

WOTC Employer Screening Checklist



Identify and capture tax credit opportunities during the hiring process

Step 1: Pre-Screen Every New Hire

- ☐ Provide the IRS Form 8850 (Pre-Screening Notice and Certification Request).
- ☐ Provide the ETA Form 9061 (Individual Characteristics Form) to gather required details.
- ☐ Explain that the form is voluntary, but may benefit the company and the applicant.

*⚠️ **Deadline:** Both forms must be submitted to your State Workforce Agency (SWA) within 28 days of the employee's start date.*

Step 2: Confirm Potential Eligibility

- ☐ **Ex-Felon** – Hired within 1 year of conviction or prison release.
- ☐ **TANF (IV-A) Recipient** – Family received Temporary Assistance for Needy Families for required periods.
- ☐ **Long-Term Family Assistance Recipient** – Received TANF for 18+ consecutive months or reached benefit limit within last 2 years.
- ☐ **Qualified Veteran** – Meets SNAP, unemployment, or disability service criteria.
- ☐ **Designated Community Resident** – Lives in an Empowerment Zone or Rural Renewal County.
- ☐ **Vocational Rehabilitation Referral** – Completed/receiving services through state/federal rehab or VA programs.
- ☐ **Summer Youth Employee** – Age 16–17, lives in an Empowerment Zone, works May 1–Sept 15.
- ☐ **SNAP Recipient** – Age 18–40, family received benefits for required period.
- ☐ **SSI Recipient** – Received Supplemental Security Income within 60 days of hire.
- ☐ **Long-Term Unemployment Recipient** – Unemployed 27+ consecutive weeks and received unemployment benefits.

Step 3: Screen For Ineligibility

- ☐ The applicant is not a relative of the employer.
- ☐ The applicant has not worked for you before (no rehires).
- ☐ The applicant is a new hire, not just transferring within the company.

Step 4: Submit for Certification

- ☐ Submit completed Form 8850 and Form 9061 (or 9062 if provided by an agency) to the SWA within 28 days of start date.

Step 5: Track Hours and Wages

- ☐ Employee must work at least 400 hours in the first year.
- ☐ Track first-year wages (credit is generally 40% of first \$6,000 in wages, up to \$2,400; higher for certain veterans).