \(ohio.gov\)](http://ohio.gov)



The screenshot shows the WOTC Web Interface login page. At the top, a yellow banner displays the date: "Date: Monday, January 31, 2022". Below this is a "Log In" form with fields for FEIN, User ID, and Password, and a "Log In" button. A "Forgot Password?" link is also present. To the right of the form, text states: "WOTC Tax Credits are administered by the Ohio Department of Job & Family Services. Ohio processes requests in accordance with the business rules established by the Internal Revenue Service and the Department of Labor for all target groups." Below this, it says: "To expedite processing submit your application via this online system. Sign up now <http://jfs.ohio.gov/wotc/Participate.stm>".

**BREAKING NEWS:**  
For the most recent program information and latest news visit our website at [www.jfs.ohio.gov/wotc](http://www.jfs.ohio.gov/wotc)

**Application Process** (Tuesday, January 25, 2022)  
The Ohio Department of Job and Family Services processes federal Work Opportunity Tax Credits (WOTC) Tax Credits in accordance with the business rules established by the Internal Revenue Service and the U.S. Department of Labor.  
We are working hard to improve processing times. At this time, we can no longer accept emailed lists of applications that are currently in the certification/denial process. All applications will be processed in the order they were received. We appreciate your patience.

**Intermittent Issues** (Monday, January 31, 2022)  
The Office of Information Services (OIS) is experiencing intermittent issues with the following websites. The servers hosting these websites are being rebooted at 12:30 PM **and any user connected to these websites may be disconnected.**  
wotcjfs.ohio.gov  
OIS will provide an update once the issues have been resolved.

View our [Frequently Asked Questions](#) | View our [Slideshow Presentation](#)

Ohio Department of Job & Family Services • Workforce Development, WOTC Section



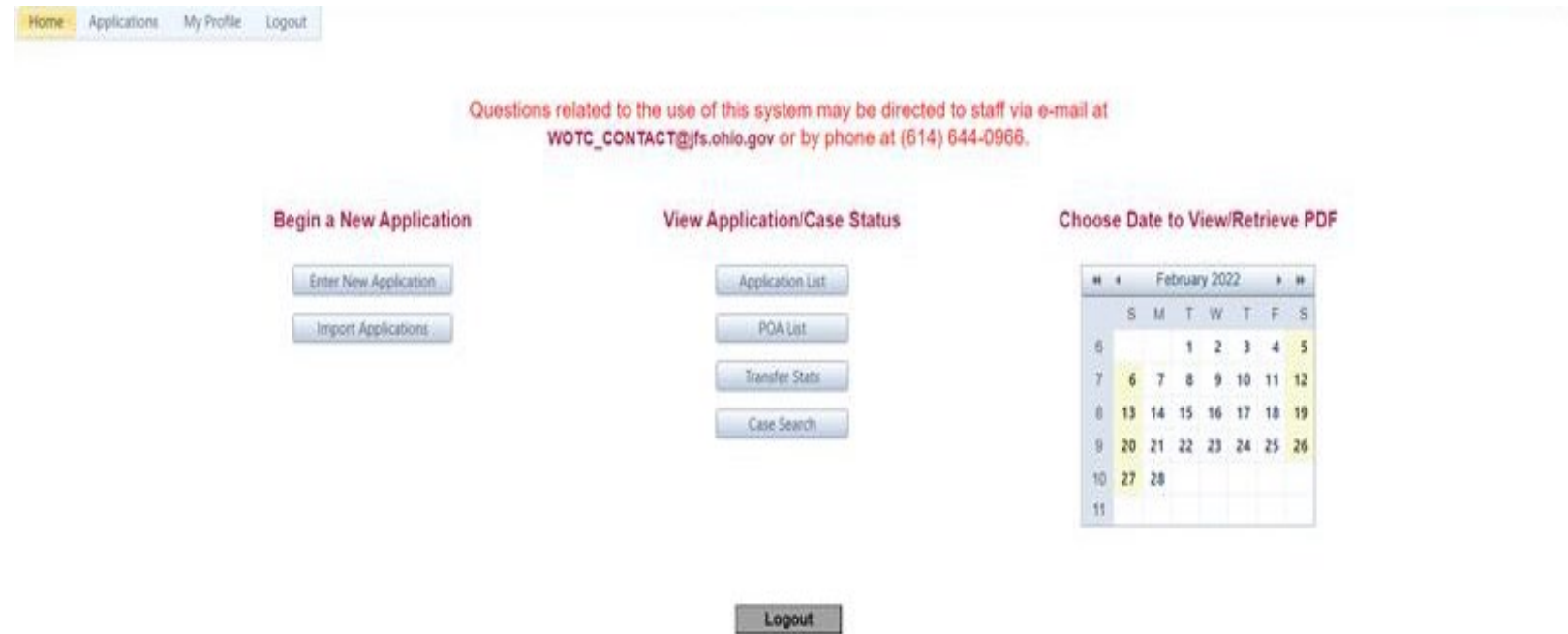
# Customer Menu

From the Home page employers/agents may **begin a New Application** by:

- Clicking “Enter New Application”

OR

- Clicking “Import Application”



The screenshot shows the Customer Menu interface. At the top, there is a navigation bar with links for Home, Applications, My Profile, and Logout. Below this, a red text message provides contact information: "Questions related to the use of this system may be directed to staff via e-mail at WOTC\_CONTACT@jfs.ohio.gov or by phone at (614) 644-0966." The main content area is divided into three columns. The first column, titled "Begin a New Application", contains two buttons: "Enter New Application" and "Import Applications". The second column, titled "View Application/Case Status", contains four buttons: "Application List", "POA List", "Transfer Stats", and "Case Search". The third column, titled "Choose Date to View/Retrieve PDF", contains a calendar for February 2022. The calendar shows dates from 6 to 11, with some dates highlighted in yellow. At the bottom center, there is a "Logout" button.



# Customer Menu

## View Application/Case Status

- **Application List:** View applications awaiting processing
- **Case List:** View processed cases
- **POA List (Agents only):** View current POA's
- **Case Search:** View status of applications (includes print, edit, and do not pursue).

## Choose Date to View/Retrieve PDF

- Can be used to print notices generated on a particular date.

Home Applications My Profile Logout

Questions related to the use of this system may be directed to staff via e-mail at [WOTC\\_CONTACT@jfs.ohio.gov](mailto:WOTC_CONTACT@jfs.ohio.gov) or by phone at (614) 644-0966.

**Begin a New Application**

- Enter New Application
- Import Applications

**View Application/Case Status**

- Application List
- POA List
- Transfer Stats
- Case Search

**Choose Date to View/Retrieve PDF**

February 2022

	S	M	T	W	T	F	S
6			1	2	3	4	5
7	6	7	8	9	10	11	12
8	13	14	15	16	17	18	19
9	20	21	22	23	24	25	26
10	27	28					
11							

Logout

# Begin a New Application

- The FEIN field can be used as a search field. If the FEIN does not automatically populate manually enter requested information.
- For agents: the FEIN dropdown box may populate as applications are submitted.
- Required fields are in **bold** and marked with a **red asterisk \*** if not completed upon submission.



Home Applications My Profile Logout

**Enter New Application**  
Required fields are labeled with bold text

**Employer Information**

Federal ID Number **\***  Name

Address Line 1

Address Line 2

City  State  Zip Code

Phone  Email

**Individual Information**

First Name  Last Name  SSN

Address Line 1

Address Line 2

City  State  Zip Code

Phone  Date of Birth

Offer Date  Hire Date  Start to Work Date

Job Position  Hourly Wage

Target Group Information (select at least one)

General Work (F)  Small Business Applicant (S)  VET (Veteran Opportunity to Work (24, 28, 31, 33, 35))

Vocational Rehabilitation Referral/Participant (R)  Small Business Applicant (S)  Long Term Unemployment Applicant (L)

Ex-Felon (E)  Long Term Unemployment Applicant (L)

Suspended Community Reentry (S)  All Applicants

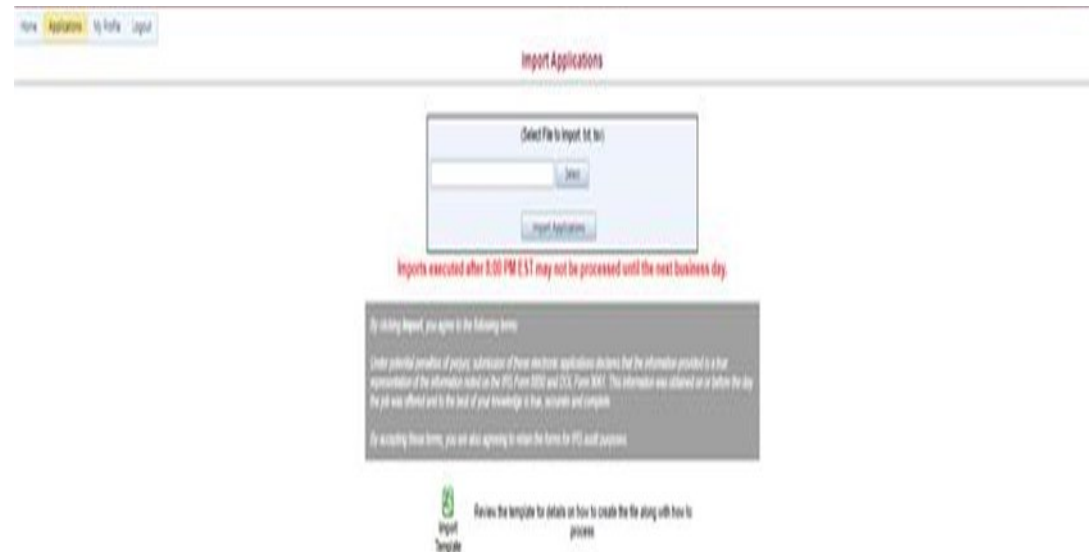
Benefits received in other states

By clicking Submit, you agree to the following terms:  
Under penalty of perjury, submission of this electronic application declares that the information provided is a true representation of the information related to the FIC Form 820 and OCA Form 8001. This information was obtained on or before the day the job was offered and to the best of your knowledge is true, accurate, and complete.  
By accepting these terms, you are also agreeing to retain the forms for FIC audit purposes.

Submit Home Applications List

# Import Application

- Import ability for one to five hundred applications per file.
- No limit to the number of files that are imported.
- Use the import template to enter the WOTC application information, save the entered data as a text, tab delimited file, then import the data to the online system.



# Tips for Completing an Online Application

## Individual Information

- When entering employee information, it is essential to use the first and last name of the employee as entered on the driver's license.
- Do not use nicknames
- Ensure SSN is typed correctly.
- DOB is required for certain target groups.

## Job Information

- The Job Position field has been populated with O\*Net provided job descriptions which can be selected from a drop-down box.

## Target Groups

- At least one of the displayed target group boxes needs to be checked.
- Check all of the boxes that apply.

## Benefits In Other States

- Used when there is benefit information from another state. (If the only benefits received were in Ohio, no selection is necessary.)

## 9198 Employer Representative Declaration form

- Allow for 1-3 to process
- Must be on file and processed prior to submitting a WOTC application
- The effective date of the 9198 must be on or before the hire date
- The employer's signature must be the effective date of the 9198
- Verify the 9198 has been updated by logging into your account and clicking on 'POA list'

## Application List

- When the tax credit application is created and submitted, it is visible on the Applications List.
- Processing occurs every evening at 8 p.m. (considered close of business day).
- After processing by the SWA, the application will be removed from this list.
- Rejected applications will remain on this list until they are removed by the submitter.

Home Applications My Profile Logout

### Application List

This is a list of Applications which have not been assigned an application control number. New applications will typically process overnight on State of Ohio business days.

Enter New Application

Show All Applications

INDIVIDUAL	SSN	EMPLOYER	FEIN	ENTERED	STATUS	COMMENTS	
BA	1	S	3	8/20/2021 8:23:47 AM	NEW		X

Page size: 25

1 items in 1 pages

# Employer Representative Declaration

- Displays current Power of Attorney (POA) Information.
- Columns can be sorted by clicking in the column header.
- Blank dates are an indicator of missing POA documents. Submission of a POA is required to allow the complete processing of an application(s) submitted under that FEIN.

Home Applications My Profile Logout

## Power of Attorney List

FEIN	Effective Date	Expiration Date
20	4/1/2014	4/1/2020
20	1/1/2015	12/31/2015
3	1/1/2014	12/31/2016
3	4/1/2014	4/1/2025
3	4/1/2014	4/1/2025
3	4/1/2014	4/1/2025
3	1/1/2018	12/31/2025
4	12/1/2014	12/31/2017
4	1/1/2015	12/31/2015
4	1/1/2014	12/31/2016
6	1/1/2015	12/31/2015
6	4/1/2014	4/1/2020
8	1/1/2018	12/31/2025

# Ohio 9198 guidance

- [9198 Sample](#)

**For Agents only:**  
Please click on the link for additional guidance.

U.S. Department Labor  
Employment and Training Administration

OMB Control No. 1205-0371  
Expiration Date: March 31, 2026

Work Opportunity Tax Credit (WOTC)  
ETA Form 9198 Employer Representative Declaration

**Part I. Authorized Representative(s)**

Note: Form 9198 will not be honored for any purpose other than declaring Employer Representative(s) with the State Workforce Agency (SWA) for employer WOTC certification requests.

1. **Employer Information.** Employer must sign and date this form on page 2, Part II, Line 5.

<b>Employer Name and Mailing Address:</b> ABC Company	<b>Employer Tax Identification Number (EIN):</b> 11-1234567
<b>Employer's Firm/Company Name:</b> 275 Sunset Drive Sidney, OH 44263	<b>Telephone Number:</b> <b>Fax Number:</b> <b>Email Address:</b>

The employer hereby appoints the following person(s) as authorized employer representative(s):

2. **Representative(s).** Representatives must sign and date the form on page 2, Part II, Line 6.  
Note: SWAs must send notices and communications to two (2) designated Employer Representatives.

<b>Last Name, First Name:</b> Doe, John	<b>Company Name:</b> EDF, Inc.
<b>Company Mailing Address:</b> 1234 Happy Place Cleveland, OH 12345	<b>Telephone Number:</b> 999-999-0999 <b>Fax Number / Email Address:</b> jdoe@edf.com
<b>Check if to be sent copies of Employer's WOTC notices and communications.</b> <input checked="" type="checkbox"/>	
<b>Last Name, First Name:</b> N/A	<b>Company Name:</b>
<b>Company Mailing Address:</b>	<b>Telephone Number:</b> <b>Fax Number / Email Address:</b>
<b>Check if to be sent copies of Employer's WOTC notices and communications.</b> <input type="checkbox"/>	

to represent the employer for WOTC purposes and perform the following activities:

3. **Acts Authorized.** (You are required to acknowledge Line 3, Acts Authorized, with employer initials). I (employer) authorize my representative(s) to facilitate the WOTC certification request process on my behalf. My representative(s) shall have the authority to perform acts I can perform with respect to the WOTC certification process, described below.

- Complete and sign IRS Form 8850, *Pre-Screening Notice and Certification Request for the Work Opportunity Tax Credit*, on behalf of the employer;

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. ETA Form 9198 (May 2023)

U.S. Department Labor  
Employment and Training Administration

OMB Control No. 1205-0371  
Expiration Date: March 31, 2026

- Submission of IRS Form 8850 and ETA Forms 9061/9062/9175 with supporting documentation to the appropriate SWA;
- Submitting missing information or documentation that is necessary for a certification request;
- Communicate directly with the SWA to provide updates or clarifying information regarding an employer's certification request;
- Receiving copies of notices or communications related to an employer's certification request;
- Substitute or add representative(s) within the same company.

<b>Initial here to acknowledge acts authorized for representative(s).</b>	<b>Employer Initials:</b>
<b>Year(s) or Period(s) (if applicable):</b> 09/01/2023-12/31/2027	

Note: The Employer Authorization designation of Year(s) or Period(s) cannot be retroactive from the signature date of the employer declaration in Part II. Employers may not specify years or periods that have ended, as of the date the Employer signs the authorization (Line 5). The Authorization period listed in Line 3, Acts Authorized, cannot exceed five (5) years and will automatically terminate on the applicable end date, unless revoked or withdrawn earlier by either party.

4. **Retention/Revocation of Prior Authorization.** The filing of this Employer Representative Declaration Form will not automatically revoke prior authorizations on file with the SWA for the same matters and years or periods covered by this form. If you want to revoke a prior authorization(s), check the box and attach a copy of any (prior) authorization(s) to be revoked.

YOU MUST ATTACH A COPY OF ANY EMPLOYER REPRESENTATIVE DECLARATION YOU WANT TO REVOKE.

**Part II. Declaration of Employer and Representative(s) and Signatures**

5. **Employer Declaration and Signature.** I certify I have the legal authority to execute this form as, or on behalf of, the Employer. If signed by an individual other than the Employer specified in Part I, indicate.

<b>Employer Signature</b>	<b>Date</b>	<b>Printed Name</b> Jane Doe
<b>Relationship to Employer:</b> <input type="checkbox"/> Self <input checked="" type="checkbox"/> Other	<b>VP of Human Resources</b> (Signatory Title/Company Name)	

6. **Representative Declaration and Signature(s).** Under penalties of perjury, by my signature below, I declare I am authorized to represent the Employer identified in Part I for the matter(s) specified there.

<b>Representative Signature</b>	<b>Date</b>	<b>Printed Name</b> John Doe
<b>Representative Signature</b>	<b>Date</b>	<b>Printed Name</b>

▶ IF NOT COMPLETED, SIGNED, AND DATED, THIS AUTHORIZATION IS INVALID, AND THE SWA WILL RETURN THIS FORM TO THE EMPLOYER.

Work Opportunity Tax Credit (WOTC)

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. ETA Form 9198 (May 2023)



# Status Definitions

**CERT (Certified)** - Application is approved for the tax credit. The target group and award code are included on the notice (Tax Credit Certification).

**DEN (Denied)** – Application has been denied.

\*\*Reconsiderations may be submitted within one year of the denial if additional information is received that would overturn the denial. The request should include the new documentation along with a copy of the Denial notice clearly marked as “Reconsideration”.

**DEF (Deficient)** - An application is missing required information or supporting documentation. Page 3 of the ETA Form 9061 lists various forms of approved supporting documentation. The notice will include an explanation for the deficiency.

**IRV (In Review)** – Application is in queue and ready for processing staff to review. \*Please note, processing times do vary

## Status Definitions – cont.

**OTG (Other Target Group)** – Used as a placeholder for requests needing a manual review by the WOTC staff for Vocational Rehabilitation and Supplemental Security Income (SSI).

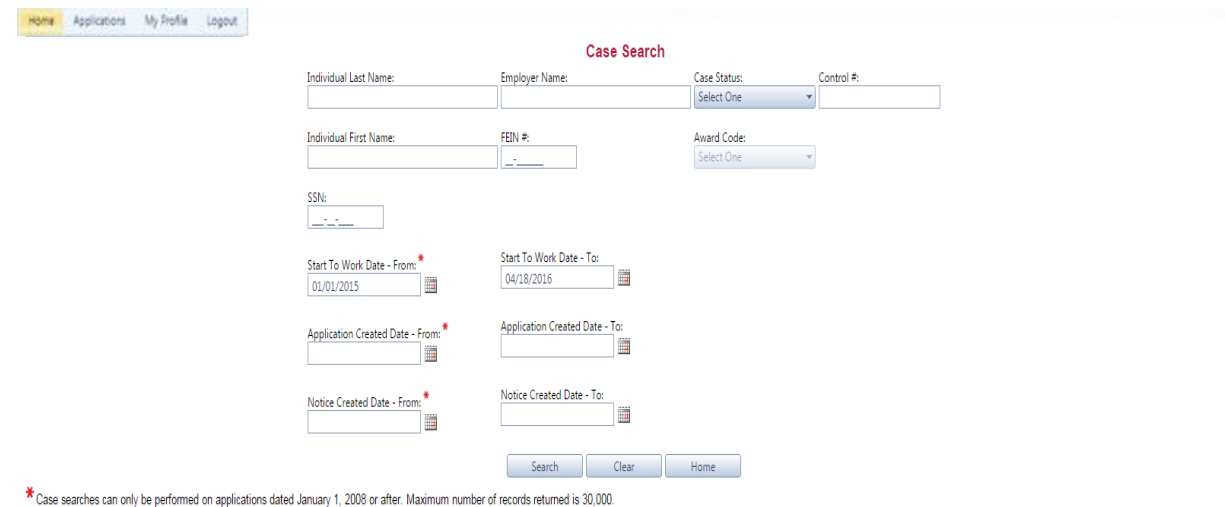
**OOS (Out-of-State)** - Used as a placeholder for requests needing a manual review by the WOTC staff to verify out-of-state benefits.

**NPC (No Power of Attorney - Certified)** - Agent Only Category: No Power of Attorney is on file. Request was certified and the certification will be made available once a valid POA is submitted.

**NPD (No Power of Attorney - Denied )** - Agent Only Category: No Power of Attorney is on file. Request was denied. The Denial notice will be made available once a valid POA is submitted.

## Case Search

- Offers a search function based on any of the fields listed.
- If you want to conduct a general search, continue by selecting “search” and all cases will populate
- Searches can be requested as far back as January 1, 2008.
- To search a previous year click the calendar icon to change the date.
- Search results will display below.



The screenshot shows a web interface for a 'Case Search' function. At the top left, there is a navigation menu with links for 'Home', 'Applications', 'My Profile', and 'Logout'. The main heading is 'Case Search'. Below this, there are several input fields: 'Individual Last Name', 'Employer Name', 'Case Status' (a dropdown menu with 'Select One' selected), and 'Control #'. Below these are 'Individual First Name', 'FEIN #' (with a dash and underscore), and 'Award Code' (a dropdown menu with 'Select One' selected). There is also an 'SSN' field with a dash and underscore. Below these are four date range fields, each with a calendar icon: 'Start To Work Date - From:' (with '01/01/2015' entered), 'Start To Work Date - To:' (with '04/18/2016' entered), 'Application Created Date - From:', and 'Application Created Date - To:'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Home'. A red asterisk note at the bottom states: '\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.'

# Edit/DNP

- **Edit-** The ability to edit an application (Date of Birth and SSN only)
- **DNP (Do Not Pursue)** -The ability to close a case (DNP – Do Not Pursue) if 120 hours not met.
- **Print** -The ability to print individual or multiple notices from this screen (see slides 29-34 for more on printing options).

(click on multiple check boxes then click Print Notices button. The notices will appear as a .pdf which can be saved or printed.)

Home Applications My Profile Logout

Case Search

Individual Last Name:

Individual First Name:

SSN:

Start To Work Date - From:  01/01/2020

Application Created Date - From:

Notice Created Date - From:

Employer Name:

FEIN #:

Start To Work Date - To:  08/24/2021

Application Created Date - To:

Notice Created Date - To:

Case Status:

Control #:

Select One

CER - CERTIFIED

DEF - DEFICIENT

DEN - DENIED

DNS - DENIAL STANDS

D90 - DENIED (COVER 90 DAYS OLD)

IRV - IN REVIEW

EPA - POA EXPIRED

EXP - EXPIRED REQUEST

MAN - MANUAL

NAR - NON ACTIONABLE REQUEST

NPA - POA NOT FOUND

NPC - PENDING CERT/NO POA

NPD - PENDING DENY/NO POA

OOS - OUT OF STATE VALIDATION

OTG - OTHER TARGET GROUP

Search Clear Home Export To Excel Print Notices

\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.

Ctrl #	Individual	SSN	Employer Name	FEIN	Start To Work Date	Application Created Date	Notice Generated Date	Case Status	Award Code	EDIT	DNP	Print	Docs
3	H E	***-**-4			07/12/2021	07/15/2021	07/15/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	C C	***-**-8			06/14/2021	06/17/2021	06/17/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G	***-**-2			05/17/2021	05/27/2021	05/27/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	M R	***-**-0			11/02/2020	11/12/2020	03/26/2021	CERTIFIED	L - LONG-TERM UNEMPLOYED			<input type="checkbox"/>	
3	B	***-**-7			10/20/2020	10/28/2020	03/26/2021	CERTIFIED	BD - VET UNEMPLOYED FOR 4 WEEKS BUT LESS THAN 6 MONTHS			<input type="checkbox"/>	

Page: 1 of 1 Go Page size: 5 Change Item 1 to 5 of 5  
Elapsed Time: 00:00:00.5167609

# Upload Supporting Documents

- Select the “DOCS” folder option to begin upload process for supporting documentation.
- Documents must be in PDF format and less than 2MB in size.
- More than one document may be uploaded at a time.

Home Applications My Profile Logout

### Case Search

Individual Last Name:  Employer Name:  Case Status:  Control #:

Individual First Name:  FEIN #:

SSN:

Start To Work Date - From:  To:

Application Created Date - From:  To:

Notice Created Date - From:  To:

\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.

Ctrl #	Individual	SSN	Employer Name	FEIN	Start To Work Date	Application Created Date	Notice Generated Date	Case Status	Award Code	EDIT	DNP	Print	Docs
3	H ET	***-**-4			07/12/2021	07/15/2021	07/15/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	C C	***-**-8			06/14/2021	06/17/2021	06/17/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G	***-**-2			05/17/2021	05/27/2021	05/27/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	M R	***-**-0			11/02/2020	11/12/2020	03/26/2021	CERTIFIED	L - LONG-TERM UNEMPLOYED			<input type="checkbox"/>	
3	BI	***-**-7			10/20/2020	10/28/2020	03/26/2021	CERTIFIED	BD - VET UNEMPLOYED FOR 4 WEEKS BUT LESS THAN 6 MONTHS			<input type="checkbox"/>	

Elapsed Time: 00:00:00.5167609

# Upload Supporting Documents – CONT.

- Select Upload
- Click ‘Select’ to browse for the supporting documents to upload.
- Files must be in PDF format.
- Multiple files may be selected and uploaded together.

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
3.	3	S.	W.	A.

**Select files to upload**  
 After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

File Name	Upload Results
20210826_ReqtsA.pdf	SUCCESS: document has been uploaded.

## Upload Supporting Documents – CONT.

- Once all documents are selected click ‘Upload Documents’
- A confirmation message will display in green when the file has uploaded successfully.
- Documents will be available 1-2 business days after being uploaded via Case Search.

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
3.	3	S.	W.	A.

**Select files to upload**  
 After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

File Name	Upload Results
20210826_ReqtsA.pdf	SUCCESS: document has been uploaded.

# Upload Supporting Documents - Error

## Incorrect File Type

- If an incorrect file type is uploaded the record will reject.
- An error message will appear in red.
- Ensure file type is PDF and resubmit.

[Home](#)
[Applications](#)
[My Profile](#)
[Logout](#)

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
3.	3	S.	W.	A.

Invalid file type: You can only upload document as a .pdf file type.

- ALM for Previous WOTC.docx Remove
- Select

**Select files to upload**  
After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

Upload Documents
Return to Documents

File Name	Upload Results
20210826_ReqtsA.pdf	SUCCESS: document has been uploaded.



# Upload Supporting Documents - Error

## File exceeds 2MB

- If the file is over 2MB the system will reject the file.
- An error message will appear in red.
- Reduce the size of the file and resubmit.

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
3.	3	S.	W.	A.

- **Maximum file size of 2 MB exceeded.**

• **TooBig\_Ci770631612CT000000120160107.pdf**

**Select files to upload**  
 After successful upload, the supporting documents will be available to view within 1 to 2 business days.

✕ Remove

Select

Upload Documents Return to Documents

File Name	Upload Results
20210826_ReqtsA.pdf	SUCCESS: document has been uploaded.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

# Upload Supporting Documents

## Multiple file upload

The system will process multiple files and upload the valid files.

The invalid file(s) will be removed by the system if the user has NOT removed prior to the upload.

The user can remove **red dot** files by clicking **x Remove** in the upload document window before uploading the documents.

**Red dot:** file will not upload

**Green dot:** file will upload

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
3953125		S	V.	J.

**Select files to upload**  
 After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

File Name	Upload Results
ETA Form 9058.pdf	ERROR: System is unable to upload at this time. Please try later.

# Upload Supporting Documents

## Empty File Box

An error message will appear in the “Upload Results” field if no file was selected before trying to upload.

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
4000003			DOUGHNUT	DANNY

**Select files to upload**  
After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

File Name	Upload Results
EmptyDoc.pdf	ERROR: Uploaded files cannot be empty

# Upload Supporting Documents

Password Protected upload

An error message will appear if a file that is password protected is uploaded. The password protection will need to be removed so the file is uploaded correctly.

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
4000003			DOUGHNUT	DANNY

**Select files to upload**  
 After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

File Name	Upload Results
ETA-Form-9062_ Expires 20210331.pdf	SUCCESS: Document has been uploaded.
StarUML-protected.pdf	ERROR: Uploaded files cannot be password protected

# Upload Supporting Documents

## Upload Results

The “Upload Results” box will reflect the results of the file upload attempt.

Home Applications My Profile Logout

**Add Case Documents**

Control Nbr.	FEIN	Employer Name	Last Name	First Name
3953125		S	V.	f

**Select files to upload**  
 After successful upload, the supporting documents will be available to view within 1 to 2 business days.

- The file format must be a .pdf.
- The file size may not exceed 2MB.
- The file must not be password protected.

File Name	Upload Results
ETA Form 9058.pdf	ERROR: System is unable to upload at this time. Please try later.

# View & Print Uploaded Documents

Click on Case Search.

Search for the application to view or print supporting documents.

Ensure pop-up blockers are disabled.

Select the folder option to view supporting documentation.

After upload of documents allow 1 -2 business days for the documents to be available.

Home Applications My Profile Logout

### Case Search

Individual Last Name:  Employer Name:  Case Status:  Control #:

Individual First Name:  FEIN #:

SSN:

Start To Work Date - From:  Start To Work Date - To:

Application Created Date - From:  Application Created Date - To:

Notice Created Date - From:  Notice Created Date - To:

Search Clear Home Export To Excel Print Notices

- Select One
- CER - CERTIFIED
- DEF - DEFICIENT
- DEN - DENIED
- DNS - DENIAL STANDS
- D90 - DENIED (OVER 90 DAYS OLD)
- IRV - IN REVIEW
- EPA - POA EXPIRED
- EXP - EXPIRED REQUEST
- MAN - MANUAL
- NAR - NON ACTIONABLE REQUEST
- NPA - POA NOT FOUND
- NPC - PENDING CERT/NO POA
- NPD - PENDING DENY/NO POA
- OOS - OUT OF STATE VALIDATION
- OTG - OTHER TARGET GROUP

\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.

Ctrl #	Individual	SSN	Employer Name	FEIN	Start To Work Date	Application Created Date	Notice Generated Date	Case Status	Award Code	EDIT	DNP	Print	Docs
3	H ET	***-**-4			07/12/2021	07/15/2021	07/15/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	C C	***-**-8			06/14/2021	06/17/2021	06/17/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G	***-**-2			05/17/2021	05/27/2021	05/27/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	M R	***-**-0			11/02/2020	11/12/2020	03/26/2021	CERTIFIED	L - LONG-TERM UNEMPLOYED			<input type="checkbox"/>	
3	B	***-**-7			10/20/2020	10/28/2020	03/26/2021	CERTIFIED	BD - VET UNEMPLOYED FOR 4 WEEKS BUT LESS THAN 6 MONTHS			<input type="checkbox"/>	

Elapsed Time: 00:00:00.5167609

# View & Print Uploaded Documents

All notices and uploaded supporting documents will display.

Click on the PDF icon in the row of the document to view.

The document will open as a PDF.

The PDF document may be saved or printed.

Home Applications My Profile Logout

### Case Search

Individual Last Name:  Employer Name:  Case Status:  Control #:

Individual First Name:  FEIN #:

SSN:

Start To Work Date - From:  Start To Work Date - To:

Application Created Date - From:  Application Created Date - To:

Notice Created Date - From:  Notice Created Date - To:

- Select One
- CER - CERTIFIED
- DEF - DEFICIENT
- DEN - DENIED
- DNS - DENIAL STANDS
- D90 - DENIED (OVER 90 DAYS OLD)
- IRV - IN REVIEW
- EPA - POA EXPIRED
- EXP - EXPIRED REQUEST
- MAN - MANUAL
- NAR - NON ACTIONABLE REQUEST
- NPA - POA NOT FOUND
- NPC - PENDING CERT/NO POA
- NPD - PENDING DENY/NO POA
- OOS - OUT OF STATE VALIDATION
- OTG - OTHER TARGET GROUP

\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.

Ctrl #	Individual	SSN	Employer Name	FEIN	Start To Work Date	Application Created Date	Notice Generated Date	Case Status	Award Code	EDIT	DNP	Print	Docs
3	H ET	***-**-4			07/12/2021	07/15/2021	07/15/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	C C	***-**-8			06/14/2021	06/17/2021	06/17/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G	***-**-2			05/17/2021	05/27/2021	05/27/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	M R	***-**-0			11/02/2020	11/12/2020	03/26/2021	CERTIFIED	L - LONG-TERM UNEMPLOYED			<input type="checkbox"/>	
3	B	***-**-7			10/20/2020	10/28/2020	03/26/2021	CERTIFIED	BD - VET UNEMPLOYED FOR 4 WEEKS BUT LESS THAN 6 MONTHS			<input type="checkbox"/>	

Elapsed Time: 00:00:00.5167809

# View or Print Notices – Individual Option

Click on Case Search

Search for the application.

Click on the bold date under the Notice Generated Date column.

A PDF of the notice will open on the screen.

The notice may be saved as a PDF or printed.

Home Applications My Profile Logout

### Case Search

Individual Last Name:  Employer Name:  Case Status:  Control #:

Individual First Name:  FEIN #:

SSN:

Start To Work Date - From:  Start To Work Date - To:

Application Created Date - From:  Application Created Date - To:

Notice Created Date - From:  Notice Created Date - To:

Select One  
 CER - CERTIFIED  
 DEF - DEFICIENT  
 DEN - DENIED  
 DNS - DENIAL STANDS  
 D90 - DENIED (OVER 90 DAYS OLD)  
 IRV - IN REVIEW  
 EPA - POA EXPIRED  
 EXP - EXPIRED REQUEST  
 MAN - MANUAL  
 NAR - NON ACTIONABLE REQUEST  
 NPA - POA NOT FOUND  
 NPC - PENDING CERT/NO POA  
 NPD - PENDING DENY/NO POA  
 OOS - OUT OF STATE VALIDATION  
 OTG - OTHER TARGET GROUP

Search Clear Home Export To Excel Print Notices

\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.

Ctrl #	Individual	SSN	Employer Name	FEIN	Start To Work Date	Application Created Date	Notice Generated Date	Case Status	Award Code	EDIT	DNP	Print	Docs
3	H E	***-**-4			07/12/2021	07/15/2021	<b>07/15/2021</b>	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G C	***-**-8			06/14/2021	06/17/2021	<b>06/17/2021</b>	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G	***-**-2			05/17/2021	05/27/2021	<b>05/27/2021</b>	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	M R	***-**-0			11/02/2020	11/12/2020	<b>03/26/2021</b>	CERTIFIED	L - LONG-TERM UNEMPLOYED			<input type="checkbox"/>	
3	B	***-**-7			10/20/2020	10/28/2020	<b>03/26/2021</b>	CERTIFIED	BD - VET UNEMPLOYED FOR 4 WEEKS BUT LESS THAN 6 MONTHS			<input type="checkbox"/>	

Elapsed Time: 00:00:00.5167609



# View or Print Notices Multiple Option

Click on Case Search

Search for the application(s) for viewing or printing.

Ensure pop-up blockers are disabled.

Click multiple check boxes under the Print column.

The notices will open as a PDF. The notices may be saved as a PDF or printed.

Home Applications My Profile Logout

### Case Search

Individual Last Name:  Employer Name:  Case Status:  Control #:

Individual First Name:  FEIN #:

SSN:

Start To Work Date - From:  Start To Work Date - To:

Application Created Date - From:  Application Created Date - To:

Notice Created Date - From:  Notice Created Date - To:

Select One  
 Select One  
 CER - CERTIFIED  
 DEF - DEFICIENT  
 DEN - DENIED  
 DNS - DENIAL STANDS  
 D90 - DENIED (COVER 90 DAYS OLD)  
 IRV - IN REVIEW  
 EPA - POA EXPIRED  
 EXP - EXPIRED REQUEST  
 MAN - MANUAL  
 NAR - NON ACTIONABLE REQUEST  
 NPA - POA NOT FOUND  
 NPC - PENDING CERT/NO POA  
 NPD - PENDING DENY/NO POA  
 OOS - OUT OF STATE VALIDATION  
 OTG - OTHER TARGET GROUP

Search Clear Home Export To Excel Print Notices

\* Case searches can only be performed on applications dated January 1, 2008 or after. Maximum number of records returned is 30,000.

Ctrl #	Individual	SSN	Employer Name	FEIN	Start To Work Date	Application Created Date	Notice Generated Date	Case Status	Award Code	EDIT	DNP	Print	Docs
3	H E	***-**-4			07/12/2021	07/15/2021	07/15/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	C C	***-**-8			06/14/2021	06/17/2021	06/17/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	G	***-**-2			05/17/2021	05/27/2021	05/27/2021	CERTIFIED	G - SNAP (FOOD STAMP) RECIPIENT			<input type="checkbox"/>	
3	M R	***-**-0			11/02/2020	11/12/2020	03/26/2021	CERTIFIED	L - LONG-TERM UNEMPLOYED			<input type="checkbox"/>	
3	B	***-**-7			10/20/2020	10/28/2020	03/26/2021	CERTIFIED	BD - VET UNEMPLOYED FOR 4 WEEKS BUT LESS THAN 6 MONTHS			<input type="checkbox"/>	

Elapsed Time: 00:00:00.5167609

## View or Print Option – Unavailable

If the system is unable to retrieve the notices, the PDF will contain an error message.

Please contact the WOTC office or try again later, if this message displays.

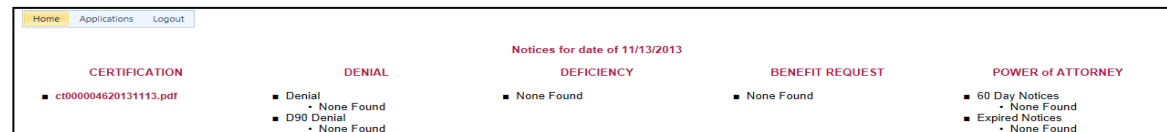
**WARNING! Of the 10 selected notices, 10 could not be retrieved from the WOTC system FileNet storage server.**

Control Number: 21	(L	)
Control Number: 21	(E	)
Control Number: 21	(F	)
Control Number: 21	(N	)
Control Number: 21	(S	)
Control Number: 21	(F	)
Control Number: 21	(N	)
Control Number: 21	(J	)
Control Number: 21	(F	)
Control Number: 21	(F	)

## View or Print Notices – On a generated date

- From the Main Menu, a date may be chosen on the calendar (top example - bottom left corner).
- All notices generated on that day will display as a PDF attachment (displayed in red).
- This will include any reprints from the day before.

*(The Notice Generated Date can also be found via Case Search)*





## View or Print Notices

### Example Notice

The PDF document may be saved or printed.

If multiple applications are selected, then the PDF will be grouped by employer, then by correspondence type.

All certifications, denials, and deficiencies are in order by SSN.

Governor		Department of Job and Family Services	Director									
1-888-2WORK-411		<a href="http://www.ohio.gov/workforce">www.ohio.gov/workforce</a>										
Office of Workforce Development	P.O. Box 1618	Columbus, OH 43216-1618										
<b>TAX CREDIT CERTIFICATION</b>												
<b>F</b> [Redacted] <b>S</b> [Redacted] <b>W</b> [Redacted]	Control No: [Redacted] Last Name: [Redacted] First Name: [Redacted] SSN: [Redacted] Start to Work Date: 2015-06-26 WOTC Target Group: G Original Form Owner: Applicant											
FEIN: [Redacted]												
Notice Date: 04/28/2016												
This certifies that the individual named above meets the eligibility criteria of Section 51, 51a and/or 52 of the Internal Revenue Code.												
Target Group Description: SNAP (FOOD STAMP) RECIPIENT												
<p>Before you can claim the WOTC, your new hire(s) must work the required number of hours to meet the Minimum Employment Retention Period. Details regarding the tax credit amount and retention period can be found at <a href="http://www.dohm.gov/business/incentives/oppfax/">http://www.dohm.gov/business/incentives/oppfax/</a>, select "Calculate Your Tax Credit" then select "WOTC Calculator".</p> <p>For information and restrictions regarding claiming the credit, please consult the IRS's website at <a href="http://www.irs.gov/Businesses/Small-Businesses-&amp;Self-Employed/Expanded-Work-Opportunity-Tax-Credit-Available-for-Hiring-Qualified-Veterans">http://www.irs.gov/Businesses/Small-Businesses-&amp;Self-Employed/Expanded-Work-Opportunity-Tax-Credit-Available-for-Hiring-Qualified-Veterans</a> or your tax professional.</p>												
<p><b>NOTE:</b> Falsification of data to obtain this Certification is a FEDERAL CRIME in violation of 18 USC 1001. Falsification of work or concealment of information is PUNISHABLE by a fine or imprisonment.</p>												
<p><b>FORM OWNERSHIP:</b> You indicated on your application submission that you would assume the responsibility for the ownership of ALL original signature documents used to (a) apply for WOTC and (b) substantiate the application requirements. Please refer to the IRS instructions for Form 3850 regarding the retention period requirements for these signature documents.</p>												
<b>This is an Important IRS Tax Filing Document - DO NOT DESTROY.</b>												
Please retain a copy of this notice for your records.												
<table border="0" style="width: 100%; font-size: small;"> <tr> <td style="width: 30%;">Mailing Date: 2016/04/29</td> <td style="width: 30%; text-align: center;">Enclosure: 5</td> <td style="width: 30%; text-align: right;">Page 6 of 6</td> </tr> <tr> <td>SEQ# 000400</td> <td style="text-align: center;">THIS SPACE FOR OFFICIAL USE ONLY</td> <td style="text-align: right;">PSM-000045</td> </tr> <tr> <td>WOTC CT (Rev. 11/08)</td> <td style="text-align: center;">CT06009329140426</td> <td style="text-align: right;">NOTICE TYPE: TCB1N1</td> </tr> </table>				Mailing Date: 2016/04/29	Enclosure: 5	Page 6 of 6	SEQ# 000400	THIS SPACE FOR OFFICIAL USE ONLY	PSM-000045	WOTC CT (Rev. 11/08)	CT06009329140426	NOTICE TYPE: TCB1N1
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SEQ# 000400	THIS SPACE FOR OFFICIAL USE ONLY	PSM-000045										
WOTC CT (Rev. 11/08)	CT06009329140426	NOTICE TYPE: TCB1N1										





Department of  
Job & Family  
Services

# WOTC Contact Information

You may contact us by *e-mail* at:

[WOTC\\_CONTACT@jfs.ohio.gov](mailto:WOTC_CONTACT@jfs.ohio.gov)



## References and Resources

- [Understanding America's Labor Shortage: The Most Impacted Industries | U.S. Chamber of Commerce \(uschamber.com\)](#)
- [Work Opportunity Tax Credit | Internal Revenue Service \(irs.gov\)](#)
- [Work Opportunity Tax Credit | U.S. Department of Labor \(dol.gov\)](#)
- [Work Opportunity Tax Credit | Work Opportunity Tax Credit | Ohio Department of Job and Family Services](#)
- [EZ/RRC address locator](#)
- [9061](#)
- [8850](#)