

**Certification Workload and Characteristics of Certified Individuals  
Work Opportunity and Welfare-to-Work Tax Credits -  
Report No. 2**

**U.S. Department of Labor**  
Employment and Training Administration

State	Quarter Ending	Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Respondents obligation to reply to these reporting requirements are Mandatory (P.L. 104-188). The reporting burden for this collection of information is estimated to average 8 hours per response, including reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Office of Management and Enterprise Services, Room N-4470, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).
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**PART I. CERTIFICATION WORKLOAD**

Certification Requests (System Inputs)			Certification Actions		
(A) Pending Cert Requests		(B) No. of New Cert Requests	(C) Total Cert Actions to be Processed	(D) No. of Cert Issued	(E) No. of Certs Cancelled
Actionable	Non-Actionable				

**PART II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT**

(1) By WOTC Target or Long-Term IV-A Recipient Group	No. of Conditional Certs Resulting in Certifications	No. of Certified Individuals			(2) By Hourly Starting Wage	No. of Certified Individuals		(3) By Other Category
		WOTC	WtW	Dual		WOTC	WtW	
1. IV-A Recipient					12. Under Federal Minimum (Under \$5.15 as of 9/1/97)			18. Prof & Mana
2. Veteran					13. \$5.15 - \$5.99			19. Cle
3. Ex-Felon					14. \$6.00 - \$6.99			20. Ser
4. High-Risk Youth (EZ/EC)					15. \$7.00 - \$7.99			21. Far Fishery
5. Voc. Rehab Referral					16. \$8.00 - \$8.99			22. Pro
6. Summer Youth (EZ/EC)					17. \$9.00 and more			23. Mac
7. Food Stamp Recipient								24. Ben
8. SSI Recipient								25. Stru
9. Long-Term IV-A Recipient (WtW)								26. Mis
10. TOTAL (for quarter)								
11. TOTAL (year-to-date)								

<b>Name and Title of Responsible Official</b>	<b>Signature</b>	<b>Date Signed:</b>

## Instructions for Preparing ETA Form 9058 - Report No. 2:

ETA Form 9058, Work Opportunity and Welfare-to-Work Tax Credits Workload and Characteristics of Certified Individuals by Tax Credit - Report No. 2. PART I of this report has been redesigned to clarify and simplify data reported on certifications and to indicate DLA/SESA workload during each reporting quarter. Part II continues to collect data on selected characteristics of individuals with tax credit certifications.

PART I reports the number of tax credit certification requests received by a DLA/SESA each quarter. For the purpose of this report, a DLA/SESA receives a "tax credit certification request" whenever it receives an IRS Form 8850, and the number of IRS Form 8850s it receives indicates systems inputs. PART I also reports the number of certification requests issued (ETA Form 9063s) and denied. Taken together, these certification actions, issuances and denials, indicate system outputs. Note, however, that certifications are no longer reported by whether they were generated by an Individual Characteristics Form (ETA Form 9061), nor are data on Self-Identification and Employer Identification reported for certifications generated by ETA Form 9061.

Report No. 2, now reflects the establishment of a second tax credit, the Welfare-to-Work Tax Credit for certain long-term IV-A recipients, and the resulting possibility of dual certifications, i.e., the eligibility of certain individuals for both the WOTC and the WTW tax credit. Therefore, data on the number reported for selected characteristics of certified individuals should be reported by tax credit. To minimize SESAs' reporting burden, data on the number of certification requests and certification request denials should be reported as totals. They are not desegregated by tax credit.

This report should be prepared using data from the IRS Form 8850 and/or from matching ETA Forms 9061, 9062, 9063 and letters denying certification requests, as appropriate.

PART I. "Number of Certification Workload" is subdivided into two sections: Certification Requests (System Inputs) and Certification Actions (System Outputs).

System inputs (certification requests) are reported in Columns A-B. Column A reports the number of certification requests pending at the beginning of the report period. For purposes of this report, "Pending Certification Requests" are defined as IRS Form 8850s received in a prior report period for which certifications have not yet been either issued or denied (i.e., existing backlog). Column A is further subdivided into "Actionable" and "Non-Actionable" requests. "Non-Actionable" requests are those IRS Form 8850s which have no accompanying ETA 9061 or 9062, and for which appropriate and continuing follow-up has been taken to secure that information without success. These IRS 8850s are normally carried by the SESA in an "inactive" file. Column B reports the number of IRS Form 8850s received during the report quarter. Column C reports the total number of certifications available (A+B), minus the number of "Non-Actionable" requests during this report period.

System outputs (certification actions) are reported in Columns D-F. Column D reports the total number of certifications issued (as ETA Form 9063). Column E reports the number of certification requests (IRS Form 8850s) denied. Column F reports the number of certification requests still pending a decision at the end of the report period. For each column or box where no data are reported in PARTS I and II, e.g., where no certifications were issued, please enter "0."

PART II. "Characteristics of Certified Individuals by Tax Credit," is subdivided into three sections: Section (1) reports the number of certified individuals by WOTC target group and Long-Term IV-A Recipient group; Section (2), by Hourly Starting Wage; Section (3) by Occupation. Each section reports data on selected characteristics of certified individuals by tax credit.

Section (1) is further subdivided into four columns. For the first column, enter the number of Conditional Certifications received by the SESA, by target group, which resulted in Certifications. Remember that the TOTAL (by quarter) in line 10 under the "WTW" column should equal the total reported under the "Dual" column. Also, the TOTAL reported in line 10 under the WOTC column plus the TOTAL reported under the WTW column should equal the TOTAL reported in Part I. for Column (D) "No. of Certifications Issued" in that quarter.

The hourly wage data reported in boxes 12-16 may require conversion from the wage data reported on ETA Forms 9061 or 9062. To calculate hourly wage where a day rate was reported, divide the amount by 8. Where a weekly wage was reported, divide the amount by 40. Where a monthly wage was reported, divide the amount by 172. The occupational data reported in boxes 19-26 are derived from the job titles reported on ETA Forms 9061 or 9062. To prepare this report, the job titles for certified individuals should be assigned the following one-digit DOL (ONET) code:

Professional, Technical and Managerial: 0/1  
Clerical: 2  
Sales: 2  
Service: 3  
Farm, Forestry, Fishery: 4

Processing: 5  
Machine Trades: 6  
Bench Work: 7  
Structural: 8  
Miscellaneous: 9