

WIOA Technical Assistance September 3, 2020

CONNIE KINSEY, JARRED ROOPE, MICHELLE MARSH, AND
CANDI SPENCER



Montana Department of
LABOR & INDUSTRY

Work Opportunity Tax Credit Program

WOTC

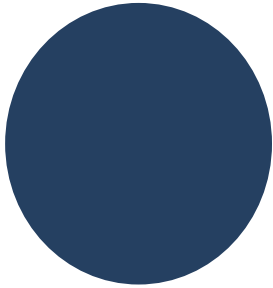
About WOTC

- Federal incentive program
- WOTC can be combined with:
 - Federal bonding
 - On-the-job training (OJT)

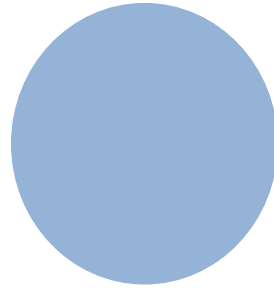
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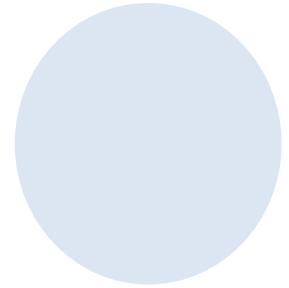
Purpose



Leveraging tool
for the WOTC
eligible
jobseeker



Tax incentive
for the WOTC
employer



Leads to
self-
sufficiency

Who Qualifies? ●●●●●

- Ex-felon
- Temporary Assistance to Needy Families (TANF) recipient
- Supplemental Nutritional Assistance Program (SNAP) recipient
- Designated Community Resident
 - Rural Renewal Community
- Vocational Rehabilitation or Ticket-to-Work participant
- Supplemental Security Income (SSI) recipient
- Long-Term Unemployment recipient
- Qualified Veterans
 - Vet/SNAP recipient
 - Disabled Veteran
 - Unemployed Veteran

Who is Not Eligible? ●●●●●

- Rehires (previously employed)
- Relatives
- Requests not filed timely (postmarked within 28 days of employee's start date)
- Applicants w/less than 120 hrs. (calendar yr. not tax yr.)

How to get Required Forms ●●●●●

The required forms and instructions can be obtained through the following resources:

Email: crobbins@mt.gov

or

Website:

<http://wsd.dli.mt.gov/employers/wotc>

Submission Requirements

1. Complete and Sign
 - IRS Form 8850, and
 - ETA-9061 form
2. 28 day submission from employee's start date (postmarked)
3. Supporting documentation (if necessary) *or*
Signed Release of Information

**No limit on applications submitted

- 1, 10, 100

Submission Methods

- Mail (no faxes or e-mail):

Department of Labor & Industry

Attn: WOTC Unit

P.O. Box 1728

Helena, MT 59624-1728

Applying the Credit ●●●●●

Calculate and File (w/tax return) after:

- receiving a certification, and
- employee met minimum retention period (120 hrs. over 1st yr. of employment – calendar yr. not tax yr.

For-profit entity:

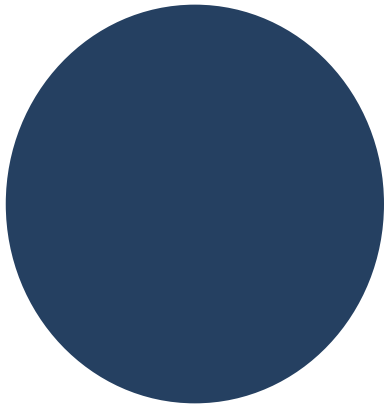
- File IRS Form 5884 and IRS Form 3800

Not-for-profit entity: (veteran new hires only)

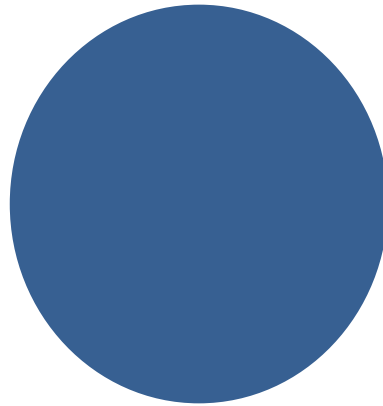
- File IRS form 5884-C

Minimum Employment Retention Periods

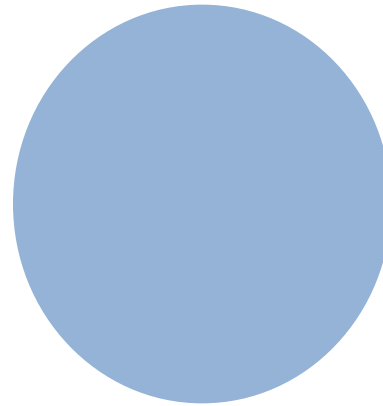
Wage cap is the maximum amount of employee earnings that a credit can be taken against.



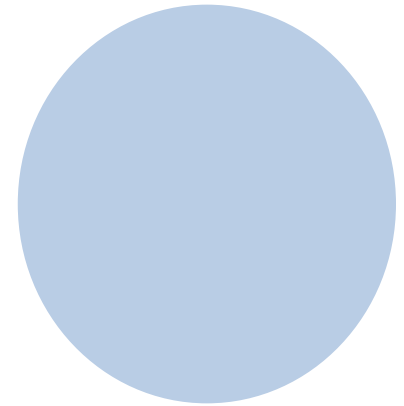
0 credit for
anything less than
120 hours



25 percent tax
credit for 120 – 399
work hours



40 percent tax
credit for more
or equal to 400+
work hours



Long-term TANF
only: 40 percent first
year and 50 percent
the second year

Questions? ●●●●●

Email:

crobbins@mt.gov

Website:

<http://wsd.dli.mt.gov/employers/wotc>

406-444-9046

Questions?

Supportive Service Assessment Service

- Open and close this service on the day you have completed a financial assessment for supportive services
 - Each time the service is opened and closed a corresponding case note should document which type of supportive service was requested, the financial need and what the outcome of the assessment was
 - If the outcome of the financial assessment determines that no financial assistance from the WIOA program is necessary, because there is another source, a supportive service assessment service would still be recorded (payment is not required to record this service)
- May be opened and closed several times during the client's enrollment...any time an assessment has been completed
- Financial need cannot be determined beyond 30 days, a new assessment should be documented each time a supportive service payment is made even if the intent to assist over more than one month exists
- This service extends the client's participation period and should NOT be left open



Supportive Service Assessment Service

Scenario

Client requested assistance with fuel while in training. The case manager intends to assist with fuel during the semester which lasts 4 months.

- Transportation service may be left open during the semester as long as case notes indicate that this will be an ongoing service and assistance is being provided
- A supportive service assessment is recorded on the employment plan and closed the same day.
- After 30 days additional requests for assistance with transportation requires another financial assessment and the supportive service assessment service should be recorded on the employment plan again and closed the same day.



Questions?

Follow Up and Employment Info

Just a reminder that you only need to conduct quarterly follow-up information gathering when your WIOA client is exiting to employment in:

- Self-employment;
- Agricultural employment;
- Railroad; or
- Federal government employment

What do you need to collect?

- Employer Name
- Employer Address
- Supervisor Name
- Rate of Pay – hours per week, etc.
- Job Title
- Dates of Employment

Follow up (Continued)

Contact the client at least once a quarter:

- To see if clients need assistance in job retention; and
- To obtain wage information and career progress.

Complete the Follow-up tab. The instructions are on the WIOA Website at:

<http://wsd.dli.mt.gov/Portals/56/Documents/WIOA/MWorks/dli-wsd-mworks015.pdf>

Reminder:

- Follow-up is optional for the State Displaced Homemaker Program,
- Supportive services are not allowable for Adult and Dislocated Worker Program clients in WIOA follow up.
- Supportive services are allowable for WIOA Youth and State Displaced Homemaker

Questions?

UI-411 and UI-412

Certification of Participation in Department Approved Training

Unemployment Insurance (UI) claimant's are able to file for UI benefits while attending school and may be exempt from the UI work search requirement while attending and claimant benefits.

- To determine if the claimant is eligible for the work search exemption Case Managers fill out the UI411/UI412 form.
- Claimant's are only allowed the work search exemption if the school break is less than 30 days (excluding weekends and holidays)
- Case managers need to actually count days between the breaks.

UI-411 and UI-412 cont.

When Case Managers are filling out the form there was the is set of instructions regarding the dates of the break that is confusing:

- Program Operator – Include between school term break time when entering the ending date. That is, the ending date should be the Saturday of the week prior to next term start date provided the participant is attending next school session. This does not apply to the three-month summer break.

This set of instructions was causing case managers enter dates exactly as asked, but the beginning and ending dates of the break were not being listed. Thus causing difficulty for UI to determine if the break was 30 days or less.

If there are questions on how to accurately fill out the form please contact: Robin Vander Voort, UI Adjudicator. 406.444.3807.

UI411/UI412

A new simplified form has been proposed and is being considered by UI at this time. It's on the fast track for approval.

- The UI411 and UI412 will be consolidated into one form.
- The current semester or term dates will be the only dates on the form.
- Hopefully this will simplify information for UI to adjudicate the training issue on a UI claim.
- Any time beyond the training end date will be considered a break longer than 30 days. Which requires the claimant to look for work during the break while drawing UI benefits.
 - NOTE: The new situation due to COVID-19 pandemic may cause some confusion on duration of classes and breaks. Let's all patiently work through it together.

Questions?

WIOA Website Update

WIOA Operations Manual updated August 10th and posted on WIOA Website (08/13/20)

- PY20 WIOA Manual Revision Tracking Sheet describes changes to the operations manual – to providers August 13th

WIOA Funding Tab revised 08/01/20 and posted on the WIOA Website

- WIOA Website/Service Provider Resources/Mworks Instructions

Questions?

WIOA Program Managers

Connie Kinsey

- WIOA Youth & State Displaced Homemaker
- 444-2003 or ckinsey@mt.gov

Jarred Roope

- WIOA Adult, WIOA Eligible Training Provider List (ETPL)
- 444-1835 or jarroope@mt.gov

Candi Spencer

- WIOA Dislocated Worker, TAA, NDWG's, Rapid Response
- 444-0400 or cspencer@mt.gov

DLI Program Staff

Michelle Marsh

- WIOA Fiscal Officer
- 444-3010 or micmarsh@mt.gov

Jessi Westerhold

- HELP-Link Program Manager
- 444-1647 or jessica.westerhold@mt.gov