Instructions for Importing WOTC Applications

This system provides functionality for WOTC employers and agents to import a list of WOTC applications. The import is to be performed using a specific excel format. Download the excel template for data entry then save for import into the system. This is a manual process.   It is recommended that periodic downloads of the template are performed as the format may have changed since the last download. This assist in avoiding errors on import.

Row 1 Contains the Header Record. Each column has a name and it references the data value for entry into that column.   The header record is also color-coded and denotes if a field is required or optional. A red column name denotes a required field. If these fields are not populated errors will display upon import attempt. Orange column names are conditionally required if it is related to a required field. For example, selection of SNAP target group requires a Date of Birth, recipient name and recipient state entries. Black column names are optional. Some column header have helpful hover text, such as, 8850_Q1 displays 'At least one 8850 question must be selected'.

Column REC_NO. This is a unique sequential id to identify the row. Each row **within the file** must have this unique id. However, this does not need to be unique across all files, just unique within the current file.

The 8850 and 9061 has many Yes/No questions. Enter 0 (zero) for a no response and 1 for a yes response.

The employer FEIN and address in the file must match exactly with an existing employer in the system regardless of the User performing the import.

Each application must be unique by applicant SSN, hire date and employer FEIN. If this combination of SSN, hire date and employer FEIN already exists in the system without having a retroactive relief period, an error displays advising the removal of the record.

Examples of some conditionally required columns (orange column headings):

- 1 (yes) response to the 9061 previously employed question requires last employed date entry.

- Columns 8850_Q1 through 8850_Q7 at least one column value per row must be 1 (yes).

- 1 (yes) response to any SNAP column, then the SNAP state is required (same rule for TANF).

- 1 (yes) response to "Service connected disability" requires a response to "release from active duty" and "Unemployed at least 6 months" questions.

- 1 (yes) for Felon requires entry for convicted date, release date and conviction type.

- 1 (yes) response to Unemployed 27 weeks requires a state entry.

 The last few pages of this document contain reference information related to the excel template.

On-Screen Alerts (Bad Data)

The system displays a red text alert message when the file contains missing or bad data. This displays for each Rec_No per column that is missing data or contains bad data. For a successful import of the file, resolve all alerts by adding the missing data, correcting bad data or removing the bad records from the file.

Following is an example of possible alerts:

No Alerts Received (Good Data)

Population of the file with good data causes display of a different screen from the bad data screen. This allows for review of the data once again prior to creation of the applications. The table has scroll-bars to move up/down or side-to-side and if everything appears good then click the **'Create Application(s)'** button. The system generates the applications and places them in **'Submitted 8850/9061'** status (2). After the applications successfully import, the system returns User to the application search screen.

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Reference List of Valid O*NET Codes

The following is a list of the allowable 2-digit occupation codes for WOTC. Only those shown here are acceptable for a WOTC application.   Place the code in the excel template column Onet_2_digit_code.

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

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Excel Template Format Reference

Legend:
Contents of the field
Field or Table.Column Name
Data Type
Sample Format if needed
Required or Optional

A	B	C	D	E	F	G	H
Record No REC_NO Number(9) No Sample Required	**Employee Last Name** _IND.COL_LAST_NAME Characters(50) No Sample Required	**Employee First Name** _IND.COL_FIRST_NAME Characters(50) No Sample Required	**Employee SSN** _IND.COL_SSN Characters(11) 999-99-9999 Required	**Employee Date of Birth** _IND.COL_DOB date mm/dd/yyyy Conditionally Required for SNAP, DCR, Summer Youth	**Employee Address Line 1** _IND.COL_ADDRESS1 Characters(80) No Sample Required	**Employee Address Line 2** _IND.COL_ADDRESS2 Characters(80) No Sample Not Required	**Employee City** _IND.COL_CITY Characters(40) No Sample Required

I	J	K	L	M	N	O
Employee State _IND.COL_STATE Characters(2) No Sample Required	**Employee Zip** _IND.COL_ZIP Characters(10) 99999-9999 Required	**Employee County** _IND.COL_COUNTY Characters(20) No Sample Required	**Employee Phone** _IND.COL_PRIMEPHONE Characters(12) 999-999-9999 Not Required	**Employee Gave Information Date** _IND.COL_GAVEINFORMATIONDATE Date mm/dd/yyyy Required	**Employee Offered Job Date** _IND.COL_WASOFFEREDJOBDATE Date mm/dd/yyyy Required	**Employee Hired Date** _IND.COL_WASHIREDDATE Date mm/dd/yyyy Required

P	Q	R	S	T
Employee Started Job Date _IND.COL_STARTEDJOBDATE Date mm/dd/yyyy Required	**Previously Employed by Employer** _IND.COL_ WORKEDFOREMPBEFORE Number(1) 0 for No, 1 for Yes Required	**Last Date of Employment** _IND.COL_ WORKEDFOREMPBEFOREENDDATE Date mm/dd/yyyy Conditionally required if Previously Employed by Employer=1	**Employee Hourly Wage** _IND.COL_STARTINGWAGE Money ##.## Required	**Employee Job Position** _IND.COL_POSITION Characters(100) No Sample Required

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U	V	W	X	Y	Z	AA	AB	AC
Employee ONET Code _IND.COL_OCCCODE Characters(2) 99 Required	**Employer Name** EMP.COMPANY Characters(80) No Sample Required	**Employer Phone** EMP.PRIMEPHONE Characters(12) 999-999-9999 Required	**Employer FEIN** EMP.FEID Numbers(9) 999999999 Required	**Employer Address** EMP.ADDRESS1 Characters(80) No Sample Required	**Employer City** EMP.CITY Characters(40) No Sample Required	**Employer State** EMP.STATE Characters(2) No Sample Required	**Employer Zip** EMP.ZIP Characters(10) 99999-9999 Required	Employer other Contact First _8850.COL_OTHERCONTACTFIRST Characters(40) No Sample Not Required

AD	AE	AF	AG	AH
Employer other Contact Last _8850.COL_OTHERCONTACTLAST Characters(40) No Sample Not Required	Other Contact Phone _8850.COL_OTHERCONTACTPHONE Characters(12) 999-999-9999 Not Required	Other Contact Address _8850.COL_OTHERCONTACTADDRESS Characters(80) No Sample Not Required	Other Contact City _8850.COL_OTHERCONTACTCITY Characters(40) No Sample Not Required	Other Contact State _8850.COL_OTHERCONTACTSTATE Characters(2) No Sample Not Required

AI	AJ	AK	AL	AM
Other Contact Zip _8850.COL_OTHERCONTACTZIP Characters(10) 99999-9999 Not Required	**Question 1 / 8850** _8850.COL_WORKOPPORTUNITYCREDIT Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1	**Question 2 / 8850** _8850.COL_PUBASSIST Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1	**Question 3 / 8850** _8850.COL_VETUNEMPLOYED6MONTHS Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1	**Question 4 / 8850** _8850.COL_VETDISABILITYDISCHARGED Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1

AN	AO	AP	AQ
Question 5 / 8850 _8850.COL_VETDISABILITYDISCHARGEDORUNEMPLOYED Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1	**Question 6 / 8850** _8850.COL_VETDISABILITYUNEMPLOYED Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1	**Question 7 / 8850** _8850.COL_TANFFAMILY Number(1) 0 for No, 1 for Yes Conditionally required-at least one question must = 1	**Member of Target group 4 or 6 / 8850** _8850.COL_TARGETGROUPNUMBER Number(1) 4 or 6 Conditionally required-at least one question must = 1

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AR	AS	AT	AU	AV
Employee Signed Date / 8850 _8850.COL_APPLICANTSIGNATUREDATE Date mm/dd/yyyy Required	**Employer Signed Date / 8850** _8850.COL_SIGNATURECERTIFCATIONDATE Date mm/dd/yyyy Required	**Employer Signed by Name / 8850** _8850.COL_SIGNATURENAME Characters(30) No Sample Required	**Signed by Title / 8850** _8850.COL_SIGNATURETITLE Characters(30) No Sample Required	**Age 16 to 40 / F9061 Q12** _9061.COL_AGE16TO40 Number(1) 0 for No, 1 for Yes Required

AW	AX	AY	AZ
Veteran / F9061 Q13 _9061.COL_VETERAN Number(1) 0 for No, 1 for Yes Required	Veteran SNAP / F9061 Q13A _9061.COL_SNAP3MONTHSWITHIN15 Number(1) 0 for No, 1 for Yes Conditionally required Veteran = 1	Veteran SNAP Recipient Name / F9061 Q13B _9061.COL_SNAP3MONTHSWITHIN15RECIPIENT Characters(100) No Sample Conditionally required if Veteran SNAP = 1	Veteran SNAP Recipient State / F9061 Q13B _9061.COL_SNAP3MONTHSWITHIN15STATE Characters(2) No Sample Conditionally required if Veteran SNAP = 1

BA	BB	BC	BD
Veteran Service Connected Disability / F9061 Q13C _9061.COL_VETDISABILITY Number(1) 0 for No, 1 for Yes Conditionally required if Veteran = 1	Veteran Discharge 1Yr before Hired / F9061 Q13C _9061.COL_VETDISABILITYDISCHARGED Number(1) 0 for No, 1 for Yes Conditionally required if Veteran Service Connected Disability = 1	Veteran Disabled Unemployed / F9061 Q13D _9061.COL_VETDISABILITYLUNEMPLOYED Number(1) 0 for No, 1 for Yes Conditionally required if Veteran Service Connected Disability = 1	SNAP 6 Months / F9061 Q14 _9061.COL_SNAPFOR6MONTHS Number (1) 0 for No, 1 for Yes Required

BE	BF	BG	BH
SNAP 3 of 5 Months / F9061 Q14A _9061.COL_SNAP3MONTHSWITHIN5 Number (1) 0 for No, 1 for Yes Required	SNAP 6 or 3of5 Recipient / F9061 Q14A _9061.COL_SNAP3MONTHSWITHIN5RECIPIENT Characters (100) No Sample Conditionally required if SNAP 6 Months or SNAP 3 of 5 = 1	SNAP 6 or 3of5 State Received / F9061 Q14A _9061.COL_SNAP3MONTHSWITHIN5STATE Characters (2) No Sample Conditionally required if SNAP 6 Months or SNAP 3 of 5 = 1	**Referred by Voc Rehab / F9061 Q15** _9061.COL_REFERREDBYVOCREHAB Number (1) 0 for No, 1 for Yes Required

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BI	BJ	BK	BL
Referred by Emp Network (TTW) / **F9061 Q15A** _9061.COL_REFERREDBYEMPLOYMENTNETWORK Number (1) 0 for No, 1 for Yes Required	Referred by Vet Affairs / **F9061 Q15B** _9061.COL_REFERREDBYVETAFFAIRS Number (1) 0 for No, 1 for Yes Required	TANF 18 Months before hired / **F9061 Q16** _9061.COL_TANF18MONTHSBEFOREHIRED Number (1) 0 for No, 1 for Yes Required	TANF any 18 Months End within 2 yrs / **F9061 Q16A** _9061.COL_TANF18MONTHSWITHIN2YEARSBEOFREHIRED Number (1) 0 for No, 1 for Yes Required

BM	BN	BO	BP
TANF within 2 Years stop fed or state / **F9061 Q16B** _9061.COL_TANFWITHIN2YEARSBEFOREHIRED **Num**ber (1) 0 for No, 1 for Yes Required	TANF 9 Months 18 Months Before Hired / **F9061 Q16C** _9061.COL_TANFANY9MONTHSWITHIN18BEFOREHIRED Number (1) 0 for No, 1 for Yes Required	TANF Recipient / **F9061 Q16D** _9061.COL_TANFRECIPIENT Characters (100) No Sample Conditionally required if any TANF = 1	TANF State / **F9061 Q16D** _9061.COL_TANFSTATE Characters (2) No Sample Conditionally required if any TANF = 1

BQ	BR	BS	BT	BU
FELON / **F9061 Q17** _9061.COL_FELON Number (1) 0 for No, 1 for Yes Required	FELON Convictinon Date / **F9061 Q17A** _9061.COL_FELONCONVICTIONDATE Date MM/DD/YYYY Conditionally required if Felon = 1	FELON Release Date / **F9061 Q17A** _9061.COL_FELONRELEASEDATE Date MM/DD/YYYY Conditionally required if Felon = 1	FELON State or Federal / **F9061 Q17A** _9061.COL_FELONCONVICTIONTYPE Number(1) 0 for Federal, 1 for State Conditionally required if Felon = 1	Empowerment Zone or RRC / **F9061 Q18** _9061.COL_EMPOWERMENTZONE _9061.COL_RRC **Num**ber (1) 0 for No, 1 for Yes Required

BV	BW	BX	BY
Empowerment Zone 16 to 18 Years Summer Youth / **F9061 Q19** _9061.COL_EMPOWERMENTZONE16TO18 Number (1) 0 for No, 1 for Yes Required	SSI within 60 days / **F9061 Q20** _9061.COL_SSIWITHIN60DAYS **Num**ber (1) 0 for No, 1 for Yes Required	VET Unemployed 6 Months Within 1 Year / **F9061 Q21** _9061.COL_VETUNEMPLOYED6MONTHSBEFOREHIRED Number (1) 0 for No, 1 for Yes Required	VET Unemployed 4 Weeks to 6 Months before hired / **F9061 Q22** _9061.COL_VETUNEMPLOYED4WEEKSBEFOREHIRED **Num**ber (1) 0 for No, 1 for Yes Required

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BZ	CA	CB	CC
Sources to document eligibility / F9061 Q24 _9061.COL_SOURCE Characters (1000) No Sample Not Required	Signed by Type / **F9061 Q25B** **_9061.COL_SIGNATORYIDENTIFICATIONTYPE** **Number (1)** Values: 1 - Employer; 2- Consultant; 3 - State Workforce Agency; 4 - Participating Agency; 5 - Applicant; 6 - Parent or Guardian Required	Signed Date / **F9061 Q26** **_9061.COL_FORMCOMPLETED DATE** MM/DD/YYYY Required	Long Term Unemployment / **F9061 Q23** **_9061.COL_UNEMPLOYED27WEEKS** Number (1) 0 for No, 1 for Yes Required

CD	CE	CF	CG
Long Term Unemployment Received State / Q23A **_9061.COL_UNEMPLOYED27WEEKSSTATE** **Character (2)** **Conditionally required if Long Term Unemployment = 1**	F9175_SAF_DECLARE_INFORMATION_TRUE Number (1) 0 for No, 1 for Yes No Sample Not Required	F9175_SAF_SIGNATURE_NAME Characters No Sample Not Required	F9175_SAF_SERVES_AS_ELECTRONIC_SIGNATURE Number (1) 0 for No, 1 for Yes No Sample Not Required

CH	CI	CJ	CK
F9175_SAF_SIGNATURE_DATE Date mm/dd/yyyy No Sample Not Required	F9175_SAF_DECLARE_UNEMPLOYED_27_WEEKS Number (1) 0 for No, 1 for Yes No Sample Not Required	F9175_SAF_DECLARE_UNEMPLOYED Number (1) 0 for No, 1 for Yes No Sample Not Required	F9175_SAF_DECLARE_UNEMPLOYED_STARTDATE Date mm/dd/yyyy No Sample Not Required

CL	CM
9061_Signatory Name / F9061 Q25A _9061.COL_SIGNATORYNAME Characters(30) No Sample Required	IMPORTED_FROM_BACKLOG Number (1) 0 for No, 1 for Yes No Sample Required

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