Work Opportunity Tax Credit ES77 Database Instructions

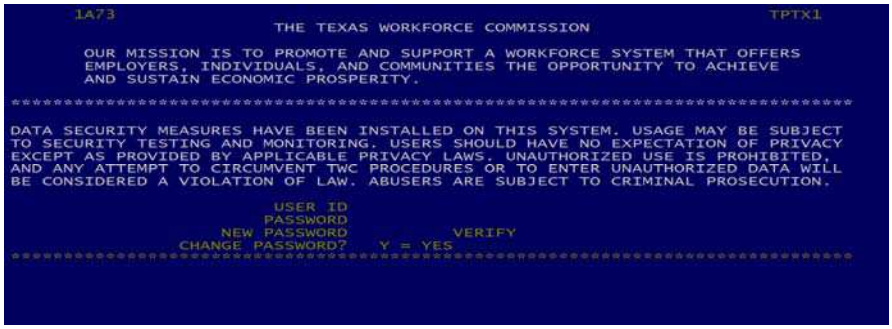
The Work Opportunity Tax Credit (WOTC) ES77 conditional certification data entry panel allows appropriate staff to electronically enter conditional certifications for eligible job seekers who conditionally meet the qualifications for specific WOTC target groups. Once the information is obtained and entered into the ES77 conditional certification data entry panel, the conditional certification is electronically submitted to the Texas Workforce Commission (TWC). Within three to five business days, TWC prints and mails the conditional certification with a cover letter and a blank IRS Form 8850 to the job seeker.

Logging in:

- From your desktop, select TWC's BlueZone ***Session1*** icon to open the TWC Mainframe system.

- Type ***TPTX1*** (not case sensitive) and press ***Enter***.

- The Texas Workforce Commission logon screen will display.



- Enter your TWC User ID (the cursor will automatically advance to the password field).

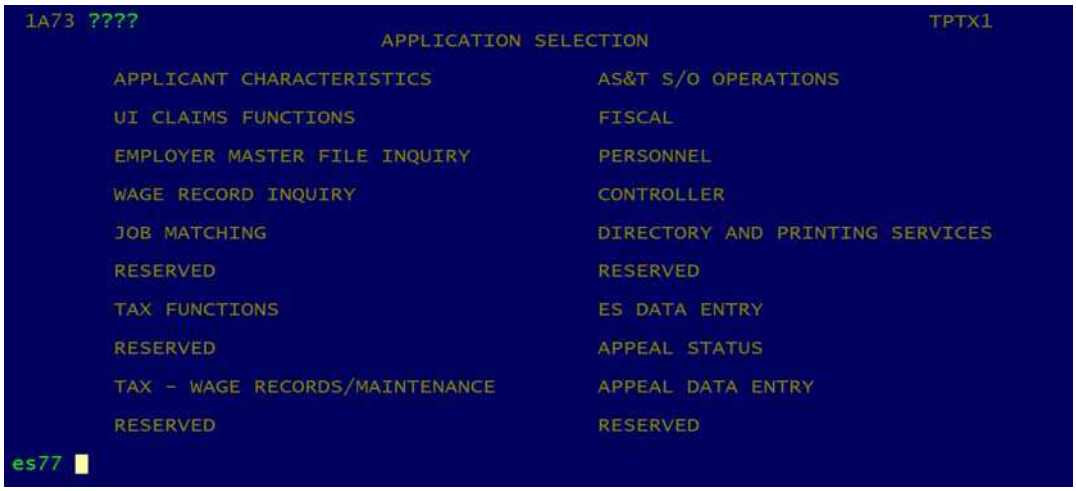
  Note: To access the ES77 database, all users must log in using their individually assigned User ID and password. Contact your RACF administrator if you need a User ID and password.

- Type in your password and press ***Enter*** to open the ***Application Selection*** screen.

Accessing the ES77 conditional certification data entry panel:

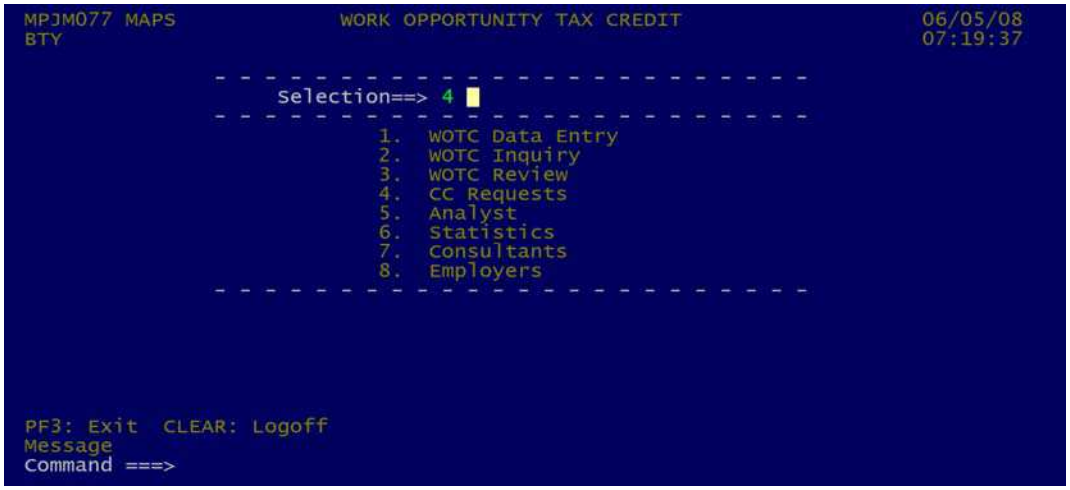
- While holding down the ***Shift*** key, press the ***Tab*** key twice to move your cursor to the bottom of the ***Application Selection*** screen.

- Type ***ES77*** (not case sensitive) and press ***Enter***.

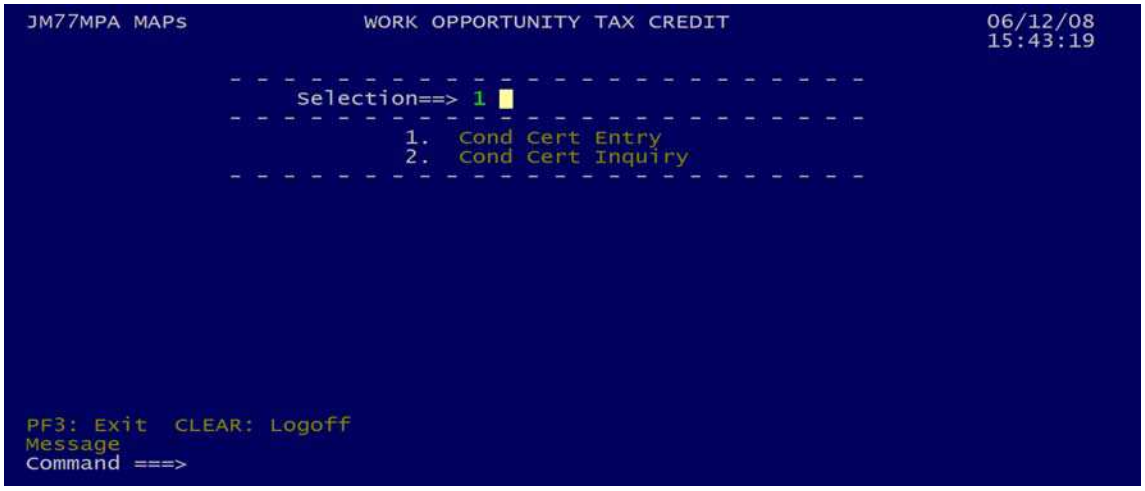


- The ES77 ***Work Opportunity Tax Credit*** main menu screen will display. There are several items on the main menu; however, the only option that is applicable and accessible for Texas Workforce Center staff is selection ***4 – CC Requests***.

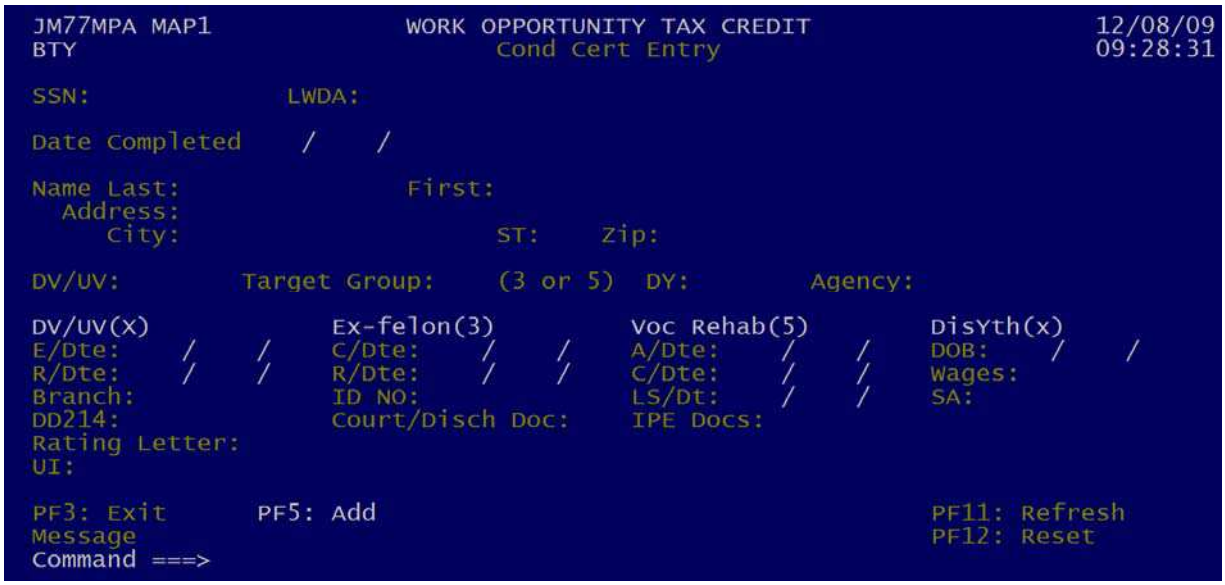
- At ***Selection***, type ***4*** and press ***Enter***.



- On the next menu screen, type ***1*** and press ***Enter***.



- The WOTC ES77 conditional certification data entry panel (***Cond Cert Entry*** screen)—in which all WOTC conditional certification requests are to be entered—will display.



<u>Entering a WOTC conditional certification request</u>:

Identification Information

- On the ***Cond Cert Entry*** screen, enter the job seeker's identification information.

  Note: When keying information into the ***Cond Cert Entry*** screen, some fields will automatically advance to the next field, while others require that the user tab to the next field.

Field	Instructions
SSN	Enter the job seeker's nine-digit SSN. You do not need to key in dashes, hyphens, or parentheses.
LWDA	Enter your two-digit local workforce development area number.
Date Completed	Enter the current date as the two-digit month, two-digit day, and two-digit year.
Name Last	Enter the job seeker's last name.
First	Enter the job seeker's first name.
Address	Enter the job seeker's mailing address. It must be a valid mailing address where the job seeker can receive the WOTC conditional certification.
City	Enter the job seeker's city.
ST	Enter the job seeker's state.
Zip	Enter the job seeker's five-digit zip code.

Target Groups

- Specify the WOTC conditional certification target group.

  For disabled veterans and unemployed veterans:
  - enter an ***X*** in the ***DV/UV*** field;
  - press ***PF5***; and
  - proceed to the ***DV/UV(X)*** section to enter eligibility verification information.

  For ex-felons:
  - enter a ***3*** in the ***Target Group*** field;
  - press ***PF5***; and
  - proceed to the ***Ex-felon(3)*** section to enter eligibility verification information.

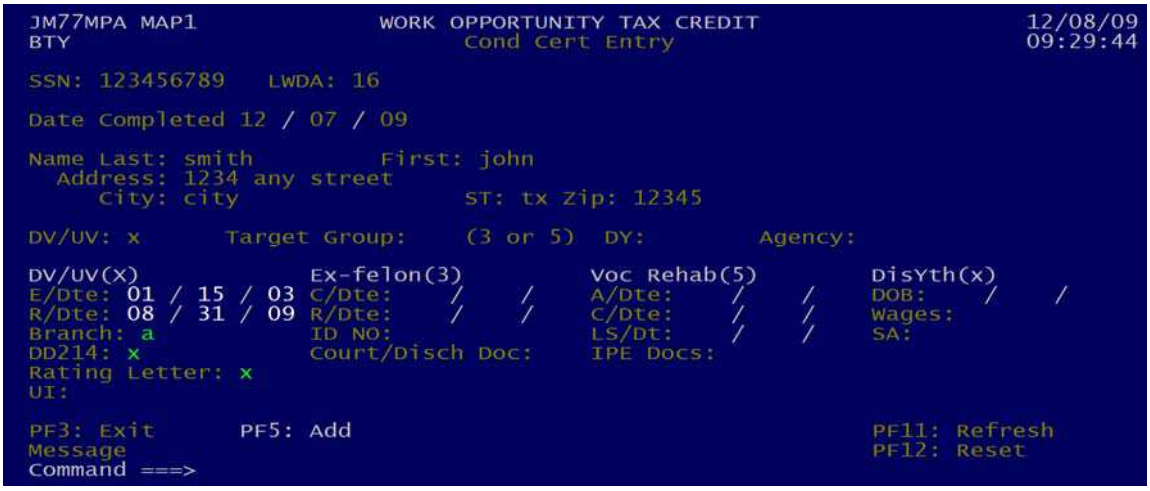
  For vocational rehabilitation referrals:
  - enter a ***5*** in the ***Target Group*** field;
  - press ***PF5***; and
  - proceed to the ***Voc Rehab(5)*** section to enter eligibility verification information.

  For disconnected youth:
  - enter an ***X*** in the ***DY*** field;
  - press ***PF5***; and
  - proceed to the ***DisYth(x)*** section to enter eligibility verification information.

Eligibility Verification Information

- Enter the required eligibility verification information in the appropriate section, as shown on the following pages.

DV/UV(X)—Disabled Veterans



To verify conditional certification eligibility, disabled veterans must provide:

- Form DD-214, which verifies active military service; and
- a U.S. Department of Veterans Affairs rating letter verifying that the job seeker has a service-connected disability rating of at least 10 percent.

The above documentation must be in hand prior to continuing with the WOTC conditional certification.

On the job seeker's DD-214, locate **box 12**, **Record of Service**. The **Record of Service** will list the year first, then the month, then the day.

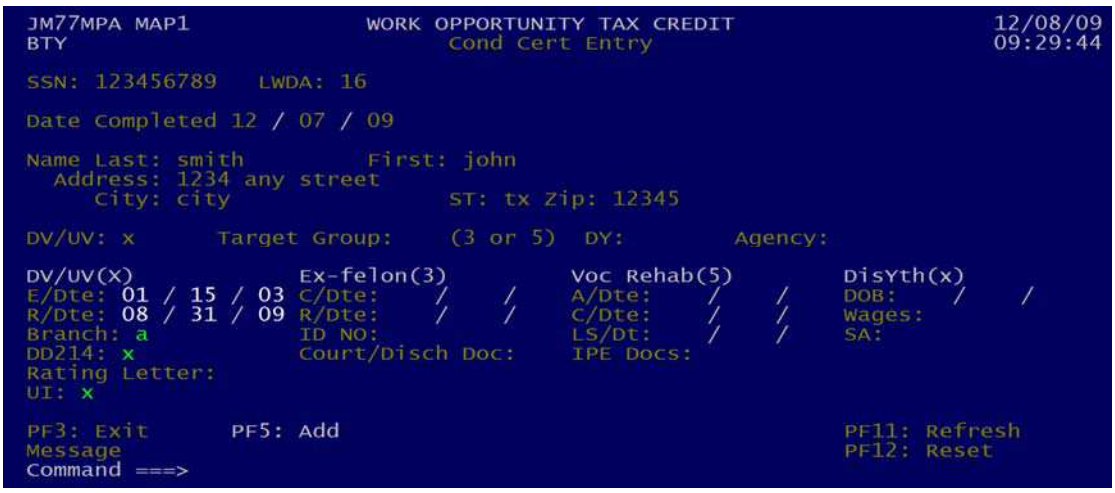
Enter all dates as the two-digit month, two-digit day, and two-digit year. The slashes are already displayed in the fields and on the screen.

Field	Instructions
E/Dte	Enter the date located on **line a** of **box 12** of the DD-214. This is the date the job seeker entered active duty.
R/Dte	Enter the date located on **line b** of **box 12** of the DD-214. This is the date the job seeker separated from active duty.
Branch	Enter the branch of service located in **box 2** of the DD-214. (A = Army, C = Coast Guard, F = Air Force, M = Marines, N = Navy)
DD214	Enter an ***X*** to indicate that a copy of the job seeker's DD-214 is on file for this conditional certification.
Rating Letter	Enter an ***X*** to indicate that a copy of the job seeker's rating letter is on file for this conditional certification.
UI	Do not enter any information in this field for a disabled veteran conditional certification.

Note: An ***X*** must be entered in both the ***DD214*** and ***Rating Letter*** fields for the disabled veteran conditional certification to be issued.

Press ***PF5*** to save and submit the conditional certification request to TWC for printing and mailing to the job seeker.

***DV/UV(X)*—**Unemployed Veterans



To verify conditional certification eligibility, unemployed veterans must provide:

- Form DD-214, which verifies at least a minimum of 180 days of active military service; and
- unemployment insurance (UI) documents that verify the receipt of UI benefits for four weeks within one year prior to the issuance of this conditional certification. Appropriate staff can verify the receipt of UI benefits using the UI system and print a copy for the file.

The above documentation must be in hand prior to continuing with the WOTC conditional certification.

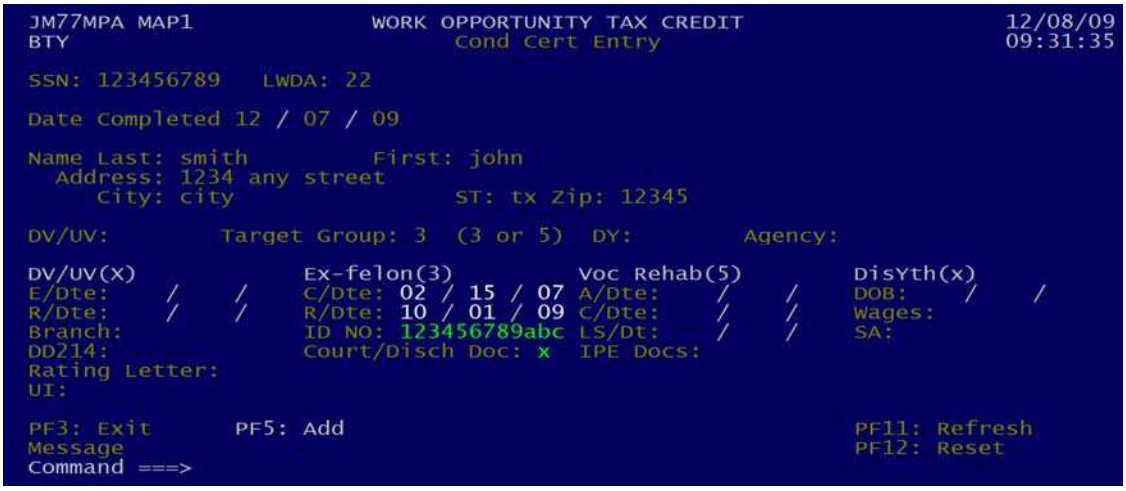
On the job seeker's DD-214, locate **box 12**, **Record of Service**. The **Record of Service** will list the year first, then the month, then the day. Enter all dates as the two-digit month, two-digit day, and two-digit year. The slashes are already displayed in the fields and on the screen.

Field	Instructions
E/Dte	Enter the date located on **line a** of **box 12** of the DD-214. This is the date the job seeker entered active duty.
R/Dte	Enter the date located on **line b** of **box 12** of the DD-214. This is the date the job seeker separated from active duty.
Branch	Enter the branch of service located in **box 2** of the DD-214. (A = Army, C = Coast Guard, F = Air Force, M = Marines, N = Navy)
DD214	Enter an ***X*** to indicate that a copy of the job seeker's DD-214 is on file for this conditional certification.
Rating Letter	Do not enter any information in this field for an unemployed veteran conditional certification.
UI	Enter an ***X*** to indicate that a copy of the job seeker's UI documentation is on file for this conditional certification.

Note: An ***X*** must be entered in both the ***DD214*** and ***UI*** fields for the unemployed veteran conditional certification to be issued.

Press ***PF5*** to save and submit the conditional certification request to TWC for printing and mailing to the job seeker.

Ex-felon(3)—Ex-Felons



To verify conditional certification eligibility, ex-felons must provide appropriate court documents, discharge documents, probation/parole documents, or other court-approved documents. This documentation must be in hand prior to continuing with the WOTC conditional certification.

On the job seeker's court documents, locate:

- the conviction date;
- the date of release from incarceration, if applicable; and
- the corrections institution ID number, if available.

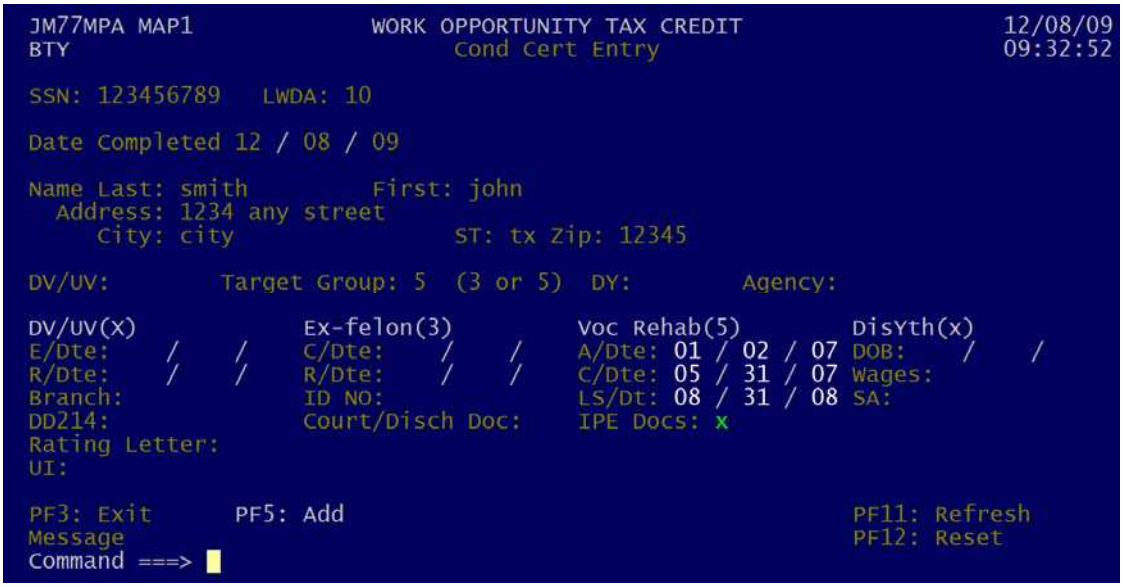
Enter all dates as the two-digit month, two-digit day, and two-digit year. The slashes are already displayed in the fields and on the screen.

Field	Instructions
C/Dte	Enter the job seeker's felony conviction date.
R/Dte	Enter the job seeker's date of release from incarceration.
ID NO	Enter the job seeker's corrections institution ID number, if available.
Court/Disch Doc	Enter an ***X*** to indicate that a copy of the job seeker's court documents, discharge documents, probation/parole documents, or other court-approved documents are on file for this conditional certification.

Note: A ***C/Dte*** or ***R/Dte*** must be entered for the ex-felon conditional certification to be issued. If both dates are more than one year from the date the conditional certification is being issued, the applicant will NOT qualify for the ex-felon target group.

Press ***PF5*** to save and submit the conditional certification request to TWC for printing and mailing to the job seeker.

Voc Rehab(5)—Vocational Rehabilitation Referrals



To verify conditional certification eligibility, vocational rehabilitation referrals must provide an Individualized Plan of Employment (IPE). This documentation must be in hand prior to continuing with the WOTC conditional certification.

On the job seeker's IPE, locate:

- the date the IPE was opened or activated;
- the date the IPE was closed, if applicable; and
- the last date the job seeker received vocational rehabilitation services.

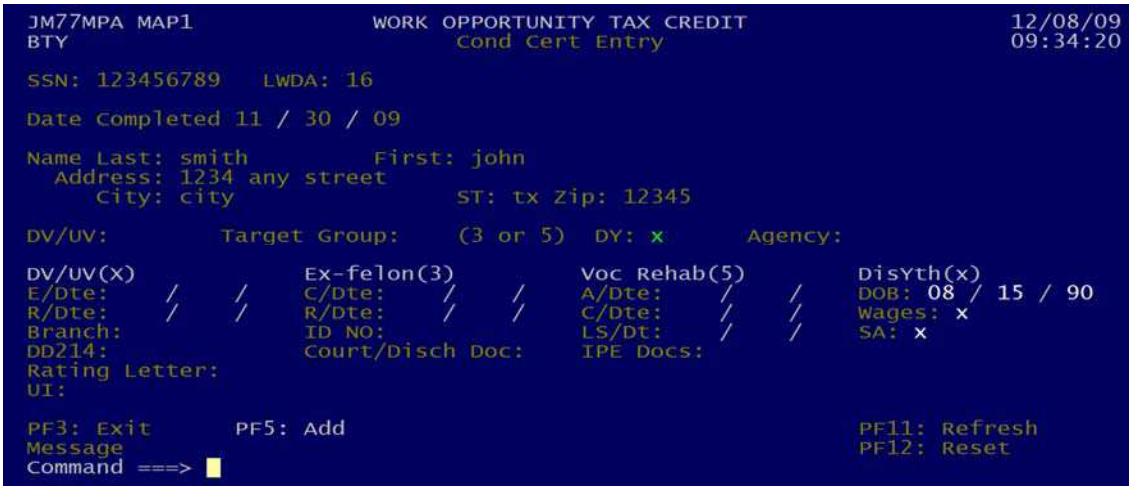
Enter all dates as the two-digit month, two-digit day, and two-digit year. The slashes are already displayed in the fields and on the screen.

Field	Instructions
A/Dte	Enter the date the IPE was opened or activated.
C/Dte	Enter the date the IPE was closed.
LS/Dt	Enter the date the job seeker last received a vocational rehabilitation service.
IPE Docs	Enter an ***X*** to indicate that a copy of the job seeker's IPE is on file for this conditional certification.

Note: An ***A/Dte***, ***C/Dte***, or ***LS/Dt*** must be entered for the vocational rehabilitation referral conditional certification to be issued. If the date entered is more than two years from the date the conditional certification is being issued, the applicant will NOT qualify for the vocational rehabilitation referrals target group.

Press ***PF5*** to save and submit the conditional certification request to TWC for printing and mailing to the job seeker.

DisYth(x)—Disconnected Youth



To verify conditional certification eligibility, disconnected youth must provide:

- age verification documentation (e.g., driver license, etc.);
- a wages earned statement reflecting less than $2,827.50. Appropriate staff can verify wages using the Wage Record Interchange System (see Attachment 1 for instructions); and
- a completed ETA Form 9154, Youth Self-Attestation Form, which is provided by appropriate staff and is available at http://www.doleta.gov/business/incentives/opptax/PDF/Youth_Self_Attestation_Form.pdf.

The above documentation must be in hand prior to continuing with the WOTC conditional certification.

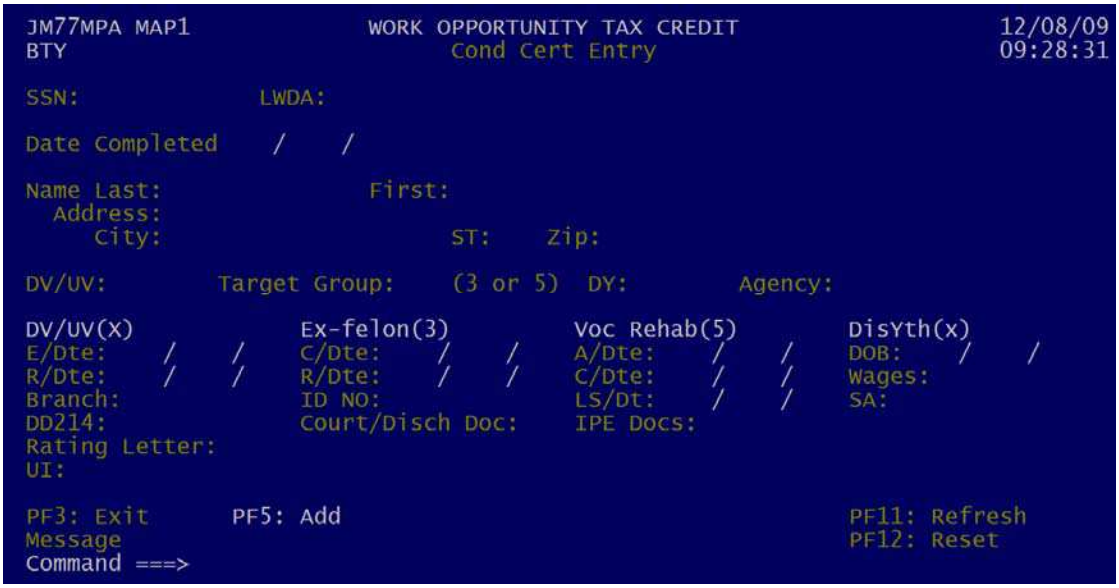
Field	Instructions
DOB	Enter the job seeker's date of birth as the two-digit month, two-digit day, and two-digit year. The slashes are already displayed in the field and on the screen. The job seeker must be between 16 and 24 years of age.
Wages	Enter a ***Y*** if the job seeker's wages earned do not exceed $2,827.50.
SA	Enter a ***Y*** if the job seeker has completed and signed ETA Form 9154, Youth Self-Attestation Form.

All three fields must be completed as shown above for a disconnected youth conditional certification to be issued.

Press ***PF5*** to save and submit the conditional certification request to TWC for printing and mailing to the job seeker.

PF Function Keys

Several PF function keys are included at the bottom of the WOTC ***Cond Cert Entry*** screen.



PF Key	Function
PF3: Exit	Exits the user from the screen and returns to the previous menu.
PF5: Add	Used twice for each conditional certification being requested. 1st time—activates a target group column based on the type of conditional certification selected in the ***DV/UV***, ***Target Group***, or ***DY*** fields. 2nd time—saves the conditional certification request and submits it to TWC for printing and mailing.
PF11: Refresh	Clears the screen and returns the user to the ***SSN*** field.
PF12: Reset	Serves various functions based on how the user's keyboard is mapped. May serve a "print screen" function or a "refresh" function.

Once the user has pressed ***PF5*** to save and submit the conditional certification, the cursor will return to the ***SSN*** field for the data entry of another conditional certification. If the user is not requesting another conditional certification, press ***PF3*** to exit and return to the previous menu. ***PF3*** will continue to exit back to the initial logon screen.

If you have questions, please contact the WOTC Unit at 1-800-695-6879.