Work Opportunity Tax Credit

• What is WOTC?

• What is the history and purpose of WOTC?

• What/who governs WOTC?
What is WOTC?

WOTC is a Federal tax credit available to employers who hire and retain individuals from target groups that either meet specific conditions or have been faced with significant barriers to employment.

Employers claim about $1 billion in tax credits each year under the WOTC program.

There is no limit on the number of individuals an employer can hire to claim a possible qualifying tax credit. There are more details on who is eligible and ineligible within this presentation.
Facts About WOTC Tax Credits

- To learn how to use tax credit certifications, please refer to the guidance provided at www.irs.gov, just search for WOTC.

- Excess WOTC Tax Credits can be carried back for one year.

- Excess WOTC Tax Credits can be carried forward for up to 20 years, or until the credit is used, whichever occurs first.
Qualiﬁed 501 (c) tax-exempt employers which hire WOTC Qualiﬁed Veterans may apply the tax credit against certain payroll taxes.

- 120 to 399 work hours = 16.25% of qualiﬁed ﬁrst-year wages
- 400 + work hours = 26% of qualiﬁed ﬁrst-year wages
How do I apply for WOTC?
4 Easy Steps

Step 1: Complete pages 1 and 2 of the IRS Form 8850 through the WOTC online portal.

Step 2: Complete ETA Form 9061 through the WOTC online portal to show target groups the employee is eligible for.

Step 3: Once completed, submit through the WOTC online portal and stand by for determinations!

Step 4: Ensure a signed paper copy is maintained on file for audit purposes.
## Target Group Possible Payouts

<table>
<thead>
<tr>
<th>Target Group</th>
<th>What It Stands For</th>
<th>Pays Up To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Group A</td>
<td>Short Term TANF</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group B-FSV</td>
<td>Veteran receiving SNAP</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group B-RSVD</td>
<td>Recently Separated Disabled Veteran</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Target Group B-UDV</td>
<td>Unemployed Disabled Veteran</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Target Group B-STUV</td>
<td>Short Term Unemployed Veteran</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group B-LTUV</td>
<td>Long Term Unemployed Veteran</td>
<td>$5,600.00</td>
</tr>
<tr>
<td>Target Group C</td>
<td>Ex-Felons</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group D</td>
<td>Designated Community Resident</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group E</td>
<td>Vocational Rehab Referral</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group F</td>
<td>Summer Youth Employee</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Target Group G</td>
<td>Food Stamp Recipient</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Target Group H</td>
<td>SSI Recipient</td>
<td>$2,400.00</td>
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<tr>
<td>Target Group L</td>
<td>Long Term Unemployment Recipient</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>
Qualified TANF Recipients

Member of a family receiving TANF benefits for any 9 months during the 18-month period ending on the hire date.
Tax Credits for 1 eligible “A” employee

<table>
<thead>
<tr>
<th>Hours Worked by Employee</th>
<th>8.50/HOUR</th>
<th>10.00/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Hours</td>
<td>$250</td>
<td>$250</td>
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<tr>
<td>300 Hours</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>400 Hours</td>
<td>$1,000</td>
<td>$1,600</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Department of Labor & Workforce Development
Tax credits for 5 eligible “A” employees
TARGET GROUP B-FSV

Qualified SNAP Veteran

- Active duty for more than 180 days, **and**

- Member of a family receiving SNAP benefits for at least a 3-month period during the 15-month period ending on the hire date
Tax Credits for 1 eligible “B-FSV” employee

- **8.50/HOUR**
- **10.00/HOUR**

<table>
<thead>
<tr>
<th>Hours Worked by Employee</th>
<th>Tax Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Hours</td>
<td>$0</td>
</tr>
<tr>
<td>300 Hours</td>
<td>$500</td>
</tr>
<tr>
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<td>$1,000</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$3,000</td>
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</tbody>
</table>
Tax credits for 5 eligible “B-FSV” employees

- **8.50/HOUR**
- **10.00/HOUR**

<table>
<thead>
<tr>
<th>HOURS WORKED BY EMPLOYEE</th>
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<td>$0</td>
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<td>300 HOURS</td>
<td>$2,000</td>
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<tr>
<td>400 HOURS</td>
<td>$6,000</td>
</tr>
<tr>
<td>2000 HOURS</td>
<td>$14,000</td>
</tr>
</tbody>
</table>

Department of Labor & Workforce Development
Qualified, Recently Separated Disabled Veteran

- Entitled to compensation for a service-connected disability and

- Having a hire date which is not more than one year after discharge or release from active duty
Tax Credits for 1 “B-RSDV” employee

<table>
<thead>
<tr>
<th>Hours Worked by Employee</th>
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<tbody>
<tr>
<td>120 Hours</td>
<td>$0</td>
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<tr>
<td>300 Hours</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>400 Hours</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$6,000</td>
<td>$12,000</td>
</tr>
</tbody>
</table>
Tax credits for 5 “B-RSDV” employees

- $0 for 120 hours
- $15,000 for 300 hours
- $20,000 for 400 hours
- $25,000 for 2000 hours

Red: $8.50/hour
Blue: $10.00/hour
TARGET GROUP B-UDV

Qualified Unemployed Disabled Veteran

- Entitled to compensation for a service-connected disability and

- Having aggregate periods of unemployment of 6 months or more during the 12 months prior to hire
Tax Credits for 1 “B-UDV” employee

- For 120 hours worked at $8.50/hour: $0
- For 300 hours worked at $8.50/hour: $1,000
- For 400 hours worked at $8.50/hour: $2,000
- For 2,000 hours worked at $8.50/hour: $9,000
- For 2,000 hours worked at $10.00/hour: $10,000

Comparison showing the increase in tax credits as the number of hours worked increases.
Tax credits for 5 “B-UDV” employees

- $45,000
- $40,000
- $35,000
- $30,000
- $25,000
- $20,000
- $15,000
- $10,000
- $5,000
- $0

Hours worked by employee:
- 120 hours
- 300 hours
- 400 hours
- 2000 hours

Pay rates:
- 8.50 per hour
- 10.00 per hour

Department of Labor & Workforce Development
TARGET GROUP B-STUV

Qualified Short-Term Unemployed Veteran

- Active duty for more than 180 days, and
- Having aggregate periods of unemployment of at least 4 weeks but less than 6 months during the 12 months prior to hire.
Tax Credits for 1 “B-STUV” employee

- **8.50/HOUR**
- **10.00/HOUR**

<table>
<thead>
<tr>
<th>HOURS WORKED BY EMPLOYEE</th>
<th>TAX CREDIT AMOUNT</th>
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<tbody>
<tr>
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<td>$1,000</td>
</tr>
<tr>
<td>2000 HOURS</td>
<td>$2,500</td>
</tr>
</tbody>
</table>
Tax credits for 5 “B-STUV” employees

- 8.50/HOUR
- 10.00/HOUR

<table>
<thead>
<tr>
<th>Hours Worked by Employee</th>
<th>Tax Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>$2,000 (8.50)</td>
</tr>
<tr>
<td>300</td>
<td>$3,000 (8.50)</td>
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<tr>
<td>400</td>
<td>$6,000 (8.50)</td>
</tr>
<tr>
<td>2000</td>
<td>$12,000 (8.50)</td>
</tr>
</tbody>
</table>
Qualified Long-Term Unemployed Veteran

- Active duty for more than 180 days, and
- Having aggregate periods of unemployment of 6 months or more during the 12 months prior to hire.
Tax Credits for 1 “B-LTUV” employee

<table>
<thead>
<tr>
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<td>$4,000</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$6,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
Tax credits for 5 “B-LTUV” employees

- 120 hours: $0
- 300 hours: $5,000
- 400 hours: $10,000
- 2000 hours: $30,000

HOURS WORKED BY EMPLOYEE

TAX CREDIT AMOUNT

8.50/HOUR
10.00/HOUR

Department of Labor & Workforce Development
Qualified Ex-Felons

- Convicted of a felony under state or federal law, and
- Convicted or released from prison no more than 1 year prior to hire date
Tax Credits for one eligible “C” employee

- **8.50/HOUR**
- **10.00/HOUR**

<table>
<thead>
<tr>
<th>HOURS WORKED BY EMPLOYEE</th>
<th>120 HOURS</th>
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<th>400 HOURS</th>
<th>2000 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX CREDIT AMOUNT</td>
<td>$0</td>
<td>$500</td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Department of Labor & Workforce Development
Tax credits for 5 eligible “C” employees

<table>
<thead>
<tr>
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<th>10.00/Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Hours</td>
<td>$5,950</td>
<td>$10,300</td>
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<tr>
<td>300 Hours</td>
<td>$8,850</td>
<td>$16,200</td>
</tr>
<tr>
<td>400 Hours</td>
<td>$11,750</td>
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<tr>
<td>2000 Hours</td>
<td>$14,100</td>
<td>$21,000</td>
</tr>
</tbody>
</table>
TARGET GROUP D

Designated Community Resident

- At least age 18, but under age 40, and

- Lives within an Urban/Rural “Enterprise Zone” as designated by HUD.
Tax Credits for 1 eligible “D” employee

- **8.50/HOUR**
- **10.00/HOUR**

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</tr>
<tr>
<td>2000 HOURS</td>
<td>$3,000</td>
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</table>
Tax credits for 5 eligible “D” employees

- 8.50/HOUR
- 10.00/HOUR

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<tr>
<td>400 Hours</td>
<td>$8,000</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$14,000</td>
</tr>
</tbody>
</table>

Department of Labor & Workforce Development
TARGET GROUP E

Vocational Rehabilitation Clients

- Currently receiving or completed authorized state or ticket-to-work vocational rehabilitative services, or
- Vocational rehabilitation program for veterans carried out under Chapter 31 of Title 38, U.S.C.
Tax Credits for one eligible “E” employee

- **8.50/HOUR**
- **10.00/HOUR**

<table>
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<td>300 Hours</td>
<td>$500</td>
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<tr>
<td>400 Hours</td>
<td>$1,500</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Department of
Labor & Workforce Development
Tax credits for 5 eligible “E” employees

- 120 Hours: $2,000
- 300 Hours: $4,000
- 400 Hours: $8,000
- 2000 Hours: $14,000

Red bars: 8.50/HR
Blue bars: 10.00/HR
TARGET GROUP F

Qualified Summer Youth Employee

- Age 16 or 17 on the hire date, and
- Works for employer between May 1 and September 15, and
- Lives within an Urban/Rural “Empowerment Zone” as designated by HUD
Tax Credits for one eligible “F” employee

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>$8.50/HOUR</th>
<th>$10.00/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Hours</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>300 Hours</td>
<td>$600</td>
<td>$1200</td>
</tr>
<tr>
<td>400 Hours</td>
<td>$1400</td>
<td>$2400</td>
</tr>
</tbody>
</table>
Tax Credits for five eligible “F” employees

$7,000
$6,000
$5,000
$4,000
$3,000
$2,000
$1,000
$0

$8.50/HOUR
$10.00/HOUR

120 HOURS
300 HOURS
400 HOURS

HOURS WORKED BY EMPLOYEE

Department of
Labor & Workforce
Development
TARGET GROUP G

Qualified SNAP Recipient

- At least age 18, but under age 40 on the hire date, *and*

- Member of a family receiving food stamps (SNAP) for the 6-month period ending on the hire date
Tax Credits for one eligible “G” employee

- 8.50/HOUR
- 10.00/HOUR

<table>
<thead>
<tr>
<th>HOURS WORKED BY EMPLOYEE</th>
<th>120 HOURS</th>
<th>300 HOURS</th>
<th>400 HOURS</th>
<th>2000 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX CREDIT AMOUNT</td>
<td>$0</td>
<td>$500</td>
<td>$1,000</td>
<td>$3,000</td>
</tr>
</tbody>
</table>
Tax credits for 5 eligible “G” employees

- **120 Hours:** $2,000
- **300 Hours:** $4,000
- **400 Hours:** $8,000
- **2000 Hours:** $14,000

- **8.50/ Hour** (Red bars)
- **10.00/ Hour** (Blue bars)
TARGET GROUP H

Qualified SSI Recipient

Received Supplemental Security Income (SSI) benefits under title XVI of SSA for any month ending within the 60-day period prior to hire date
Tax Credits for 1 eligible “H” employee

- $0 for 120 hours
- $500 for 300 hours
- $1,500 for 400 hours
- $3,000 for 2000 hours

2 levels: 8.50/HOUR and 10.00/HOUR
Tax credits for 5 eligible “H” employees

- 8.50/HOUR
- 10.00/HOUR
TARGET GROUP I

Long-Term Family Assistance Recipients

Member of a family receiving TANF benefits for the 18-month period ending on the hire date
So what’s in it for the employer? “I”

The tax credit is 25% of the first year’s qualified wages up to $10,000 ($2,500 tax credit) for employees working at least 120 hours.

The employer will get a maximum credit of 40% of the first year’s qualified wages, up to $10,000 ($4,000 tax credit) if the employee works at least 400 hours.

The tax credit is 25% of the second year’s qualified wages up to $10,000 ($2,500 tax credit) for employees working at least 120 hours.

The employer will get a maximum credit of 50% of the second year’s qualified wages, up to $10,000 ($5,000 tax credit) if the employee works at least 400 hours.
Tax Credits for 1 eligible “I” employee 1st Year

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<tbody>
<tr>
<td>120 Hours</td>
<td>$450</td>
<td>$500</td>
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<tr>
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<td>$1,250</td>
<td>$1,500</td>
</tr>
<tr>
<td>400 Hours</td>
<td>$1,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>2000 Hours</td>
<td>$4,500</td>
<td>$5,000</td>
</tr>
</tbody>
</table>
Tax Credits for 1 eligible “I” employee 2nd Year

- $6,000
- $5,000
- $4,000
- $3,000
- $2,000
- $1,000
- $0

- 120 HOURS
- 300 HOURS
- 400 HOURS
- 2000 HOURS

- 8.50/HOUR
- 10.00/HOUR

Department of Labor & Workforce Development
Tax credits for 5 eligible “I” employees 1st Year

- **$25,000**
- **$20,000**
- **$15,000**
- **$10,000**
- **$5,000**
- **$0**

- **8.50/HOUR**
- **10.00/HOUR**

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<tr>
<td>10.00/HOUR</td>
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</tbody>
</table>
Tax credits for 5 eligible “I” employees 2nd Year

- **8.50/HOUR**
- **10.00/HOUR**

The graph shows the tax credit amounts for different hours worked by employees. The red bars represent 8.50/HOUR, and the blue bars represent 10.00/HOUR. The amount of tax credit increases with the number of hours worked, with significant increases at 400 hours and 2000 hours.
A qualified long-term unemployment recipient is one who has been in a period of unemployment that is:

Not less than 27 consecutive weeks; AND

Includes a period [which may be less than 27 weeks] in which the individual received unemployment compensation under State of Federal law.
Tax Credits for 1 eligible “L” employee

- $0 - $3,000

- 120 HOURS
- 300 HOURS
- 400 HOURS
- 2000 HOURS

- $0

- 8.50/HOUR
- 10.00/HOUR

Department of Labor & Workforce Development
Tax credits for 5 eligible “L” employees

- 8.50/HOUR
- 10.00/HOUR

<table>
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<th>400 Hours</th>
<th>2000 Hours</th>
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<tbody>
<tr>
<td>Tax Credit Amount</td>
<td>$0</td>
<td>$2,000</td>
<td>$6,000</td>
<td>$14,000</td>
</tr>
</tbody>
</table>
Ineligible Employees

- Relatives.

- Non-Relative Dependents.

- Individuals previously employed by the employer. [With the exception of Summer Youth Employees.]

- Self-employed individuals.

- Individuals who own a majority interest in the employer.
What is this Employer Portal for WOTC?

The employer portal is the newest functionality added to the Tennessee WOTC Division’s “All Digital” initiative. It provides a location for business owners to sign in and create tax credit applications for their new hires!

Additionally, each new application is run through our verification interface to check eligibility for particular tax credit incentives, making determinations a possible 48 hour turn around!

So how do Employers apply for an account to use this new site?
Finding the Online Portal

If there was a step one to the application process, this is it. Finding the portal has been simplified to a simple click on the tn.gov/workforce website.

Provided are a series of screenshots that highlight the specific areas of the website that require interaction.
Click 'Apply Now'!
Step 2:

The next page has a series of values the employer will need to fill in. These values ask simple questions like business address, FEIN, phone number, email.

It also has a disclaimer to designate legal forms holders for that business.

Lastly, the bottom portion is about log in details, so they will be able to access the site and add applications.

Then hit SEND.
Step 2:
Our response to them.
The email they receive when registering.

From: WOTC.INFO@tn.gov
To: Justin Williams
Cc: WOTC - Employer User Registration

Subject: WOTC - Employer User Registration

WORK OPPORTUNITY TAX CREDIT

JUSTIN WILLIAMS,

Your request to access the WOTC online system is processed successfully.

WOTC Admin is reviewing your request and you will be receiving another email from WOTC Admin upon successful verification and approval.

WOTC ADMIN
220 French Landing Dr, Nashville, TN 37243
p. 844-216-8495
WOTC.INFO@TN.GOV
tn.gov/workforce

This e-mail, including attachments, is intended for the exclusive use of the person or entity to which it is addressed and may contain confidential or privileged information. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you think you have received this e-mail in error, please advise the sender by reply-e-mail of the error and then delete this e-mail immediately. The Tennessee Department of Labor and Workforce Development is an equal opportunity employer/program, auxiliary aids and services are available upon request. Thank you.
Step 4: Logging In
Now we’ve logged in, add a new App!
Step 5: Filling out the forms for Tax Credit

- The next couple of pages are fill in the blank, and digital forms for the 8850 and ICF 9061. Conveniently located and now easy to fill out, employers will be able to sign electronically to expedite the application process.
- When they’ve finished, they hit submit and can now track the applications they make on the dashboard of the website. Emails are sent to inform them of ANY changes made to their application, and they will be able to print their certificates right here on the site!
- What once had been a long drawn out process is now quick and easy, with faster turn-arounds!
### 8850 Details - Page 1

1. Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
2. Check here if any of the following statements apply to you:
   - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
   - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 16 months.
   - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
   - I am at least age 18 but not age 40 or older and I am a member of a family that:
     - a. Received SNAP benefits (food stamps) for the past 6 months, or
     - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, but is no longer eligible to receive them.
   - During the past year, I was convicted of a felony or released from prison for a felony.
   - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
   - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.

3. Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
4. Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
5. Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
6. Check here if you are a member of a family that:
   - Received TANF payments for at least the past 18 months, or
   - Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, or
   - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum timethose payments could be made.

### Signature - All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

- **Job Applicant’s Signature:**
- **Date:** MM/DD/YYYY
- **Select check-box in lieu of your signature**
Processing the Application

Application Processed Successfully. Current Application Status is Pending Review!!!

Your application will be reviewed by TN WOTC and will notify you if there are any changes in the review status.
Now tracked on the dashboard!
Employers and Consultants are responsible for obtaining and submitting any additional eligibility documentation requested by TDOL to verify an individual’s target group status.
If you have any questions!!

Tennessee Department of Labor & Workforce Development
Attn: WOTC Program (4-B)
220 French Landing Drive
Nashville, TN 37243

Try our email at:

Contact: WOTC.info@tn.gov

Or try our toll free number: (844) 216-8495