

( 0 Certs and 0 Denials beyond authorization removed from counts)

( 0 conditional certs included in cert counts)

Quarterly Date Range:10/01/2019 - 12/31/2019			Date Report Viewed:09/20/2021		Time:10:24 AM		
Part I. Certification Workload							
Certification Requests (System Inputs)				Certification Action (System Outputs)			
(A) Incomplete Requests	(B) Requests Needing Action	(C) New Requests	(D) Total Requests to be Processed	(E) Certified Requests	(F) Denied Requests	(G) Incomplete Requests	(H) Requests Needing Action
3,505	67,421	19,475	90,401	9,822	9,446	3,265	67,868

<b>Part II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT</b>								
<b>I) By WOTC Target Group</b>	<b>(a) No. of CCs 9062s Resulting in Certifications</b>	<b>(b) No. Certified Individuals</b>	<b>J) By Occupation</b>	<b>(a) No. Certified Individuals</b>	<b>J) By Occupation (Cont)</b>	<b>(a) No. Certified Individuals</b>	<b>K) By Starting Hourly Wage</b>	<b>(a) No. Certified Individuals</b>
		WOTC	Name Code	WOTC	Name Code	WOTC		WOTC
1. IV-A TANF Recipient	0	48	1. Management Occupations - 11	47	12. Protective Services - 33	36	1. Under Federal Minimum Wage	238
2Ba. Veteran Receiving SNAP Benefits (V)	0	60	2. Business & Financial Operations - 13	157	13. Food Preparation & Serving - 35	2,385	2. \$7.25-\$8.25	2,735
2Bb. Disabled Veteran (DV)	0	2	3. Computer & Mathematical - 15	20	14. Bldg., & Grounds Cleaning & Maintenance - 37	73	3. \$8.26-\$8.99	489
2Bc. DV Unemployed for 6 months	0	6	4. Healthcare Practitioner & Technical - 29	40	15. Personal Care & Services - 39	118	4. \$9.00-\$9.99	2,915
2Bd. V Unemployed for 4 weeks	0	186	5. Architecture & Engineering - 17	2	16. Sales & Related Occupations - 41	1,128	5. \$10.00-Higher	3,445
2Be. V Unemployed for 6 months	0	402	6. Life, Physical & Social Sciences - 19	3	17. Office & Administrative Support - 43	4,274	6. Total (for QTR)	9,822
3. Ex-Felon	0	487	7. Community & Social Services - 21	7	18. Farming, Fishing & Forestry - 45	3		
4. Designated Community Resident	0	481	8. Legal Occupations - 23	0	19. Construction & Extraction - 47	11		
5a. Voc. Rehab Referral	0	44	9. Education, Training & Library - 25	6	20. Installation, Maintenance, & Repair - 49	48		
5b. Ticket Holder	0	3	10. Arts, Design, Entertainment, Sports/Media Occupations - 27	13	21. Production Occupations - 51	974		
6. Summer Youth	0	1	11. Healthcare Support Occupations - 31	193	22. Transportation & Material Moving Production Occupations - 53	283		
7. SNAP					23. Military			

Recipient	0	7,786	Specific Occupations - 55	1
8. SSI Recipient	0	126	24. Total (for Qtr)	9,822
9. Long Term TANF	0	73		
10. Unemployed Veteran	0	0		
11. Disconnected Youth	0	0		
12. Total (for Qtr)	0	9,705		
13. Total (YTD)	0	9,705		
25. Name and Title of Responsible Official:		26. Signature:		27. Date Certified:

**ETA**

U.S. Department of Labor  
Employment and Training Administration

**Tax Credit Reporting System**

**Certification Workload and Characteristics of Certified  
Individuals**  
**Consolidated Work Opportunity Tax Credit - Report No. 1**

U.S. Department of Labor  
Employment and Training  
Administration

Awaiting State Certification as of 05/15/2020 07:44:41 p.m.								
<b>State:</b>  OK	<b>Quarter Ending:</b>  03/31/2020	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 is mandatory (P.L. 104-188). Public reporting burden for this collection of information is estimated to average 1 hour 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, Employment and Training Administration, Division of National Programs, Tools, and Technical Assistance, 200 Constitution Ave., NW, Room C-4510, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).				<b>OMB No. 1205-0371</b> <b>Expiration Date:</b> November 30, 2016		
<b>Part I. CERTIFICATION WORKLOAD</b>								
<b>Certification Requests (System Inputs)</b>				<b>Certification Action (System Outputs)</b>				
A) Incomplete Requests	B) Requests Needing Action	C) New Requests	D) Total Requests to be Processed	E) Certified Requests	F) Denied Requests	G) Incomplete Requests	H) Requests Needing Action	
3222	64707	14960	82889	15857	13181	4352	49499	
<b>Part II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT</b>								
<b>I) By WOTC Target Group</b>	<b>(a) No. of CCs Resulting in Certifications</b>	<b>(b) No. Certified Individuals</b>	<b>J) By Occupation</b>	<b>(a) No. Certified Individuals</b>	<b>J) By Occupation (Cont)</b>	<b>(a) No. Certified Individuals</b>	<b>K) By Starting Hourly Wage</b>	<b>(a) No. Certified Individuals</b>
1. IV-A TANF Recipient	0	75	Name Code		Name Code		1. Under Federal Minimum Wage	397
2Ba. Veteran Receiving SNAP Benefits (V)	0	78	1. Management Occupation - 11	101	12. Protective Services - 33	99	2. \$7.25-\$8.25	3628
2Bb. Disabled Veteran (DV)	0	5	2. Business & Financial Operation - 13	1111	13. Food Preparation & Serving - 35	4085	3. \$8.26-\$8.99	595
2Bc. DV Unemployed for 6 months	0	19			14. Bldg. & Grounds Cleaning & Maintenance - 37	104		
2Bd. V Unemployed for 4 weeks	0	199	3. Computer & Mathematical - 15	26	15. Personal Care & Services - 39	447	4. \$9.00-\$9.99	3859
2Be. V Unemployed for 6 months	0	655	4. Architecture & Engineering - 17	11	16. Sales & Related Occupations - 41	1827	5. \$10.00-Higher	7378
3. Ex-Felon	0	813	5. Life, Physical & Social Sciences - 19	7	17. Office & Administrative Support - 43	5804	6. Total (for QTR)	15857
4. Summer Youth	0	12	6. Community & Social Services - 21	16	18. Farming, Fishing & Forestry - 45	11		
5. Designated Community Resident	0	1023	7. Legal Occupations - 23	1	19. Construction & Extraction - 47	14		

6a. Voc. Rehab Referral	0	108	8. Education, Training & Library - 25	7	20. Installation, Maintenance & Repair - 49	60		
6b. Ticket Holder	0	6	9. Arts, Design, Entertainment Sports/Media Occupations - 27	72	21. Production Occupations - 51	1234		
7. SNAP Recipient	0	12327	10. Healthcare Practitioner & Technical - 29	85	22. Transportation & Material Moving Production Occupations - 53	353		
8. SSI Recipient	0	202	11. Healthcare Support Occupations - 31	381	23. Military Specific Occupations - 55	1		
9. Long-Term TANF	0	102						
10. LTUR	0	233						
11. Total (for Qtr)	0	15857						
12. Total (YTD)	0	25684						
24. Name and Title of Responsible Official. Debra Roseburr / State Coordinator			25. Signature Title	26. Date Signed:	27. Total (for QTR)		15,857	

ETA Form 9058 (Rev. May 2016)

Please enter your comments:

We are teleworking from home and some of the WOTC staff has been reassigned to work Unemployment Claims.

Please press the Save button to save: Please enter your pin number to submit:  [Main Menu](#)[Print Report](#)[List of Edit Checks](#)[Log out](#)

### Instructions for Preparing ETA Form 9058, Report 1 -- "Certification Workload and Characteristics of Certified Individuals," Work Opportunity Tax Credit Report

**Introduction.** Part I. of this report clarifies and simplifies data reported on certifications issued and provides state workforce agencies' (SWAs) workload numbers during each reporting quarter. Part II., continues to collect data on selected characteristics of certified individuals.

**Form Updates.** The Protecting Americans from Tax Hikes Act of 2015 introduced a new WOTC target group, the Long-term Unemployment Recipient (LTUR), see Box 10.

**Background** The purpose of ETA Form 9058 is to provide SWAs with a standardized e-reporting format, which accurately reflects program activity levels and outcomes under the Work Opportunity Tax Credit (WOTC). It is important for SWAs to maintain programmatic reporting procedures that account for each tax request (IRS Form 8850) received and its subsequent outcome (issuance of a tax certification or denial). A properly completed ETA Form 9058 accurately reflects program use and the level of any programmatic backlog that may exist. To ensure that the WOTC Program can be evaluated accurately at the national level, it is critical that all SWAs report in a standardized manner using the web-based Enterprise Business Service System (EBSS) Tax Credit Reporting System (TCRS).

#### INSTRUCTIONS FOR COMPLETING THIS FORM:

**State.** Enter the name of the state submitting ETA Form 9058.

**Quarter Ending Period.** Enter ending date of the quarter for the reported program data.

**PART I. "Certification Workload."** SWAs must identify from Part I, Item F on the previous reporting quarter's ETA Form 9058 the number of requests (IRS Form 8850s) determined to be incomplete or Needing Action, as defined below:

(A) **Number of Requests Incomplete.** Enter the total number of requests (IRS Form 8850s) received by the SWA prior to the beginning of the current report period, but for which no applicant eligibility determination action (excluding the 48-hour review) was taken. This total is to be entered into Part I, Item (A) of ETA Form 9058.

(B) **Number of Requests Needing Action.** Enter the total number of requests (IRS Form 8850s) received by the SWA prior to the beginning of the current report, but for which no review and total is to be entered into Part I, Item (B) of recently revised ETA Form 9058.

(C) **New Requests.** Enter the total number of requests (IRS Form 8850s) received by the SWA during the current reporting quarter. Some states may have received requests (IRS Form 8850s) that were not previously recorded and/or reported on any prior quarterly report ETA 9058 for various reasons. It is Important for the SWA to report all requests (IRS Form 8850s) received. Therefore, any request received outside of the current reporting quarter, which has not previously been reported, should be included with the number of requests received during the current reporting period. That total should be entered as the number of "New Requests". This total is to be entered into Part I, Item (C) of ETA Form 9058.

(D) **Total Requests to Be Processed.** Enter the sum of Items A, B & C. This total represents the number of requests (IRS Form 8850s) received by the SWA, which are available to be processed. This total is to be entered under Part I, Item (D) of ETA Form 9058.

**Note.** A denial is a certification request (IRS Form 8850) determined by the SWA to be ineligible for the WOTC.

(E) **Requests Certified.** Enter the total number of WOTC certifications issued during the current report period.

(F) **Requests Denied.** Enter the total number of requests (IRS Form 8850s) denied by the SWA during the current report period.

**Note.** A denial is a request (IRS Form 8850) determined by the SWA to be ineligible for the WOTC.

(G) **Number of Requests Incomplete.** Enter the total number of requests (IRS Form 8850s) received and reviewed by the SWA, but which the SWA could neither approve nor deny due to such things as, but not limited to, the need for additional eligibility documentation for which the SWA has made a formal request to the employer, authorized tax consultant, or other third party entity, ETA Form 9061 not submitted, etc.

**Note.** This number will also be entered in Part I, Item A. of the subsequent quarterly report ETA Form 9058.

(H) **Number of Requests Needing Action.** Enter the number of requests (IRS Form 8850s) received by the SWA but for which no review and/or action has yet been taken to determine applicant eligibility.

**Note.** This value will also be entered in Part I, Item B. of the subsequent quarterly report ETA Form 9058. Part I, Item H is the sum of Item D, minus Item E, minus Item F, minus Item G.

**Part I. Completion Formula:**

$(A + B + C) = D$  and

$D - (E + F + G) = H$  Same as:  $Items (A + B + C) = D$  and  $(D - E - F - G) = H$

**PART II. "Characteristics of Certified Individuals by Tax Credit."** This part is divided into three sections (Section I, Section J, and Section K).

Section I reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by WOTC target groups*. Section J reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by occupation*. Section K reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by starting hourly wage*.

**Section I**

Section I, Column (a). Enter the total number of certifications, issued by the SWAs, by target group, during the current report period, which resulted from the issuance of a conditional certification i.e., ETA Form 9062.

Section I, Column (b). Enter the total number of WOTC certifications issued by the SWAs, by target group, during the current report period.

Section I, Line #1. Enter the total number of WOTC certifications issued by the SWA during the current report period, for the IV-A TANF group.

Section I, Line #2Ba Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans receiving SNAP benefits.

Section I, Line #2Bb Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Disabled Veterans" receiving compensation for a service-connected disability.

Section I, Line #2Bc. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Disabled Veterans unemployed for 6 months.

Section I, Line #2Bd. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans unemployed for at least 4 weeks but less than 6 months.

Section I, Line #2Be. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans unemployed for at least 6 months.

Section I, Line #3. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Ex-felons.

Section I, Line #4 Enter the total number of WOTC certifications issued by the SWA during the current report period for the Summer Youth group

Section I, Line #5 P.L. 110-28 changed the name of the High-Risk Youth to "Designated Community Residents (DCRs)." Enter the total number of WOTC certifications issued by the SWA during the current report period, for DCRs.

Section I, Line #6a Enter the total number of WOTC certifications issued by the SWA during the current report period, for Vocational Rehabilitation Referrals.

Section I, Line #6b Enter the total number of WOTC certifications issued by the SWA during the current report period, for "ticket holders." (e.g., SSDI, or Voc. Rehab -- formerly called People with Disabilities).

Section I, Line #7 Enter the total number of WOTC certifications issued by the SWA during the current report period, for SNAP (formerly Food Stamps) recipients.

Section I, Line #8. Enter the total number of WOTC certifications issued by the SWA during the current report period, for SSI recipients.

Section I, Line #9. Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Long-term TANF" Recipients.

Section I, Line #10 Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Long-term Unemployment Recipients" (LTURs).

Section I, Line #11 Enter the sums of columns (a) and (b) and also the federal program current Quarter (For Qtr.) Totals of columns (a) and (b) for Column I. "By WOTC Target Group;" and for Column J. "By Occupation," Line # 27. Total (For Qtr.) and for Column K. By Starting Hourly Wage" Line # 6(For Qtr.).

**Note.** The first quarterly report of the federal program year (October 1-December 31), the totals of Section I, Line #11 (For Qtr.) and Line #12 (YTD) should be the same. Also, the total (For Qtr.) of Part II, Section I, Line #12, columns (a) & (b) should equal the total entered in Part I. Item E. Certified Requests.

Section I, Line #12 After Quarter 1, for all subsequent quarters enter the cumulative federal program Year-to-Date (YTD) totals of columns (a) and (b). (including totals for Column I, Column J, and Column K (right hand side of this form)).

**Reminder.** The first quarterly report of the federal program year (October 1-December 31), the totals of Section I, Line #11 and Line #12 should be the same.

## Section J

Section J, Column (a) Enter the total number of WOTC Certifications issued by the SWA during the current report period, By Occupation.

**Note.** The total for Section J, Column (a), Line #27 is the sum of the column and must equal the total for Section I, Column (a) & (b) Line # 10.

O*NET SOC JOB FAMILIES		O*NET SOC JOB FAMILIES	
Name	Code	Name	Code
Management Occupations	11	Food Preparation & Serving Related	35
Business & Financial Operations	13	Bldg. & Grounds Cleaning & Maintenance	37
Computer & Mathematical Occupations	15	Personal Care & Service	39
Architecture & Engineering	17	Sales & Related Occupations	41
Life, Physical & Social Sciences	19	Office & Administrative Support	43
Community & Social Services	21	Farming, Fishing & Forestry	45
Legal Occupations	23	Construction & Extraction	47
Education, Training, & Library	25	Installation, Maintenance & Repair	49
Arts, Design, Entertainment, Sports & Media Occupations	27	Production Occupations	51
Healthcare Practitioner & Technical	29	Transportation & Material Moving	53
Healthcare Support Occupations	31	Military Specific Occupations	55
Protective Service Occupations	33		

## Section K

Section K, Column (a). Enter the total number of WOTC certifications issued by the SWA during the current report period, "By Starting Hourly Wage."

**Note.** The TOTAL (For Qtr.) for Section K, Column (a), Line #6 is the sum of the column for that quarter and must equal the total for Section I, column (b) "Number Certified Individuals," Line #11.

**Convert as follows:**

Unit of Time	Calculated Hourly Wage
Day	Amount divided by 8
Week	Amount divided by 40
Month	Amount divided by 172

24. Name and Title of Responsible Official. Enter the name and title of the authorized signatory official.

25. Signature. Enter the signature of the authorized signatory official.



**ETA**

U.S. Department of Labor  
Employment and Training Administration

**Tax Credit Reporting System**

**Certification Workload and Characteristics of Certified  
Individuals  
Consolidated Work Opportunity Tax Credit - Report No. 1**

U.S. Department of Labor  
Employment and Training  
Administration

Awaiting State Certification as of 08/11/2020 10:55:20 a.m.								
<b>State:</b> OK	<b>Quarter Ending:</b> 06/30/2020	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 is mandatory (P.L. 104-188). Public reporting burden for this collection of information is estimated to average 1 hour 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, Employment and Training Administration, Division of National Programs, Tools, and Technical Assistance, 200 Constitution Ave., NW, Room C-4510, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).					<b>OMB No. 1205-0371</b> <b>Expiration Date:</b> November 30, 2016	
<b>Part I. CERTIFICATION WORKLOAD</b>								
<b>Certification Requests (System Inputs)</b>				<b>Certification Action (System Outputs)</b>				
<u>A) Incomplete Requests</u>	<u>B) Requests Needing Action</u>	<u>C) New Requests</u>	<u>D) Total Requests to be Processed</u>	<u>E) Certified Results</u>	<u>F) Denied Requests</u>	<u>G) Incomplete Requests</u>	<u>H) Requests Needing Action</u>	
4352	49499	14899	68750	15118	12119	5764	35749	
<b>Part II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT</b>								
<b>I) By WOTC Target Group</b>	<b>(a) No. of CCs Resulting in Certifications</b>	<b>(b) No. Certified Individuals</b>	<b>J) By Occupation</b>	<b>(a) No. Certified Individuals</b>	<b>J) By Occupation (Cont)</b>	<b>(a) No. Certified Individuals</b>	<b>K) By Starting Hourly Wage</b>	<b>(a) No. Certified Individuals</b>
<b>1. IV-A TANF Recipient</b>	0	76	<b>Name Code</b>		<b>Name Code</b>		<b>1. Under Federal Minimum Wage</b>	262
<b>2Ba. Veteran Receiving SNAP Benefits (V)</b>	0	105	<b>1. Management Occupation - 11</b>	114	<b>12. Protective Services - 33</b>	95	<b>2. \$7.25-\$8.25</b>	3047
<b>2Bb. Disabled Veteran (DV)</b>	0	3	<b>2. Business &amp; Financial Operation - 13</b>	1077	<b>13. Food Preparation &amp; Serving - 35</b>	3267	<b>3. \$8.26-\$8.99</b>	682
<b>2Bc. DV Unemployed for 6 months</b>	0	27			<b>14. Bldg. &amp; Grounds Cleaning &amp; Maintenance - 37</b>	86		
<b>2Bd. V Unemployed for 4 weeks</b>	0	263	<b>3. Computer &amp; Mathematical - 15</b>	7	<b>15. Personal Care &amp; Services - 39</b>	289	<b>4. \$9.00-\$9.99</b>	2408
<b>2Be. V Unemployed for 6 months</b>	0	774	<b>4. Architecture &amp; Engineering - 17</b>	2	<b>16. Sales &amp; Related Occupations - 41</b>	1559	<b>5. \$10.00-Higher</b>	8719
<b>3. Ex-Felon</b>	0	606	<b>5. Life, Physical &amp; Social Sciences - 19</b>	0	<b>17. Office &amp; Administrative Support - 43</b>	6544	<b>6. Total (for QTR)</b>	15118
<b>4. Summer Youth</b>	0	9	<b>6. Community &amp; Social Services - 21</b>	12	<b>18. Farming, Fishing &amp; Forestry - 45</b>	7		
<b>5. Designated Community Resident</b>	0	1082	<b>7. Legal Occupations - 23</b>	0	<b>19. Construction &amp; Extraction - 47</b>	12		

6a. Voc. Rehab. Referral	0	65	8. Education, Training & Library - 25	11	20. Installation, Maintenance & Repair - 49	66		
6b. Ticket Holder	0	8	9. Arts, Design, Entertainment Sports/Media Occupations - 27	38	21. Production Occupations - 51	1124		
7. SNAP Recipient	0	11501	10. Healthcare Practitioner & Technical - 29	59	22. Transportation & Material Moving Production Occupations - 53	438		
8. SSI Recipient	0	156	11. Healthcare Support Occupations - 31	307	23. Military Specific Occupations - 55	4		
9. Long-Term TANF	0	84						
10. LTUR	0	359						
11. Total (for Qtr)	0	15118						
12. Total (YTD)	0	40802						
24. Name and Title of Responsible Official. Debra Roseburr / State Coordinator			25. Signature Title	26. Date Signed:	27. Total (for QTR)		15118	

ETA Form 9058 (Rev. May 2016)

Please enter your comments:

We are currently teleworking from home during this pandemic and some of our staff have to a degree been repurposed to work UI.

Please press the Save button to save: Please enter your pin number to submit:  [Main Menu](#)[Print Report](#)[List of Edit Checks](#)[Log out](#)

### Instructions for Preparing ETA Form 9058, Report 1 -- "Certification Workload and Characteristics of Certified Individuals," Work Opportunity Tax Credit Report

**Introduction.** Part I. of this report clarifies and simplifies data reported on certifications issued and provides state workforce agencies' (SWAs) workload numbers during each reporting quarter. Part II., continues to collect data on selected characteristics of certified individuals.

**Form Updates.** The Protecting Americans from Tax Hikes Act of 2015 introduced a new WOTC target group, the Long-term Unemployment Recipient (LTUR), see Box 10.

**Background** The purpose of ETA Form 9058 is to provide SWAs with a standardized e-reporting format, which accurately reflects program activity levels and outcomes under the Work Opportunity Tax Credit (WOTC). It is important for SWAs to maintain programmatic reporting procedures that account for each tax request (IRS Form 8850) received and its subsequent outcome (issuance of a tax certification or denial). A properly completed ETA Form 9058 accurately reflects program use and the level of any programmatic backlog that may exist. To ensure that the WOTC Program can be evaluated accurately at the national level, it is critical that all SWAs report in a standardized manner using the web-based Enterprise Business Service System (EBSS) Tax Credit Reporting System (TCRS).

### INSTRUCTIONS FOR COMPLETING THIS FORM:

**State.** Enter the name of the state submitting ETA Form 9058.

**Quarter Ending Period.** Enter ending date of the quarter for the reported program data.

**PART I. "Certification Workload."** SWAs must identify from Part I, Item F on the previous reporting quarter's ETA Form 9058 the number of requests (IRS Form 8850s) determined to be incomplete or Needing Action, as defined below:

(A) **Number of Requests Incomplete.** Enter the total number of requests (IRS Form 8850s) received by the SWA prior to the beginning of the current report period, but for which no applicant eligibility determination action (excluding the 48-hour review) was taken. This total is to be entered into Part I, Item (A) of ETA Form 9058.

(B) **Number of Requests Needing Action.** Enter the total number of requests (IRS Form 8850s) received by the SWA prior to the beginning of the current report, but for which no review and total is to be entered into Part I, Item (B) of recently revised ETA Form 9058.

(C) **New Requests.** Enter the total number of requests (IRS Form 8850s) received by the SWA during the current reporting quarter. Some states may have received requests (IRS Form 8850s) that were not previously recorded and/or reported on any prior quarterly report ETA 9058 for various reasons. It is Important for the SWA to report all requests (IRS Form 8850s) received. Therefore, any request received outside of the current reporting quarter, which has not previously been reported, should be included with the number of requests received during the current reporting period. That total should be entered as the number of "New Requests". This total is to be entered into Part I, Item (C) of ETA Form 9058.

(D) **Total Requests to Be Processed.** Enter the sum of Items A, B & C. This total represents the number of requests (IRS Form 8850s) received by the SWA, which are available to be processed. This total is to be entered under Part I, Item (D) of ETA Form 9058.

**Note.** A denial is a certification request (IRS Form 8850) determined by the SWA to be ineligible for the WOTC.

(E) **Requests Certified.** Enter the total number of WOTC certifications issued during the current report period.

(F) **Requests Denied.** Enter the total number of requests (IRS Form 8850s) denied by the SWA during the current report period.

**Note.** A denial is a request (IRS Form 8850) determined by the SWA to be ineligible for the WOTC.

(G) **Number of Requests Incomplete.** Enter the total number of requests (IRS Form 8850s) received and reviewed by the SWA, but which the SWA could neither approve nor deny due to such things as, but not limited to, the need for additional eligibility documentation for which the SWA has made a formal request to the employer, authorized tax consultant, or other third party entity, ETA Form 9061 not submitted, etc.

**Note.** This number will also be entered in Part I, Item A. of the subsequent quarterly report ETA Form 9058.

(H) **Number of Requests Needing Action.** Enter the number of requests (IRS Form 8850s) received by the SWA but for which no review and/or action has yet been taken to determine applicant eligibility.

**Note.** This value will also be entered in Part I, Item B. of the subsequent quarterly report ETA Form 9058. Part I, Item H is the sum of Item D, minus Item E, minus Item F, minus Item G.

**Part I. Completion Formula:**

$(A + B + C) = D$  and

$D - (E + F + G) = H$  Same as:  $Items (A + B + C) = D$  and  $(D - E - F - G) = H$

**PART II. "Characteristics of Certified Individuals by Tax Credit."** This part is divided into three sections (Section I, Section J, and Section K).

Section I reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by WOTC target groups*. Section J reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by occupation*. Section K reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by starting hourly wage*.

**Section I**

Section I, Column (a). Enter the total number of certifications, issued by the SWAs, by target group, during the current report period, which resulted from the issuance of a conditional certification i.e., ETA Form 9062.

Section I, Column (b). Enter the total number of WOTC certifications issued by the SWAs, by target group, during the current report period.

Section I, Line #1. Enter the total number of WOTC certifications issued by the SWA during the current report period, for the IV-A TANF group.

Section I, Line #2Ba Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans receiving SNAP benefits.

Section I, Line #2Bb Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Disabled Veterans" receiving compensation for a service-connected disability.

Section I, Line #2Bc. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Disabled Veterans unemployed for 6 months.

Section I, Line #2Bd. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans unemployed for at least 4 weeks but less than 6 months.

Section I, Line #2Be. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans unemployed for at least 6 months.

Section I, Line #3. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Ex-felons.

Section I, Line #4 Enter the total number of WOTC certifications issued by the SWA during the current report period for the Summer Youth group

Section I, Line #5 P.L. 110-28 changed the name of the High-Risk Youth to "Designated Community Residents (DCRs)." Enter the total number of WOTC certifications issued by the SWA during the current report period, for DCRs.

Section I, Line #6a Enter the total number of WOTC certifications issued by the SWA during the current report period, for Vocational Rehabilitation Referrals.

Section I, Line #6b Enter the total number of WOTC certifications issued by the SWA during the current report period, for "ticket holders." (e.g., SSDI, or Voc. Rehab -- formerly called People with Disabilities).

Section I, Line #7 Enter the total number of WOTC certifications issued by the SWA during the current report period, for SNAP (formerly Food Stamps) recipients.

Section I, Line #8. Enter the total number of WOTC certifications issued by the SWA during the current report period, for SSI recipients.

Section I, Line #9. Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Long-term TANF" Recipients.

Section I, Line #10 Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Long-term Unemployment Recipients" (LTURs).

Section I, Line #11 Enter the sums of columns (a) and (b) and also the federal program current Quarter (For Qtr.) Totals of columns (a) and (b) for Column I. "By WOTC Target Group;" and for Column J. "By Occupation," Line # 27. Total (For Qtr.) and for Column K. By Starting Hourly Wage" Line # 6(For Qtr.).

**Note.** The first quarterly report of the federal program year (October 1-December 31), the totals of Section I, Line #11 (For Qtr.) and Line #12 (YTD) should be the same. Also, the total (For Qtr.) of Part II, Section I, Line #12, columns (a) & (b) should equal the total entered in Part I. Item E. Certified Requests.

Section I, Line #12 After Quarter 1, for all subsequent quarters enter the cumulative federal program Year-to-Date (YTD) totals of columns (a) and (b). (including totals for Column I, Column J, and Column K (right hand side of this form).

**Reminder.** The first quarterly report of the federal program year (October 1-December 31), the totals of Section I, Line #11 and Line #12 should be the same.

## Section J

Section J, Column (a) Enter the total number of WOTC Certifications issued by the SWA during the current report period, By Occupation.

**Note.** The total for Section J, Column (a), Line #27 is the sum of the column and must equal the total for Section I, Column (a) & (b) Line # 10.

O*NET SOC JOB FAMILIES		O*NET SOC JOB FAMILIES	
Name	Code	Name	Code
Management Occupations	11	Food Preparation & Serving Related	35
Business & Financial Operations	13	Bldg. & Grounds Cleaning & Maintenance	37
Computer & Mathematical Occupations	15	Personal Care & Service	39
Architecture & Engineering	17	Sales & Related Occupations	41
Life, Physical & Social Sciences	19	Office & Administrative Support	43
Community & Social Services	21	Farming, Fishing & Forestry	45
Legal Occupations	23	Construction & Extraction	47
Education, Training, & Library	25	Installation, Maintenance & Repair	49
Arts, Design, Entertainment, Sports & Media Occupations	27	Production Occupations	51
Healthcare Practitioner & Technical	29	Transportation & Material Moving	53
Healthcare Support Occupations	31	Military Specific Occupations	55
Protective Service Occupations	33		

## Section K

Section K, Column (a). Enter the total number of WOTC certifications issued by the SWA during the current report period, "By Starting Hourly Wage."

**Note.** The TOTAL (For Qtr.) for Section K, Column (a), Line #6 is the sum of the column for that quarter and must equal the total for Section I, column (b) "Number Certified Individuals," Line #11.

**Convert as follows:**

Unit of Time	Calculated Hourly Wage
Day	Amount divided by 8
Week	Amount divided by 40
Month	Amount divided by 172

24. Name and Title of Responsible Official. Enter the name and title of the authorized signatory official.

25. Signature. Enter the signature of the authorized signatory official.

**ETA**U.S. Department of Labor  
Employment and Training Administration**Tax Credit Reporting System****Certification Workload and Characteristics of Certified  
Individuals  
Consolidated Work Opportunity Tax Credit - Report No. 1**U.S. Department of Labor  
Employment and Training  
Administration

Awaiting State Certification as of 11/16/2020 04:40:21 p.m.							
<b>State:</b>  OK	<b>Quarter Ending:</b>  09/30/2020	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 is mandatory (P.L. 104-188). Public reporting burden for this collection of information is estimated to average 1 hour 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, Employment and Training Administration, Division of National Programs, Tools, and Technical Assistance, 200 Constitution Ave., NW, Room C-4510, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).				<b>OMB No. 1205-0371</b> <b>Expiration Date:</b> <b>November 30, 2016</b>	
<b>Part I. CERTIFICATION WORKLOAD</b>							
<b>Certification Requests (System Inputs)</b>				<b>Certification Action (System Outputs)</b>			
A) Incomplete Requests	B) Requests Needing Action	C) New Requests	D) Total Requests to be Processed	E) Certified Requests	F) Denied Requests	G) Incomplete Requests	H) Requests Needing Action
5764	35749	21933	63446	16099	12259	7438	27650
<b>Part II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT</b>							
<b>I) By WOTC Target Group</b>	(a) No. of CCs Resulting in Certifications	(b) No. Certified Individuals	<b>J) By Occupation</b>	(a) No. Certified Individuals	<b>J) By Occupation (Cont)</b>	(a) No. Certified Individuals	<b>K) By Starting Hourly Wage</b>
<b>1. JV-A TANF Recipient</b>	0	70	<b>Name Code</b>		<b>Name Code</b>		<b>1. Under Federal Minimum Wage</b>
							272
<b>2Ba. Veteran Receiving SNAP Benefits (V)</b>	0	109	<b>1. Management Occupation - 11</b>	172	<b>12. Protective Services - 33</b>	105	<b>2. \$7.25-\$8.25</b>
							2760
<b>2Bb. Disabled Veteran (DV)</b>	0	3			<b>13. Food Preparation &amp; Serving - 35</b>	3370	
			<b>2. Business &amp; Financial Operation - 13</b>	1125			<b>3. \$8.26-\$8.99</b>
<b>2Bc. DV Unemployed for 6 months</b>	0	9			<b>14. Bldg. &amp; Grounds Cleaning &amp; Maintenance - 37</b>	94	
							738
<b>2Bd. V Unemployed for 4 weeks</b>	0	312	<b>3. Computer &amp; Mathematical - 15</b>	6	<b>15. Personal Care &amp; Services - 39</b>	312	<b>4. \$9.00-\$9.99</b>
							1069
<b>2Be. V Unemployed for 6 months</b>	0	758	<b>4. Architecture &amp; Engineering - 17</b>	5	<b>16. Sales &amp; Related Occupations - 41</b>	1363	<b>5. \$10.00-Higher</b>
							11260
<b>3. Ex-Felon</b>	0	662	<b>5. Life, Physical &amp; Social Sciences - 19</b>	0	<b>17. Office &amp; Administrative Support - 43</b>	7343	<b>6. Total (for QTR)</b>
							16099
<b>4. Summer Youth</b>	0	5	<b>6. Community &amp; Social Services - 21</b>	9	<b>18. Farming, Fishing &amp; Forestry - 45</b>	18	
<b>5. Designated Community Resident</b>	0	1014	<b>7. Legal Occupations - 23</b>	0	<b>19. Construction &amp; Extraction - 47</b>	12	

6a. Voc. Rehab Referral	0	45	8. Education, Training & Library - 25	3	20. Installation, Maintenance & Repair - 49	117		
6b. Ticket Holder	0	12	9. Arts, Design, Entertainment Sports/Media Occupations - 27	60	21. Production Occupations - 51	1163		
7. SNAP Recipient	0	12475	10. Healthcare Practitioner & Technical - 29	83	22. Transportation & Material Moving Production Occupations - 53	357		
8. SSI Recipient	0	177	11. Healthcare Support Occupations - 31	382	23. Military Specific Occupations - 55	0		
9. Long-Term TANF	0	121						
10. LTUR	0	327						
11. Total (for Qtr)	0	16099						
12. Total (YTD)	0	56901						
24. Name and Title of Responsible Official: Debra Roseburr / State Coordinator			25. Signature Title:	26. Date Signed:	27. Total (for QTR)		16099	

ETA Form 9058 (Rev. May 2016)

Please enter your comments:

We are currently teleworking from home during this pandemic and some of our staff have to a degree been repurposed to work UI.

Please press the Save button to save: Please enter your pin number to submit:  [Main Menu](#)[Print Report](#)[List of Edit Checks](#)[Log out](#)

### Instructions for Preparing ETA Form 9058, Report 1 -- "Certification Workload and Characteristics of Certified Individuals," Work Opportunity Tax Credit Report

**Introduction.** Part I. of this report clarifies and simplifies data reported on certifications issued and provides state workforce agencies' (SWAs) workload numbers during each reporting quarter. Part II., continues to collect data on selected characteristics of certified individuals.

**Form Updates.** The Protecting Americans from Tax Hikes Act of 2015 introduced a new WOTC target group, the Long-term Unemployment Recipient (LTUR), see Box 10.

**Background** The purpose of ETA Form 9058 is to provide SWAs with a standardized e-reporting format, which accurately reflects program activity levels and outcomes under the Work Opportunity Tax Credit (WOTC). It is important for SWAs to maintain programmatic reporting procedures that account for each tax request (IRS Form 8850) received and its subsequent outcome (issuance of a tax certification or denial). A properly completed ETA Form 9058 accurately reflects program use and the level of any programmatic backlog that may exist. To ensure that the WOTC Program can be evaluated accurately at the national level, it is critical that all SWAs report in a standardized manner using the web-based Enterprise Business Service System (EBSS) Tax Credit Reporting System (TCRS).

### INSTRUCTIONS FOR COMPLETING THIS FORM:



**State.** Enter the name of the state submitting ETA Form 9058.

**Quarter Ending Period.** Enter ending date of the quarter for the reported program data.

**PART I. "Certification Workload."** SWAs must identify from Part I, Item F on the previous reporting quarter's ETA Form 9058 the number of requests (IRS Form 8850s) determined to be incomplete or Needing Action, as defined below:

(A) **Number of Requests Incomplete.** Enter the total number of requests (IRS Form 8850s) received by the SWA prior to the beginning of the current report period, but for which no applicant eligibility determination action (excluding the 48-hour review) was taken. This total is to be entered into Part I, Item (A) of ETA Form 9058.

(B) **Number of Requests Needing Action.** Enter the total number of requests (IRS Form 8850s) received by the SWA prior to the beginning of the current report, but for which no review and total is to be entered into Part I, Item (B) of recently revised ETA Form 9058.

(C) **New Requests.** Enter the total number of requests (IRS Form 8850s) received by the SWA during the current reporting quarter. Some states may have received requests (IRS Form 8850s) that were not previously recorded and/or reported on any prior quarterly report ETA 9058 for various reasons. It is Important for the SWA to report all requests (IRS Form 8850s) received. Therefore, any request received outside of the current reporting quarter, which has not previously been reported, should be included with the number of requests received during the current reporting period. That total should be entered as the number of "New Requests". This total is to be entered into Part I, Item (C) of ETA Form 9058.

(D) **Total Requests to Be Processed.** Enter the sum of Items A, B & C. This total represents the number of requests (IRS Form 8850s) received by the SWA, which are available to be processed. This total is to be entered under Part I, Item (D) of ETA Form 9058.

**Note.** A denial is a certification request (IRS Form 8850) determined by the SWA to be ineligible for the WOTC.

(E) **Requests Certified.** Enter the total number of WOTC certifications issued during the current report period.

(F) **Requests Denied.** Enter the total number of requests (IRS Form 8850s) denied by the SWA during the current report period.

**Note.** A denial is a request (IRS Form 8850) determined by the SWA to be ineligible for the WOTC.

(G) **Number of Requests Incomplete.** Enter the total number of requests (IRS Form 8850s) received and reviewed by the SWA, but which the SWA could neither approve nor deny due to such things as, but not limited to, the need for additional eligibility documentation for which the SWA has made a formal request to the employer, authorized tax consultant, or other third party entity, ETA Form 9061 not submitted, etc.

**Note.** This number will also be entered in Part I, Item A. of the subsequent quarterly report ETA Form 9058.

(H) **Number of Requests Needing Action.** Enter the number of requests (IRS Form 8850s) received by the SWA but for which no review and/or action has yet been taken to determine applicant eligibility.

**Note.** This value will also be entered in Part I, Item B. of the subsequent quarterly report ETA Form 9058. Part I, Item H is the sum of Item D, minus Item E, minus Item F, minus Item G.

**Part I. Completion Formula:**

$(A + B + C) = D$  and

$D - (E + F + G) = H$  Same as: Items  $(A + B + C) = D$  and  $(D - E - F - G) = H$

**PART II. "Characteristics of Certified Individuals by Tax Credit."** This part is divided into three sections (Section I, Section J, and Section K).

Section I reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by WOTC target groups*. Section J reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by occupation*. Section K reflects the number of requests (IRS Form 8850s) certified by the SWA during the current report period *by starting hourly wage*.

**Section I**

Section I, Column (a). Enter the total number of certifications, issued by the SWAs, by target group, during the current report period, which resulted from the issuance of a conditional certification i.e., ETA Form 9062.

Section I, Column (b). Enter the total number of WOTC certifications issued by the SWAs, by target group, during the current report period.

Section I, Line #1. Enter the total number of WOTC certifications issued by the SWA during the current report period, for the IV-A TANF group.

Section I, Line #2Ba Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans receiving SNAP benefits.

Section I, Line #2Bb Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Disabled Veterans" receiving compensation for a service-connected disability.

Section I, Line #2Bc. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Disabled Veterans unemployed for 6 months.

Section I, Line #2Bd. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans unemployed for at least 4 weeks but less than 6 months.

Section I, Line #2Be. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Veterans unemployed for at least 6 months.

Section I, Line #3. Enter the total number of WOTC certifications issued by the SWA during the current report period, for Ex-felons.

Section I, Line #4 Enter the total number of WOTC certifications issued by the SWA during the current report period for the Summer Youth group

Section I, Line #5 P.L. 110-28 changed the name of the High-Risk Youth to "Designated Community Residents (DCRs)." Enter the total number of WOTC certifications issued by the SWA during the current report period, for DCRs.

Section I, Line #6a Enter the total number of WOTC certifications issued by the SWA during the current report period, for Vocational Rehabilitation Referrals.

Section I, Line #6b Enter the total number of WOTC certifications issued by the SWA during the current report period, for "ticket holders." (e.g., SSDI, or Voc. Rehab -- formerly called People with Disabilities).

Section I, Line #7 Enter the total number of WOTC certifications issued by the SWA during the current report period, for SNAP (formerly Food Stamps) recipients.

Section I, Line #8. Enter the total number of WOTC certifications issued by the SWA during the current report period, for SSI recipients.

Section I, Line #9. Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Long-term TANF" Recipients.

Section I, Line #10 Enter the total number of WOTC certifications issued by the SWA during the current report period, for "Long-term Unemployment Recipients" (LTURs).

Section I, Line #11 Enter the sums of columns (a) and (b) and also the federal program current Quarter (For Qtr.) Totals of columns (a) and (b) for Column I. "By WOTC Target Group;" and for Column J. "By Occupation," Line # 27. Total (For Qtr.) and for Column K. By Starting Hourly Wage" Line # 6(For Qtr.).

**Note.** The first quarterly report of the federal program year (October 1-December 31), the totals of Section I, Line #11 (For Qtr.) and Line #12 (YTD) should be the same. Also, the total (For Qtr.) of Part II, Section I, Line #12, columns (a) & (b) should equal the total entered in Part I. Item E. Certified Requests.

Section I, Line #12 After Quarter 1, for all subsequent quarters enter the cumulative federal program Year-to-Date (YTD) totals of columns (a) and (b). (including totals for Column I, Column J, and Column K (right hand side of this form).

**Reminder.** The first quarterly report of the federal program year (October 1-December 31), the totals of Section I, Line #11 and Line #12 should be the same.

## Section J

Section J, Column (a) Enter the total number of WOTC Certifications issued by the SWA during the current report period, By Occupation.

**Note.** The total for Section J, Column (a), Line #27 is the sum of the column and must equal the total for Section I, Column (a) & (b) Line # 10.

O*NET SOC JOB FAMILIES		O*NET SOC JOB FAMILIES	
Name	Code	Name	Code
Management Occupations	11	Food Preparation & Serving Related	35
Business & Financial Operations	13	Bldg. & Grounds Cleaning & Maintenance	37
Computer & Mathematical Occupations	15	Personal Care & Service	39
Architecture & Engineering	17	Sales & Related Occupations	41
Life, Physical & Social Sciences	19	Office & Administrative Support	43
Community & Social Services	21	Farming, Fishing & Forestry	45
Legal Occupations	23	Construction & Extraction	47
Education, Training, & Library	25	Installation, Maintenance & Repair	49
Arts, Design, Entertainment, Sports & Media Occupations	27	Production Occupations	51
Healthcare Practitioner & Technical	29	Transportation & Material Moving	53
Healthcare Support Occupations	31	Military Specific Occupations	55
Protective Service Occupations	33		

## Section K

Section K, Column (a). Enter the total number of WOTC certifications issued by the SWA during the current report period, "By Starting Hourly Wage."

**Note.** The TOTAL (For Qtr.) for Section K, Column (a), Line #6 is the sum of the column for that quarter and must equal the total for Section I, column (b) "Number Certified Individuals," Line #11.

Convert as follows:

Unit of Time	Calculated Hourly Wage
Day	Amount divided by 8
Week	Amount divided by 40
Month	Amount divided by 172

24. Name and Title of Responsible Official. Enter the name and title of the authorized signatory official.

25. Signature. Enter the signature of the authorized signatory official.