

WOTC Online System – Frequently Asked Questions

Where can I find IRS form 8850 and ETA form 9061?	You can find the hard copy forms on our website at www.jfs.ohio.gov/wotc . Both the IRS form 8850 and ETA form 9061 are considered an application.
Is there a time limit as to when I have to submit the application?	Yes – the WOTC program requires that an application be submitted within 28 days of the start to work date.
Can I submit electronically or online?	Yes – this is the preferred method of submission.
How do I request access to the online system?	<p>Submit a request on company letterhead to the Ohio WOTC office via the e-mail account: WOTC_CONTACT@jfs.ohio.gov (underscore between WOTC and CONTACT) or by calling (614) 644-0966.</p> <p>You will need to provide your FEIN and company information. The account will be created and a User ID and Password will be provided to you for access.</p>
How do I submit electronically or online?	There are two options: 1) individual data entry, or 2) file upload. The individual data entry is a simple one page application that requires data from the original forms 8850 and 9061. The file upload allows one to five hundred application submission with a simple to use excel template.
What are the benefits to using the online system?	Using the online system to submit applications reduces the processing time significantly. It also reduces postage fees and establishes an immediate postmark. The online system offers immediate tracking along with the ability to print determinations which include certifications.
Does each of my employees need a Log In and Password to access the WEB Interface?	It is recommended that individual logins are created for all employees that will access the system.
When I submit electronically am I the forms owner?	Yes. By submitting electronically you are agreeing to retain the hard copy application for the required IRS auditing time period of at least four years. You do not need to send a copy of the application to the Ohio WOTC office.
Why isn't there a recipient name field for SNAP (food stamps) or TANF?	The recipient name has NO impact on the ability to look-up SNAP or TANF. The primary recipient information is not used when requesting benefits from other states or when checking against the eligibility system in Ohio. The individual applicant data is used. Members of an assistance group (AG) are associated by their individual information (which includes SSN). They are picked up as are part of the AG by their own individual information (to include their SSN).
What is the Application List button on the Web Menu?	This link displays both applications that are in queue to process into the WOTC system during the evening batch cycle along with any applications that were rejected from the previous day submission. The status field will help to determine whether or not the application is NEW or REJECTED. A reason code will display for any rejected applications.
How do I verify that my electronically transmitted or uploaded applications were received?	Verify the receipt of applications via Case Search. Applications are processed overnight and a control number assigned. Uploaded documents may take one to two business days before being viewable in the online system.

Can I edit a rejected Application from my Application List?	At this time you cannot edit a rejected Application. You must delete the application from this view to remove it.
Why is my application in Pending status?	A pending status is a received application that may be missing information necessary for processing or is being held due to a “hiatus” (renewal of the program).
Why did I receive a NAR Notice regarding an application?	NAR stands for Non Actionable Request. It is an application that has been in Deficient Status for over 90 days it may be either waiting for supporting documentation from the employer/agent necessary to process or in queue to process.
Why did I receive an EXP Notice regarding an application?	EXP stands for Expired Request. This is an application that has reached 365 days (from creation date). Supporting documentation may be needed from the employer/agent or if already submitted the application is in queue to process.
How do I print notices?	Notices can be viewed and printed with an online account. Contact the WOTC office for more information to request an account at WOTC_CONTACT@jfs.ohio.gov.
Why don't I see a specific Employer FEIN on my POA List?	If you do not see a POA on the list, we have not received a scanned copy of the POA form 2848. Please send to the WOTC_CONTACT@jfs.ohio.gov mailbox for processing.
What should I do if I have received a Denial to an application, and feel that this decision is in error?	You have the right to appeal an original Denial decision, but your appeal must be (a) based upon NEW supporting documentation that was not provided with the original application or (b) prove that the original Denial was based upon the misinterpretation of eligibility information.
Can family members qualify for the tax credit?	No tax credit can be claimed for wages paid to relatives.
Can a former employee be rehired and qualify the employer for the tax credit?	Employers may not request certification on former employees who have been rehired. The employee must have been WOTC-qualified and certified as such only the first time he/she was hired by the employer.