

Mass Workforce Issuance

Workforce Issuance No. 13-58

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: October 17, 2013

Subject: **Processing of Work Opportunity Tax Credit (WOTC) Certification Requests for Target Group Members Residing in Empowerment Zones (EZs)**

Purpose: To notify local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the nomination extension process for Empowerment Zones (EZ), and the start date for processing certification requests for the two target groups, which require its members to reside in EZs in accordance with Training and Employment Guidance Letter ([TEGL No. 24-12, Change 1](#)), September 12, 2013.

Background: On December 31, 2011, the legislative authority for all WOTC non-Veteran target groups and EZs expired. The Employment and Training Administration (ETA) provided guidance in [TEGL No. 15-11](#) regarding requests for certifications for the non-Veteran target groups submitted to state workforce agencies during the authorization lapse. The guidance directed states to continue accepting applications for employees in these groups hired on or after January 1, 2012, but to postpone final processing of those certification requests pending further legislative action and guidance.

On January 2, 2013, President Obama signed the [American Taxpayer Relief Act of 2012 \(Act\)](#). Section 327 reauthorized retroactively the EZs and Section 309 retroactively extended the WOTC program for non-Veteran target groups, both

through December 31, 2013. The retroactive extension applies to individuals who began to work for an employer on or after December 31, 2011, and before January 1, 2014. Section 309 also extended the WOTC Veterans target groups through December 31, 2013.

[TEGL No. 24-12](#), May 1, 2013 explained that while the Act did provide legislative reauthorization for the EZ designation, to extend the designations, state and local governments must amend their nominations for designation to change the termination date to December 31, 2013, because they had earlier termination dates. As a result, ETA instructed the state workforce areas to continue to accept timely certification requests for the Summer Youth and Designated Community Resident target groups but to hold off on processing those requests pending further guidance from ETA.

Action

Required: Provide this information to all appropriate WOTC program State Coordinators, related staff, employers and their representatives, participating agencies and other interested partners; and

Ensure that the WOTC State Coordinators and participating agencies implement immediately the requirements outlines in this TEGL.

Inquiries: Please direct all inquiries specific to WOTC eligibility to Jack Sprince at Jsprince@detma.org. All other inquiries regarding this Issuance should be directed to the U.S. Department of Labor Regional Office.