

Update: September 2009

## Tax Credit and Incentive Bulletin



# WOTC Guidance Issued

## Situation

On September 1, 2009, the Department of Labor and Employment and Training Administration (DOL/ETA) issued Training and Employment Guidance Letter (TEGL) 3-09, describing changes in the WOTC program. The TEGL can be accessed here:

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL03-09.pdf>

## What Employers Need to Know

Employers should expect the state workforce agencies to adhere to the guidance in the letter which addresses:

- The finalization of DOL/ETA Form 9061 and the Individual Characteristics Form (ICF) necessary for verification of WOTC eligibility. The ICF accompanies IRS Form 8850 when TALX submits these documents to the state for WOTC certification.
- The clarification of documentation necessary for WOTC certification for the two new WOTC target groups (Unemployed Veterans and Disconnected Youth).
- The timeline of when the 9061 is to be used.

TALX will be participating in a Webinar sponsored by DOL/ETA regarding the above topics and more on September 8th, 2009.

## What You Can Expect

TALX Tax Credits and Incentives will continue to implement the new government-mandated forms and are continuing to use internally developed forms for the Disconnected Youth declaration form.

Should you have questions or need more information, please contact your TALX Tax Credits and Incentives CRM, or Pete Krieshok at [pkrieshok@talx.com](mailto:pkrieshok@talx.com).