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| State | Quarter Ending | Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents obligation to reply to these reporting requirements are Mandatory (P.L. 104-188). Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for 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, U.S. Employment Service, Room N-4470, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371). | OMB Approval No. 1205-0371 Expiration: 06/30/2002 |
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PART I. CERTIFICATION WORKLOAD

| Certification Requests (System Inputs) | | Certification Actions (System Outputs) | | | |
|--|------------------------------|--|------------------------|------------------------|------------------------|
| (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 Cert Denied | (F) No. Pending Action |
| 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 | (3) By Occupation | No. of Certified Individuals | |
|--|--|------------------------------|----|------|---|--------------------------------------|------------------------------|----|
| | | WOTC | WW | Dual | | | WOTC | WW |
| 1. IV-A Recipient | | | | | 12. Under Federal Minimum (Under \$5.15 as of 9/1/97) | 18. Professional, Tech, & Managerial | | |
| 2. Veteran | | | | | 13. \$5.15 - \$5.99 | 19. Clerical & Sales | | |
| 3. Ex-Felon | | | | | 14. \$6.00 - \$6.99 | 20. Service | | |
| 4. High-Risk Youth (EZ/EC) | | | | | 15. \$7.00 - \$7.99 | 21. Farms, Forestry & Fishery | | |
| 5. Voc. Rehab Referral | | | | | 16. \$8.00 - \$8.99 | 22. Processing | | |
| 6. Summer Youth (EZ/EC) | | | | | 17. \$9.00 and more | 23. Machine Trades | | |
| 7. Food Stamp Recipient | | | | | | 24. Bench Work | | |
| 8. SSI Recipient | | | | | | 25. Structural | | |
| 9. Long-Term IV-A Recipient (WW) | | | | | | 26. Miscellaneous | | |
| 10. TOTAL (for quarter) | | | | | | | | |
| 11. TOTAL (year-to-date) | | | | | | | | |

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|--|-----------|--------------|
| Name and Title of Responsible Official | Signature | Date Signed: |
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The following information is designed to provide clarification for reporting areas that appear to be consistently problematic for some States when completing quarterly report No. 2, ETA Form 9058.

Part I. CERTIFICATION WORKLOAD

[Items A, B, & C are system inputs:]

(A) **Pending Certification Requests:** Those IRS Form 8850s received in a prior report period on which a certification decision has not yet been made, i.e. certification has neither been issued nor denied.

Actionable: Employer requests with sufficient information to allow for the State to make a certification determination or for which requests for additional information have been made.

Non-Actionable: Those IRS Form 8850s which have no accompanying ETA 9061 or 9062, and for which repeated requests and continued follow-up has failed to secure the needed information. States should only place employer certification requests in this category when they no longer believe there is a reasonable expectation of obtaining the needed information.

(B) **No. of New Certification Requests:** IRS Form 8850s received during the report quarter.

(C) **Total Certification Actions to be Processed:** the total number of "(A) Pending Certification Requests" plus "(B) No. Of New Certification Requests" minus "Non-Actionable". The following formula's should be considered:

$$(A + B) - \text{non-actionable} = (C)$$

$$[(\text{actionable}) + (\text{no. of new cert actions to be processed})] = \text{total cert actions}$$

[Items D, E & F are system outputs]

(D) **No. of Certifications Issued:** Reports the total number during the quarter of the **Total Certification Actions to be Processed** that result in the State issuing a certification (e.g. ETA for 9063, to the employer). This number should also include the number of conditional certifications resulting in certifications during the quarter.

(E) **No. of Certifications Denied:** Reports the total number, during the quarter, of the **Total Certification Actions to be Processed**, that result in the employer being sent a formal denial during the report period.

(F) **No. of Pending Actions:** Reports the number of **Total Certification Actions to be Processed** certification on which no decision has been rendered. [The total entered for column (F) becomes part of the next quarter's total for column (A) pending cert requests.] The following formula should be considered: $[C - (D + E)] = (F)$

Part II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT

Section (1) RECEIPT GROUPS

No. Of Conditional Cert Resulting in Certifications: This section of the report provides a snapshot of Quarterly Report No. 1 (ETA Form 9057). The figures represented in this column, should not be reflected in any other section(s) of Part II of this report.

No. of Certified Individuals: Please remember, the total (by quarter) in line 10 under the "WOTC" column should **include** the total number reported under the "Dual" column. Likewise, the total (by quarter) in line 10 under the "WtW" column should **include** 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 minus the TOTAL reported under the Dual column should equal the TOTAL reported in Part I, section (D) "No. of Certs Issued" in the quarter. The following formula should be considered:

$$(\text{WOTC certs} + \text{WtW certs}) - \text{Dual certs} = \text{No. of Certs Issued}$$

Section (2) BY HOURLY STARTING WAGE

WOTC: The total amount of hourly data reported in boxes 12 - 17 in the WOTC column should equal the quarterly total in Section (1), line 10, under the WOTC column.

WtW: The total amount of hourly data reported in boxes 12 - 17 in the WtW column should equal the quarterly total in Section (1), line 10, under the WtW column.

Section (3) BY OCCUPATION

WOTC: The total amount of occupational data reported in boxes 18 - 26 in the WOTC column should equal the quarterly total in Section (1), line 10, under the WOTC column.

WtW: The total amount of occupational data reported in boxes 18 - 26 in the WtW column should equal the quarterly total in Section (1), line 10, under the WtW column.

General Instructions: Please make sure that the name & title, signature, and date sections of the 9058 are completed. Please provide the State "abbreviation" or "name" at the top of the form and avoid using numeric codes. Also, please make sure the correct quarter-ending date is used.