WORK OPPORTUNITY AND WELFARE-TO-WORK TAX CREDITS REPORTING SYSTEM

USER MANUAL

ETA

U.S. Department of Labor
Employment and Training Administration

Tax Credit Reporting System

Certification Workload and Characteristics of Certified Individuals
Work Opportunity and Welfare-to-Work Tax Credits

		Was State Certified as of 09/27/2005 10:28:38 a.m.	
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 C-4514, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).	**OMB No.1205-0371**
VA	09/30/2005		

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Accessing WOTC/WtW Tax Credits Reports

Follow the steps below to access the **ETA WOTC/WtW Tax Credits Reports**.

1. Open your Web browser and type the following address in the URL location field at the top of the window: **http://www.etareports.doleta.gov** (Figure 1).
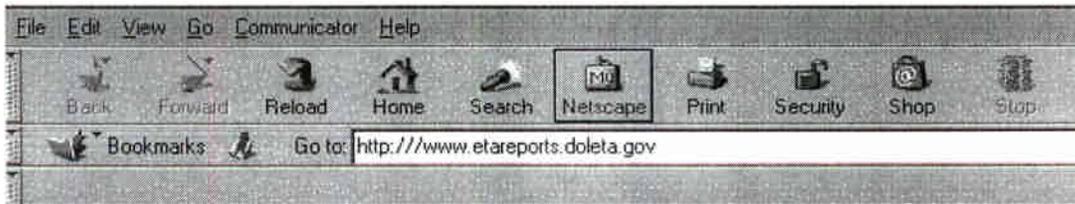

Figure 1. Web Browser – Location Field Displayed

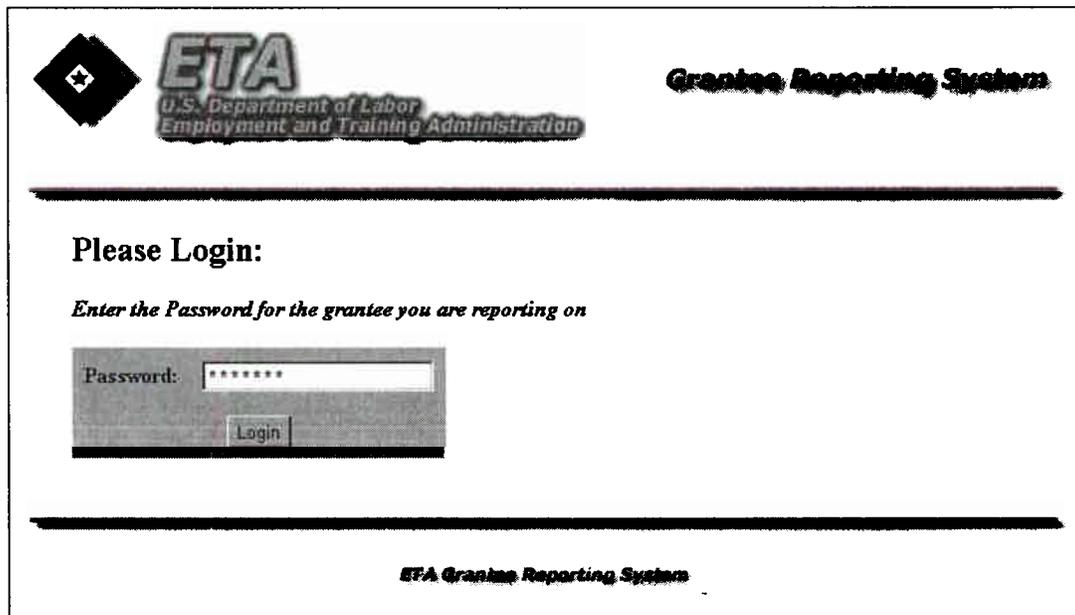2. Press **Enter.** The **ETA Grantee Reporting System Login** window is displayed (shown in Figure 2).

Please Login:

Enter the Password for the grantee you are reporting on

Figure 2. Grantee Reporting System Login

3. Type the Password, and click **Login.** The **Select Fiscal Year** window is displayed (Figure 3).

Figure 3. Choose Fiscal Year window

4. Select a fiscal year from the drop-down list. The **Choose Quarter End Date** window is displayed (Figure 4).

Figure 4. Choose Quarter End Date window

5. Select a quarter-end date from the drop-down list and click **Continue**. The "Certification Workload and Characteristics of Certified Individuals Work Opportunity and Welfare-to-Work Tax Credits" page will appear.

Accessing/Reviewing the Edit Checks List for WOTC/WtWTC

Follow the steps below to access and review the **Tax Credits Reporting System Edit Checks** list. This is a list of fields that have unique edit checks (standard edits plus additional edits). The list is provided as a user aid, to determine the formula that the system uses to calculate a particular field, or to see which fields are automatically calculated by the system.

1. Click **List of Edit Checks** from any window in the WOTC/WtWTC system. The **Tax Credits Reporting System Edit Checks** list is displayed (Figure 5).

2. The edit checks are arranged according to the report name and then the report sections. It provides the following information for each field in the list: "Type of Field," "Edit Check," and "Edit Check Message."

3. To print a list of the edit checks, click the **Print** icon on the browser menu bar. A complete copy of the list is attached to this document in the Appendix.

4. To return to the previous window, click **Back** at the top of the window, under the title.

Figure 5. Part of WOTC/WtWTC Edit Check List

For a complete list of edit checks, see Appendix A.

Certifications, Workload and Characteristics of Certified Individuals

Follow the steps below to access the **Certification Workload and Characteristics of Certified Individuals** program. The data can be saved without a PIN or saved and submitted with a PIN. Detailed instructions for each individual field are provided online. Also, a copy of the report can be printed for your records.

1. Enter the report data in the appropriate fields. Only numeric values may be entered; no decimals or negative numbers are allowed (e.g., 4.5 or -25). The numbers are automatically formatted by the system (e.g., commas are system-generated). The maximum number of digits that can be entered is 8. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. *Total* fields are cumulative and system-generated; you cannot enter data to these fields. The **Name and Title of Responsible Official** fields and the **Date Certified** field are also system-generated, based on user log-in information. These fields cannot be modified.

   The online report form is shown in figure 6. Detailed field instructions can be viewed online by clicking any underlined field title (e.g., "Total for Quarter"). To return to the form from the online instructions, click the underlined title within the instructions.

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Was State Certified as of 09/27/2005 10:28:38 a.m.

State:	Quarter Ending:		OMB No.1205-0371
VA	09/30/2005		

Part I CERTIFICATION WORKLOAD

Certification Requests (System Inputs)				Certification Action (System Outputs)			
(A) Incomplete Requests	(B) Requests Pending Action	(C) New Requests	(D) Total Requests to be Processed	(D) Certified Requests	(F) Denied Requests	(G) Incomplete Requests	(H) Requests Pending Action
1,300	892	10,000	12,492	11,000	0	0	1,492

Part II CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT

(I) By WOTC or WtWTC Target Group	(II) No. of Conditional Certifications LCCs) WtWTC Reporting in Certifications	No. of Certified Individuals			(J) By Occupation Name_Code	No. Certified Individuals		(J) By Occupation (Cont) Name_Code	No. Certified Individuals		(K) By Hourly Starting Wage	No. of Certified Individuals	
		(a) WOTC	(b) WtW only	(c) Both		(a) WOTC	(b) WtW only		(a) WOTC	(b) WtW only		(a) WOTC	(b) WtW (including Duals)
1. IV-A Recipient	1,000	1,000		1,000	1. Management Occupation - 11	1,000	1,000	12. Protective Services - 33	100	10	1. Under Federal Minimum Wage	1,000	1,000
2. Veteran	1,000	1,000		1,000	2. Business & Financial Operation - 13	1,000	1,000	13. Food Preparation & Serving Related - 35	1,000	1,000	2. $5.15-$6.99	1,000	1,000
3. Ex-Felon	1,000	1,000		1,000	3. Computer & Mathematical - 15	1,000	1,000	14. Bldg. & Grounds Cleaning & Maintenance - 37	1,000	1,000	3. $6.00-$6.99	1,000	1,000
4. High Risk Youth	1,000	1,000		1,000	4. Healthcare Practitioners & Technical - 29	100	10	15. Personal Care & Services - 39	1,000	1,000	4. $7.00-$7.99	1,000	2,000
5. Voc. Rehab. Ref.	1,000	1,000		1,000	5. Architecture & Engineering - 17	1,000	1,000	16. Sales & Related Occupations - 41	0	0	5. $8.00-$8.99	2,000	3,000
6. Ticket Holder	20	2,000	1,000	1,000	6. Life, Physical & Social Sciences - 19	1,000	1,000	17. Office & Administrative Support - 43	0	900	6. $9.00 and more	4,000	2,000
6. Summer Youth	1,000	1,000		1,000	7. Community & Social Services - 21	100	10	18. Farming, Fishing & Forestry - 45	0	0	7. Total (for quarter)	10,000	10,000
7. Food Stamp	1,000	1,000		1,000	8. Legal Occupations - 23	100	10	19. Construction & Extraction - 47	0	0			
8. SSI Recipient	1,000	1,000		1,000	9. Education, Training & Library - 25	100	10	20. Installation, Maintenance & Repair - 49	100	10			
9. Long Term IV-A	1,000		0		10. Arts, Design, Entertainment Sports & Media 27	100	10	21. Production Occupations - 51	100	10			
10. Subtotal (for otc)	9,020	10,000	1,000	9,000	11. Healthcare Support Occupations - 31	100	10	22. Transportation & Material Moving Production Occups - 53	100	10			
11. Subtotal (WtW)	9,020	24,305	1,507	12,299				23. Military Specific Occups - 55	1,000	1,000			
								24. Total (for qtr)	10,000	10,000			

Name of Responsible Official:	Title of Responsible Official:	Date Certified: 09/27/2005
Good Man	NEW_TRLS	

ETA Form 9060 - MM002

Please enter your comments

    sfdsdfds sdffd

Please press the Save button to save:

Please enter your pin number to submit:

Main Menu   Print Report   List of Edit Checks   Log out

Figure 6. Certification Workload WtWTC and Characteristics of Certified Individuals

2. When you are ready to save the report, you can *save (only)* without a PIN or *save and submit* with a PIN.

   Save Only (without a PIN): Click **Save**. A message is displayed (Figure 7) to remind you that the report is saved, but not submitted. Click **OK**. The confirmation message is displayed (Figure 8). It provides the state, period, and date that the report was saved/modified. Click the print icon from the browser menu bar to print a copy of the message window. Click the **Back** button on the browser menu bar to return to the report. Otherwise, you may click **Main Menu** to return to the **WOTC/WtW Tax Credit Reports Selection** (main menu) window or click **Log Out** to log out and return to the **ETA Grantee Reporting System Login** window.
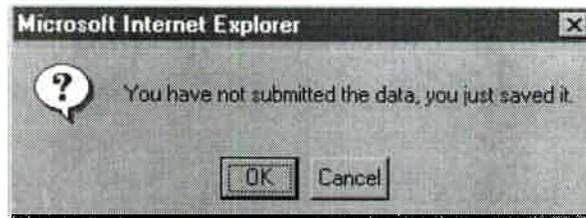
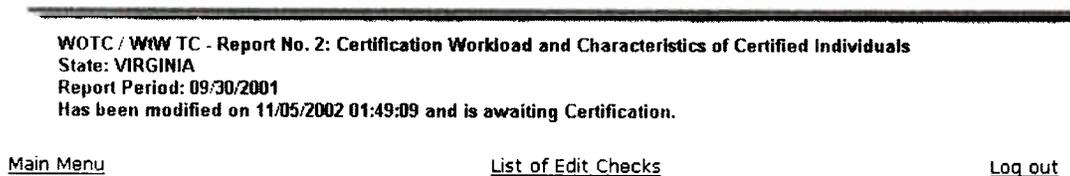

Figure 7. Save Without PIN Warning

WOTC / WtW TC - Report No. 2: Certification Workload and Characteristics of Certified Individuals
State: VIRGINIA
Report Period: 09/30/2001
Has been modified on 11/05/2002 01:49:09 and is awaiting Certification.

Main Menu   List of Edit Checks   Log out

Figure 8. Save Confirmation Message

Submit and Save with a PIN: Enter your **PIN** in the designated field at the bottom of the report. Click **Submit**. A confirmation message is displayed (Figure 9), showing the state, period, and date that the report was submitted. Click the print icon from the browser menu bar to print a copy of the message window. Click the **Back** button on the browser menu bar to return to the report. Otherwise, you may click **Main Menu** to return to the **WOTC/WtW Tax Credit Reports Selection** (main menu) window or click **Log Out** to return to the **ETA Grantee Reporting System Login**.

WOTC / WtW TC - Report No. 2: Certification Workload and Characteristics of Certified Individuals
State: VIRGINIA
Report Period: 09/30/2001
Has been successfully submitted on 11/05/2002 01:49:41
And is now Submitted.

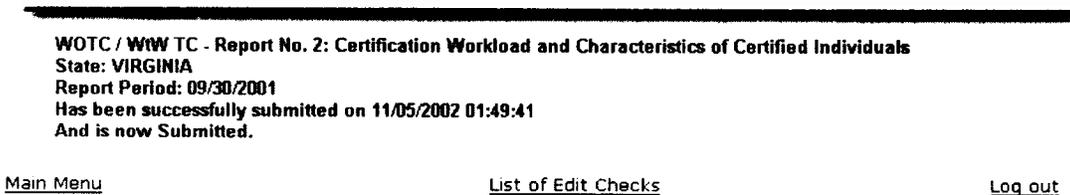Main Menu   List of Edit Checks   Log out

Figure 9. Submit Confirmation Message

3. After you type all the report data, print a copy of the report to review for accuracy and to retain for your records.

To print the report:

1. Click the **Print Report** link at the bottom of the report form. You will see an HTML version of the report, with the current values entered, and below it, the text:

   To print report please open File/Page Setup menu, change Orientation to Landscape and then press <u>here</u>

2. Click **File** on your browser's menu bar; then click **Page Setup**. The Page Setup menu will appear.

3. Under "Orientation," select "Landscape."

4. Click the **Print** button. The report will be printed on your default printer.

   Note: After printing, you may need to return to your browser's Page Setup menu to reset the orientation to "Portrait."

5. To return to the **WOTC/WtWTC** report window, click the **Back arrow** on the tool bar at the top of the window.

Appendix A: Tax Credits Reporting System Edit Checks

	Type of Field	Edit Check	Edit Check Message
Report 1 – Conditional Certifications Issued			
I. By Issuing Agency			
9. Total (for quarter)	Read Only – Automatic Calculation	$\sum(1..8)$	
II. By WOTC Target			
20. Total (for quarter)	Read Only – Automatic Calculation	$\sum(11..19)$	
Report 2 – Certification Workload			
Part I. Certification Workload			
A. No. of Requests Incomplete	Read Only – Automatic Calculation, except for 1st quarter (9/30)	Item G from previous quarter's report.	
B. No. of Requests Needing Action	Read Only – Automatic Calculation, except for 1st quarter (9/30)	Item H from previous quarter's report.	
C. New Requests	Data Entry		
D. Total Requests to be Processed	Read Only – Automatic Calculation	D = A+B+C	
E. Requests Certified	Data Entry	E = 10b + 10c (Part II)	
F. Requests Denied	Data Entry		
G. No. of Requests Incomplete	Data Entry		
H. No. of Requests Needing Action	Read Only – Automatic Calculation	D-E-F-G	
Part II – Section I			
10a. Total (for quarter) – No. Cond. Certs Resulting in Certifications	Read Only – Automatic Calculation	$\sum(1a..9a)$	
10b. Total (for quarter) – WOTC	Read Only – Automatic Calculation	$\sum(1b..8b)$	

	Type of Field	Edit Check	Edit Check Message
10c. Total (for quarter) – WtW only	Read Only – Automatic Calculation	10c = 9c	
10d. Total (for quarter) – Dual	Read Only – Automatic Calculation	$\sum(1d..8d)$	
Part II – Section J			
18a. Total (for quarter)	Read Only – Automatic Calculation	$\sum(12a..17a)$; also 18a = 10b	Section J, Column (a) Line #18 is the sum of the column and must equal the total for Section I, Column (b) Line #10
18b. Total (for quarter)	Read Only – Automatic Calculation	$\sum(12b..17b)$; also 18b = 10c + 10d	Section J, Column (b) Line #18 is the sum of the column and must equal the total for Section I, Column (c) and (d) Line #10
Part II – Section K – By Occupation (DOT)			
28a. Total (for quarter) WOTC	Read Only – Automatic Calculation	$\sum(19a..27a)$; also 28a = 10b	Section K, Column (a) Line #28 is the sum of the column and must equal the total for Section I, Column (b) Line #10
28b. Total (for quarter) – WtW, including Duals	Read Only – Automatic Calculation	$\sum(19b..27b)$; also 28b = 10c+10d	Section K, Column (b) Line #28 is the sum of the column and must equal the total for Section I, Column (c) and (d) Line #10
Part II – Section L – By Occupation (O*NET)			
42a. Total (for quarter) – WOTC	Read Only – Automatic Calculation	$\sum(19a..41a)$; also 42a = 10b	Section L, Column (a) Line #42 is the sum of the column and must equal the total for Section I, Column (b) Line #10
42b. Total (for quarter) – WtW, including Duals	Read Only – Automatic Calculation	$\sum(19b..41b)$; also 42b = 10c+10d	Section L, Column (b) Line #24 is the sum of the column and must equal the total for Section I, Column (c) and (d) Line #10.
Report 3 – Verification Results			
A. Certifications Issued			
1. Universe Size	Read Only – Automatic Calculation	A1 = D (from Report No. 2)	
2. Sample Size	Data Entry	A2 >= sample size in Handbook (page v-53)	
3. Number Invalid	Data Entry		

	Type of Field	Edit Check	Edit Check Message
4. Percent Invalid	Read Only – Automatic Calculation	A4 = (A3/A2) * 100; If A4 < 5%, do not complete lines A5 and A6. If A4 >= 5%, second sample required	Line no.4 is not 5 percent or greater. Please skip Line Nos. 5 & 6
5. Number Invalid – 2nd Sample	Data Entry		
6. Percent Invalid – 2nd Sample	Read Only – Automatic Calculation	A6 = (A5/A2) * 100; If A6 >= 5%, corrective action shall be initiated	
B. Economic Determinations			
7. Universe Size	Read Only – Automatic Calculation	B7 = 1.3b (from Report No. 2)	
8. Sample Size	Data Entry	B8 >= sample size in Handbook (page vii-24)	
9. Number Invalid	Data Entry		
10. Percent Invalid	Read Only – Automatic Calculation	B10 = (B9/B8) * 100; If B10 < 5%, do not complete lines B11 and B12. If B10 >=5%, second sample required	Line no.10 is not 5 percent or greater. Please skip Line Nos. 11 & 12
11. Percent Invalid – 2nd Sample	Read Only – Automatic Calculation	B11 = (B12/B8) * 100; If B11 >=5%, corrective action shall be initiated	
12. Number Invalid – 2nd Sample	Data Entry		