Frequently Asked Processing Questions and Answers:

Q.1. My password reset is not sending the email?
>A.1. After entering in your email address and selecting your method of verification be sure, to Click the submit button to receive the password reset link email.
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>A.1. If you are still not receiving the password reset link email, Inquiries regarding accessibility issues with Kansas CertLink NextGen please contact AJLA Accessibility Help Desk at ajla.accessibility@ks.gov or refer to the online Help Guide on the Kansas CertLink website.

Q.2. What documents are required to be submitted to apply for WOTC tax credit?
>A.2. Both the IRS Form 8850 and the ICF ETA Form 9061 or ICF ETA Form 9062 and supporting documentation to support the applicant's eligibility is required to be submitted to the SWA.
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>A.2. For third-party submissions a power of attorneys must be submitted prior to the submission of the employers' certification request. Any applications that are submitted by a third-party representative without an active power of attorney on file at the time of submission will be denied.

Q.3. How do I submit my certification request?
>A.3. All new application submissions will **only** be accepted electronically. All supporting documentation must be uploaded in the system within 90-days of submission as outlined on the proof of submission letter, the Kansas Department of Commerce, WOTC Policy & Procedures Manual and in accordance with WOTC TEGL No. 16-20.
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>A.3. It is the responsibility of the employer and/or consultant to monitor the progress of their applications, upload supporting documentation and any additional documentation requested through the WOTC CertLink NextGen System in a timely manner.

Q.4. When and how do I receive my certification?
>A.4. All applications are processed by start date in chronological order.
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>A.4. It is the responsibility of the employer and/or consultant to monitor the progress of their applications and print all determination and/or letters through the WOTC CertLink NextGen System.

Q.5. What type of documentation is required for each target group?
    A.5. See the State of Kansas authorized documentation according to the ICF ETA
    Form 9061 question numbers.

QUESTION 12 – Verification of Age (must be provided for SNAP and RRC target groups)
- Birth Certificate
- Valid Driver's License
- Permanent Resident Card
- Passport
- Valid Federal/State Gov't I.D.

QUESTION 13 – Veteran Documentation
- DD-214 showing honorable discharge.
- Letter of Separation or other agency documents issued only by the Department of Veterans Affairs (DVA) on DVA Letterhead certifying the Veteran has a service-connected disability and signed by the individual who verified this information.

QUESTIONS 14 & 16 – TANF and SNAP
- TANF/SNAP (Cash Assistance &/or Food Stamp) Benefit History with Case Number Identifier signed by an authorized individual on state letterhead with a specific description of the months and year that benefits were received dating back to 08/1997.

QUESTION 15 – Vocational Rehabilitation and/or Ticket to Work (see question 13 for Veteran Affairs)
- Vocational Rehabilitation Agency letter signed by an authorized individual on agency letterhead that the individual listed on the IRS Form 8850 has or had a written plan for employment (IPE) **AND** has or had an IWRP showing the date opened and the date closed.
- Ticket to Work will be verified by the SWA.

QUESTION 17 – Ex-Felon
- Parole Officer's Statement signed by an authorized individual on agency letterhead that the individual listed on the IRS Form 8850 showing the date of felony conviction, parole, participation in a work release program, placement in a Residential Re-Entry Facility and/or release from prison.
- Correction Institution Records
- Court Records
- Sentencing Date as listed on the Kansas Department of Corrections – KASPER search is different from the actual required conviction date.

QUESTION 18 & 19 –Designated Community Resident/Rural Renewal County (RRC)
- Proof of address **MUST** match the address listed on the first page of the IRS Form 8850.
  - W-4
  - Valid Driver's License
  - Residential Lease Agreement with the individual's name that is on the IRS Form 8850
  - Utility Bill
  - Voter Registration Card
  - Government Issued Award or Tax Statements
  - Nexus/Lexus and Innovative are **NOT** an authorized form of documentation.
- Proof of Age (please see question 12 above)
- Empowerment Zone or Summer Youth **(This target group is not authorized in Kansas)**

QUESTION 20 – Supplemental Security Income (SSI)
- Supplemental Security Income will be verified by the SWA.

QUESTIONS 21 & 22 – Unemployed Veteran (must have documentation of veteran status see question 13)
- Unemployment Insurance (UI) Claims Records showing weekly payments.
- UI Wage Records showing quarterly wages.

QUESTION 23 – Long-term Unemployment Recipient
- Unemployment Insurance (UI) Claims Records showing weekly payments.
- UI Wage Records showing quarterly wages.
- Self-Attestation Form, ETA Form 9175

Q.6. Is there a deadline to submit a WOTC application?
A.6. IRS Form 8850 and ICF ETA Form 9061 or ICF ETA Form 9062 must be completed with all information requested and must be submitted no later than 28 calendar days from when the applicant starts work. All untimely applications will be denied.

Q.7. Is there a time frame to provide supporting documentation and/or for requested documents?
A.7. Yes, all forms <u>AND</u> supporting documentation for eligibility of the target groups selected should be uploaded with the application in the Kansas WOTC CertLink NextGen system within 90-days of submission.

A.7. Yes, it is the responsibility of the employer and/or consultant to monitor the progress of their applications, upload supporting documentation and any additional documentation requested through the WOTC CertLink NextGen System within 90-days of the submission of the application and/or request for additional information.

Q.8. Is there a time frame to appeal an application that has been denied?
    A.8. Yes, an employer may appeal a denial within one year of the original denial date.

    A.8. Please refer to the [Kansas Department of Commerce, WOTC Policy and Procedures Manual](#) for further instructions on how to appeal a denial.

Q.9. Where can I find the WOTC application forms?
    Q.9. You may find the current forms on [Kansas Department of Commerce, WOTC Policy and Procedures Manual](#) or the [U.S. Department of Labor](#) website.

Q.10. How do I claim my tax credit?
    A.10. Provide your ICF ETA Form 9063 (Certification Letter) to your tax accountant, the state SWA's are unable to advise on tax filings to receive the tax credit.

Q.11. Is there a minimum number of hours and/or a duration of employment that the employee has to work to claim the tax credit?
    A.11. Yes, the employee must work a minimum of 120 hours for the employer to claim the tax credit for their business. Please refer to your tax accountant for guidelines on how to claim the tax credit.

Q.12. Do I have to contract with a third-party consulting firm to file my applications?
    A.12. No, all employers are eligible to apply for the tax credit.

    A.12. Non-Profit organizations are only eligible for the veteran target groups.

Q.13. Can a former employee be rehired and qualify for the tax credit?
    A.13. Employers may not request certification on former employees who have been rehired. The employee is **only** eligible the first time he/she was hired by the employer.

    A.13. Rehires are defined as – Any employee that has worked for an employer for wages or salary no matter how long ago or if only worked for the employer one hour. This includes employers under instances of Common Owner, Successors and Subsidiaries.

Q.14. Where do I submit my application for the tax credit?
    Q.14. You must submit it to the SWA of the state in which your business is located (where the employee works).

Q.15. Who can claim the tax credit?
    A.15. The WOTC tax credit is available to employer's for eligible individuals that face significant barriers to employment.

Q.16. What counties are eligible for the Rural Renewal County target group?

A.16. Kansas has the following counties - Atchison, Barber, Barton, Brown, Clay, Cloud, Comanche, Decatur, Edwards, Elk, Ellsworth, Gove, Graham, Greeley, Greenwood, Harper, Hodgeman, Jewell, Kiowa, Labette, Lane, Lincoln, Marshall, Mitchell, Montgomery, Ness, Osborne, Phillips, Rawlins, Republic, Rooks, Rush, Russell, Scott, Sheridan, Sherman, Smith, Stafford, Trego, Wallace, Washington, Wichita, and Woodson.

A.16. A complete listing of all Rural Renewal Counties and empowerment zones by state can be found on page 3 of the IRS Form 8850 instructions.

Q.17. Who should complete and sign the forms?

A.17. Page 1 of the IRS Form 8850 must be completed by the employee.

A.17. Page 2 of the IRS Form 8850 must be completed by the employer/consultant. Please refer to the [Kansas Department of Commerce, WOTC Policy and Procedures Manual](#) section regarding "IRS Form 8850 Signature Requirements".

A.17. ICF ETA Form 9061 may be completed by either the employee or the employer/consultant.