



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Informational Letter

Section 1

Transmittal:	11-INF-02
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	January 14, 2011
Subject:	Conditional Certifications for the Work Opportunity Tax Credit (WOTC)
Suggested Distribution:	Employment Coordinators
Contact Person(s):	Employment and Advancement Services Bureau at (518) 486-6106 or Employment Services Advisor
Attachments:	Attachment A- Resource Information for WOTC Attachment B- New Cognos Users Access Request Form Attachment C-Letter of Agreement Attachment D-WRTS Cognos Security Contact List
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
			26 USC 51		

Section 2

I. Purpose

The purpose of this informational letter is to inform social services districts (districts) of the opportunity to conditionally certify certain individuals as eligible for the Work Opportunity Tax Credit (WOTC). Conditional certification is a preliminary determination that an individual who an employer hires may make the employer eligible for a tax credit. Designated district staff will have the authority to pre-certify individuals as WOTC eligible, subsequent to entering into an agreement with the New York State Department of Labor (NYSDOL) (Attachment C). Once the agreement has been finalized, districts will be provided access to two Cognos reports developed by the Office of Temporary and Disability Assistance (OTDA) that identify individuals who are WOTC eligible based on receipt of Public Assistance or Food Stamp/Supplemental Nutrition Assistance Program (SNAP) benefits.

The ability to provide WOTC pre-certifications can be an effective tool to support district job placement and job retention efforts. This informational letter provides background on WOTC, instructs districts on how to obtain approval from NYSDOL to pre-certify individuals for tax credits and informs districts of Cognos tools available to facilitate WOTC eligibility determinations for certain categories.

II. Background

The WOTC is a federal tax credit designed to encourage employers to hire targeted groups of job seekers by reducing employers' federal income tax liability with each eligible hire. The WOTC, authorized by the Small Business Job Protection Act of 1996 (P.L. 104-188), was extended on May 25, 2007. Definitions of the targeted groups were amended within the Tax Relief and Health Care Act (P.L. 109-432) and the American Recovery and Reinvestment Act of 2009. Eligible individuals include certain recipients of Public Assistance or Food Stamp/SNAP benefits. Employers who hire WOTC targeted groups, and who meet the tax credit requirements, are eligible for a tax credit, which reduces the employer's business taxes.

Employers who hire a WOTC eligible individual may be entitled to a tax credit. Examples of the maximum credit values are:

- \$1,200 for each new qualified summer youth hire;
- \$2,400 generally for each new adult hire;
- \$4,800 for each new qualified disabled veteran hire receiving Food Stamps (SNAP); and,
- \$9,000 over a two year period for each new qualified long term family assistance recipient hire.

There is a minimum employment retention period that must be satisfied before an employer is eligible for WOTC.

The WOTC amount an employer may claim depends on the hours the employee works. All new adult employees must work a minimum of 120 or 400 hours to be eligible. The credit is 25% of qualified first year wages (up to \$6,000) for those individuals employed at least 120 hours, but fewer than 400 hours and 40% for those employed 400 hours or more. Individuals hired as

Summer Youth employees must work at least 90 days, between May 1 and September 15, for the employer to be eligible to claim the tax credit.

For more information contact NYSDOL at 1-800-HIRE-992 or visit the NYSDOL website at <http://www.labor.ny.gov/businessservices/edsu/edsu%20wotc.shtm>.

III Program Implications

WOTC is intended to provide an incentive for employers to hire from certain target groups of individuals. Employer tax credits may be as high as \$9,000 over a two year period (Long-term recipients of Temporary Assistance for Needy Families (TANF) funded assistance).

Districts can enhance their job placement efforts by informing employers when job seekers are pre-certified as WOTC eligible. Given that the amount of the WOTC credit is based on wages earned and duration of employment, WOTC, also serves as an incentive to support job retention.

To obtain the authority to conditionally certify individuals as eligible for WOTC, districts must enter into an agreement with NYSDOL (Attachment C). Two new Cognos reports were developed to significantly simplify each district's ability to identify individuals who qualify under certain target groups.

Which new hires qualify employers for the WOTC?

- The consolidated WOTC applies only to new employees who began work for an employer **after** December 31, 2006, **and before** September 1, 2011. Program continuation beyond August 31, 2011, is dependent on authorizing federal legislation.
- To be eligible, the new employee must belong to one of the following 11 WOTC target groups:
 1. **Other TANF Recipient** A member of a family that is receiving or recently received TANF benefits for any nine months during the 18-month period ending on the hiring date.
 2. **Qualified Veteran** A veteran who is a member of a family that received assistance under SNAP (food stamps) for at least a three-month period during the 15-month period ending on the hiring date; **or** a disabled veteran entitled to compensation for a service-connected disability, who is hired not more than one year after being discharged or released from active duty; **or** a disabled veteran entitled to compensation for a service-connected disability who was unemployed for a period or periods totaling at least six months (whether or not consecutive) in the one-year period ending on the hiring date.
 3. **Qualified Ex-Felon** An individual who has been convicted of a felony and has a hiring date that is not more than one year after the last date on which he/she was convicted or released from prison.

4. **Designated Community Resident** An individual who is at least age 18 but not yet 40 on the hiring date and whose principal residence is within a federally designated community Empowerment Zone (EZ), Renewal Community (RC), or Rural Renewal County (RRC). In New York, Montgomery and Clinton counties have been designated as “Rural Renewal Communities.”
5. **Vocational Rehabilitation Referral** An individual who completed or is completing rehabilitative services from a State certified agency, an Employment Network, or the U.S. Department of Veterans Affairs.
6. **Summer Youth Employee** An individual who works for the employer between May 1st and September 15th, is at least age 16, but not yet 18 on the hiring date (or if later, on May 1st), has never worked for the employer before, and lives in an Empowerment Zone or Renewal Community.
7. **18-39 Year-old SNAP/Food Stamp Benefits Recipient** A member of a family who is at least age 18, but not yet 40 on the hiring date, **and** who received SNAP (food stamps) benefits for *either* the six month period ending on the hiring date, *or* is no longer eligible for such assistance under Able-Bodied Adults Without Dependents (ABAWD) regulations (Section 6(o) of the Food Stamp Act of 1977), but received SNAP benefits for at least three of the five month period ending on the hiring date.
8. **SSI Recipient** A recipient of Supplemental Security Income (SSI) benefits for any month ending during the past 60 day period ending on the hire date.
9. **Long term TANF Recipient** A member of a family that:
 - Received TANF payments for at least 18 consecutive months ending on the hiring date, *or*
 - Received TANF payments for any 18 months (whether or not consecutive) beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years prior to the hiring date, *or*
 - Stopped being eligible for TANF payments during the past two years on the basis of federal or state law limiting the maximum time for which those payments could be made and the individual is hired not more than two years after such eligibility ended.
10. **Unemployed Veteran** A veteran hired after 2008 and before January 1, 2011, who:
 - Has been discharged or released from active duty in the U.S. Armed Forces at any time during the five year period ending on the hiring date, *and*
 - Received unemployment compensation under state or federal law for at least four weeks during the one year period ending on the hiring date.
To be considered a veteran, the applicant must have served on active duty (not including training) in the U.S. Armed Forces for more than 180 days, or have been discharged or released from active duty for a service-connected disability.
11. **Disconnected Youth** An individual who is certified as: 1) having attained age 16, but not age 25 on the hiring date 2) not regularly attending any secondary, technical, or

post-secondary school during the six month period preceding the hiring date 3) not regularly employed during such six month period, **and** 4) not readily employable by reason of lacking a sufficient number of basic skills.

Eligibility Reports

OTDA has created a WOTC Eligibility Report to enable districts to quickly and easily determine eligibility for the following three WOTC target groups:

- Other TANF Recipient (see # 1 above),
- Qualified Food Stamp Recipient (see # 7 above), and
- Long Term TANF Recipient (see # 9 above).

Eligibility for these three targeted groups is based on Welfare Management System (WMS) data identifying the length of time in receipt of Food Stamp/SNAP benefits and Public Assistance. Veteran status is, also indicated on the WOTC Eligibility reports based on information from WMS. The veteran indicator should not be relied on as documentation, but instead as an indicator of possible eligibility.

The report is available in two versions, the individual look up tool ([Work Opportunity Tax Credit \(WOTC\) Eligibility Report](#)) and the group look up tool ([Work Opportunity Tax Credit \(WOTC\) Group Eligibility Report](#)).

The WOTC Eligibility Report is based on an individual's Social Security Number and depicts eligibility as "yes" or "no" for each of the three categories based on TANF or Food Stamp/SNAP histories. This report includes the individual's name, case number, recipient history, and eligibility. This report satisfies the federal documentation requirements for these three categories (1, 7, and 9). When the conditional certification is issued, **the eligibility report must be retained for a minimum of five years for each individual.**

For the other Targeted Groups (2, 3, 4, 5, 6, 8, 10 and 11), see Attachment A, WOTC Proof Needed to Confirm Eligibility, which lists the documentation required for each group to conditionally certify individuals as WOTC eligible.

The WOTC Group Eligibility Report enables users to assess eligibility for WOTC for up to 1,000 individuals at a time. However, the group eligibility report cannot be used to issue conditional certifications as it does not contain sufficient supporting documentation as required by NYSDOL for issuing the conditional certification for these target groups. The WOTC Eligibility Report contains all information necessary to verify eligibility for these three target groups, and should be used for that purpose.

The group eligibility report has a column for each of the three targeted groups. Individuals who are eligible for WOTC for the hiring date selected will appear in the eligible portion of the report and the column associated with each of the three categories will be populated by a "1." Individuals appearing on the report as "possibly eligible research further" are individuals who may have a conflict in the data within the Welfare Reform Tracking System (WRTS). An example of that may be the individual is known to WMS by different names or different Client Identification Numbers (CIN).

The WOTC Group Eligibility Report, also includes an indicator based on the WMS data element for veteran status, which indicates that the individual may be a WOTC eligible veteran. Districts should obtain additional documentation (see Attachment A) to confirm veteran status.

The group lookup tool is best used in situations for which the district is attempting to certify a large number of individuals at one time (e.g. Job Fairs). Using the group tool eliminates individuals who are not eligible. Please note that when the Group Eligibility Tool indicates that an individual is eligible, the staff completing the ETA 9062 and IRS 8850 eligibility applications must also use the individual look up tool for each individual to ensure definitive WOTC eligibility.

Access to Eligibility Reports

To receive access to the WOTC Eligibility tools, district staff must have a valid HSEN account and request Cognos access to WRTS Non-Services Data and access to the WOTC Eligibility Reports from their district WRTS Cognos Security Contact List (Attachment D), who will complete the Cognos Access Form (Attachment B) and have the district WRTS Cognos security contact send it to the OTDA Cognos Reporting mailbox otda.sm.cognos.reporting or Cognos.reporting@dfa.state.ny.us.

Required WOTC Forms

Employers must submit certain forms as part of the WOTC application process. The forms and the timelines associated for completion are specifically outlined in the federal statute that created the WOTC. The forms, provided below, are current at the time this information is being released. To ensure that you use the most current version please access the appropriate website noted below.

1. IRS Form 8850

- The federal IRS 8850 form is available through the Internal Revenue Service website at <http://www.irs.gov/pub/irs-pdf/f8850.pdf>. This is the official certification request form for the federal employer based tax credits including WOTC.

2. 9062 or ETA Form 9061

- ETA Form 9061 is available through the USDOL website at http://www.doleta.gov/business/Incentives/opptax/PDF/WOTC_ETA_Form_9061.pdf
- Conditional certification form (ETA 9062) is issued by a participating agency as authorized by NYSDOL (e.g. Local DSS, EAS Jobs Program or VESID staff).

Sample 8850 and 9062 forms, with instructions that describe how to complete these forms, are attached to this INF (Attachment A).

General WOTC Procedures

An employer must request and receive certification from the NYSDOL's Economic Development Services Unit that the **new hire** is a member of one of the 11 WOTC target groups, before the employer can claim the WOTC on its federal income tax return.

There are only three simple steps for the employer to take before claiming the Work Opportunity Tax Credit on its Federal tax forms. To request certification, the employer must:

1. Complete IRS Form 8850, *Pre-Screening Notice and Certification Request for the Work Opportunity Tax Credit*, by the date of the job offer, **and**
2. Complete one of the following U.S. Department of Labor forms:
 - ETA Form 9061, *Individual Characteristics Form*, if the new hire has not been given an ETA Form 9062; **or**
 - ETA Form 9062, *Conditional Certification Form*, if provided to the job seeker by a Participating Agency, an State Workforce Agency (SWA), or a Vocational Rehabilitation Agency; **and**
3. Mail the signed and dated IRS and ETA forms to the NYSDOL Economic Development Services Unit not later than 28 calendar days after the new hire begins work. These forms must be postmarked within 28 days of the employees' start date.

To maximize the potential federal and state tax credits available to an employer who hires an eligible WOTC individual, it is advised that the district coordinate the issuing of WOTC conditional certifications with any other agency (e.g. OTDA Jobs Program, NYSDOL or VESID staff) that is authorized to issue conditional certifications in the county.

In many districts during the last year, the OTDA Jobs Program Specialists and Regional Coordinators have been involved in the WOTC pre-certification process for the clients they serve. As such, they may be able to assist districts with WOTC pre-certification efforts. If a district would like its local Jobs staff to assist them, please contact the Jobs Program Regional Coordinator for your district.

Letter of Agreement with NYSDOL

The OTDA and the NYSDOL have developed a template Letter of Agreement (Attachment C) to allow district staff to conditionally certify individuals as eligible for the WOTC.

The template agreement states the goals of the WOTC program, and the rights and responsibilities of the parties to the agreement, any audit or corrective measures that may be necessary, and a confidentiality clause.

The local Department of Social Services Commissioner, or designee, should sign the agreement and mail the signed copy to:

Bonnie Lance
NYS Department of Labor
Building 12 Room 200
Harriman State Office Complex
Albany NY 12240

Once the Letter of Agreement has been executed between NYSDOL and the local Department of Social Services, the district will be assigned an individual agency code and local version of the ETA 9062, which will be prefilled with district specific information. Questions related to the Letter of Agreement process should be directed to Bonnie Lance at 518-457-6823.

Marketing Tools:

OTDA and NYSDOL have coordinated to create marketing materials designed to promote the precertification of clients and maximization of WOTC. The following forms are located in the document resource Information for WOTC (Attachment A) and may be used by district staff to market the WOTC and other federal tax credits to employers and clients as deemed appropriate:

- Earn Employment Tax Credits (NYSDOL P437)
- Tax Incentives Fact Sheet (NYSDOL 438)
- New York Employment-Based Tax Incentives (NYSDOL 439)
- Employers: 11 Ways to Earn Income Tax Credits for Your Company
- Employer Handout (Orange)
- Client Handout (Blue)

Training:

OTDA staff from the Employment and Advancement Services Bureau is available to provide training to district staff on the tax credit procedures and use of the WOTC eligibility reports.

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

Resource Information

Work Opportunity Tax Credit (WOTC)

NYS Department of Labor Website (WOTC): The New York State Department of Labor website contains a thorough description of the WOTC Tax Credit and includes links to the various forms which are available to the public. A brief description of each of the targeted groups, tax credit amounts, application forms and processes are described on this page. There are links to IRS Forms and DOL forms. The forms provided below in pdf or other format are current at the time this information is being released. To ensure that you use the most current version please access the appropriate website noted below.

<http://www.labor.state.ny.us/businessservices/EDSU/EDSU%20WOTC.shtm>

US Department of Labor Employment and Training Administration Website (DOLETA): The United States Department of Labor Employment and Training Administration website contains additional information on the WOTC tax credit from a federal perspective. A brief description of each of the targeted groups, tax credit amounts, application forms and processes are described on this page. There are links to IRS Forms and DOL forms.

<http://www.doleta.gov/business/Incentives/opptax/>

Tax Credit Pamphlet (DOL 437): A general pamphlet regarding the Federal and State employer based tax credits.



P437_3-10_color.pdf

Tax Incentives Fact Sheet (DOL 438): A general fact sheet regarding the Federal and State employer based tax credits.



P438_(8-09).pdf

New York Employment Based Tax Incentives (DOL 439): This NYSDOL chart details State and Federal employment based tax credits. The information on this chart is beneficial to job developers and employers. The chart includes the sponsor, applicability, eligibility, how to apply, and important dates for each of the credits.



P439 NY Employment
Based Tax Incentives

Employer WOTC Information Sheet (OTDA Orange): A basic one page summary for the Work Opportunity Tax Credit developed for employers which can be customized by adding district specific contact information.



WOTC Employer
Handout (8-30-10...



WOTC Employer
Handout (8.30.10...

Attachment A

Jobseeker WOTC Information Sheet (OTDA Blue): A basic one page summary for the Work Opportunity Tax Credit developed for jobseekers.



WOTC Jobseeker
Handout (8.30.1...



WOTC Jobseeker
Handout (8.30.1...

Employers: 11 Ways to Earn Income Tax Credits for your company (OTDA): A five page description of the Work Opportunity Tax Credit developed for employers who may not be aware of the program which can be used by job developers and can be shared with employers.



WOTC Employer
Fact Sheet (OTDA...

IRS Form 8850 – Sample form with instructions (OTDA): Sample WOTC application form with instructions.



IRS Form 8850 -
Sample with Instructi

ETA Form 9062 Conditional Certification – Sample (OTDA): Sample Conditional Certification with instructions.



ETA Form 9062 -
Conditional Certificati

Work Opportunity Tax Credit Eligibility Fact Sheet - (proof needed for Conditional Certifications) – Sample (OTDA): Proof/documentation needed for each target group in order to issue a conditional certification.



Work Opportunity
Tax Credit Eligibility F.

USDOL ETA's WOTC publications - Provide a plain-English overview of the WOTC program including a publication for veterans.



WOTC_Program_AR
RA_Brochure.pdf



WOTC_Vets_Brochur
e.pdf

Add the information for the new users and then e-mail this document to:
otda.sm.cognos.reporting (Cognos.Reporting@otda.state.ny.us) and please cc:
Helene.Trechel@ocfs.state.ny.us, Prasannalatha.Ranga@ocfs.state.ny.us or Cheryl.Stanford-Smith@ocfs.state.ny.us if reports ("Project") requested, and whether adhoc report authoring is required.

Last Name	First Name	User Description	Email
Smith	John	99-Hudson County DSS-Employment Unit	John.Smith@dfa.state.ny.us
Smith	Mary	99-Hudson County DSS-Employment Unit	Mary.Smith@dfa.state.ny.us

REMINDER: When granting new users access to COGNOS, please be aware of the confidential nature of WMS and properly safeguard it.

COGNOS and all data accessed through it are confidential and proprietary to the State of New York, access is limited and only for authorized purposes.

Local district management must assure the confidentiality and security of such information by employees and other consultants, temporary employees, researchers and other workers affiliated with third parties who are performing district.

Prior to granting third party access to any State information system or confidential information, local district management must identify the third party organization and the specific individual(s) within that organization who will be granted access, sign conditions.

[For further information, please refer to Local Commissioners Memorandum 09 LCM-01, Use and Confidentiality c](http://otda.ny.gov/main/directives/2009/LCM/09-LCM-01.pdf)
<http://otda.ny.gov/main/directives/2009/LCM/09-LCM-01.pdf>

ny.us. Please don't forget to specify the type of data,

Phone	HSEN UserID	District Code - Name or Agency, Division, Bureau	Data Source: (WRTS/WTWCMS/Dashboard,etc) for WRTS: type of data access (NonServices/MA/Services/All) WRTS Non-Services WTWCMS
1(914) 555-1111	55#####	99-Hudson County	
1(914) 555-2222	55#####	99-Hudson County	

/WRTS data, and your non-delegable responsibilities to
nited to authorized employees and legally designated agents
horized agents, including but not limited to contractors,
administrative or technical services on behalf of the local
gement must ensure that a duly authorized representative of
a Non Disclosure Agreement that defines access terms and

[of Information, available at](#)

**Run Which Existing Reports?
(aka "a Consumer")**

HEAP
WTWCMS

**Will User be Authoring Reports?
(need a Report Studio license?)**

No
Not available

Will you need access to the WOTC Eligibility reports?

Yes
No

LETTER OF AGREEMENT

**TO COOPERATE IN THE PRE-CERTIFICATION OF WORKERS
ELIGIBLE FOR WORK OPPORTUNITY TAX CREDITS**

This **AGREEMENT** (“Agreement”), is entered into this ____ day of _____, 2010 by and between the New York State Department of Labor (**DOL**), Division of Employment Services and Workforce Solutions (**DEWS**), and the _____ County Department of Social Services (**County DSS**), collectively referred to as the “Parties.”

WITNESSETH

WHEREAS: The federal Work Opportunity Tax Credit (**WOTC**) program was extended through August 31, 2011 by the Small Business and Work Opportunity Tax Act of 2007 (P.L. 110-28); and,

WHEREAS: Under the WOTC program, prospective employers are given incentives and federal tax credits for hiring members of certain targeted populations, among them, those being serviced by County DSS , as designated pursuant to subtitle B, section 1201, of the Small Business Job Protection Act of 1996 (P.L. 104-188), which amended Section 51 of the Internal Revenue Service Code; and,

WHEREAS: As a condition of the employer claiming the federal WOTC credit(s), the employer is required to employ an eligible WOTC applicant for at least 120 hours during the twelve month period immediately following his/her hire; and,

WHEREAS: The job retention requirement of the WOTC program is consistent with, and supportive of County DSS’ goal to assist New York state residents obtain, and retain employment so that they might become self sufficient; and,

WHEREAS: DOL, OTDA and County DSS agree that the successful implementation and operation of the WOTC program can and will provide a significant benefit to those WOTC targeted populations being serviced by County DSS,

NOW THEREFORE, in consideration of the mutual understandings and covenants contained herein, the Parties agree as follows:

PURPOSE AND RESPONSIBILITIES

1. DOL and County DSS commit themselves to cooperate in the coordination and fulfillment of the WOTC program within the scope of this Agreement; and,

2. DOL will provide technical assistance to County DSS with respect to WOTC program, eligibility, and any requirements for supporting documentation with respect to verification of WOTC eligibility; and,

3. DOL shall provide to County DSS Conditional Certification forms to be used in connection with the WOTC program. Such Conditional Certification forms shall be issued by County DSS, as appropriate, to New York State residents eligible for the WOTC program in connection with their job search efforts so as to provide incentive to a prospective employer to hire and retain the individual. Such Conditional Certificate forms shall not be altered or amended by County DSS; and,

4. County DSS shall cooperate with any requests from DOL with respect to verifying a WOTC applicants' eligibility, including a request for supporting documentation; and,

5. DOL, as the only statutorily prescribed entity authorized to issue WOTC Certifications to employers in New York State, shall be the final determiner with regard to what constitutes valid and acceptable supporting documentation of an individual New York State

resident's eligibility for the WOTC program. WOTC Certification, issued to an employer by DOL, certifies that the person named on the Certificate was determined to satisfy WOTC program eligibility; and,

6. DOL shall regularly supply County DSS with program reports detailing the Certifications issued to employers containing the names and identifying information of those members of WOTC targeted groups being serviced by County DSS within forty-five (45) days of the close of each respective fiscal quarter; and,

7. County DSS agrees to work cooperatively with the DOL's One-Stop Service Delivery Centers in placing applicants in private sector employment. One-Stop Service Delivery Centers are established pursuant to the Workforce Investment Act, and are designed to provide a full range of assistance to job seekers by offering training referrals, career counseling and job listings.

AUDIT and CORRECTIVE ACTION(S)

8. DOL may conduct compliance audits of County DSS records limited to County DSS performance under this Agreement. Copies of any reports resulting from such audit(s) shall be supplied to County DSS inclusive of any recommended corrective actions. County DSS shall take reasonable appropriate corrective action based on the findings and recommendations in a timely manner. DOL may, in its own discretion, terminate this Agreement if County DSS fails to implement recommended appropriate corrective action(s) in a timely manner.

CONFIDENTIALITY

9. DOL agrees to maintain the confidentiality of any County DSS client specific information pertaining to any WOTC targeted groups pursuant to the terms of this Agreement in accordance with Social Services Law section 136; 18 NYCRR Part 357; and, all other applicable

federal and state requirements. DOL agrees to limit access to County DSS client specific information under this Agreement to only those persons who directly need access to such information in order to carry out their business duties under the WOTC program, and, such access granted will be limited to purposes necessary for the WOTC program as set forth in this Agreement.

AMENDMENT and TERMINATION

10. This Agreement may be amended only by the mutual written agreement of the parties. Either party may terminate the Agreement by giving thirty (30) days written notice to the other party.

TERM

11. This Agreement shall be effective upon execution, by both parties, and, shall expire at the close of business on August 31, 2011. This term may be extended by mutual written agreement of the parties.

IN WITNESS WHEREOF properly authorized representatives of the parties have executed this Agreement by inscribing their signatures as of the date(s) written below.

_____ **COUNTY DEPARTMENT OF SOCIAL SERVICES**

Commissioner _____
_____ County Department of Social Services

Date

NEW YORK STATE DEPARTMENT OF LABOR

Mario Musolino
Executive Deputy Commissioner
NYS Department of Labor

Date

WRTS Cognos Security Contacts

In order to gain access to the specific WRTS data the related WRTS Cognos Security Contact below must be contacted. They will send your request with their approval to the OTDA Cognos Reporting Mailbox (Cognos.Reporting@OTDA.STATE.NY.US). If you have any questions please email Heléne Trechel directly at Helene.Trechel@OCFS.STATE.NY.US.

WRTS LDSS (Local District) Contacts:

Albany - 01	Bill Carl
Allegany - 02	Darby Lavery
Broome - 03	Dave Smith
Cattaraugus - 04	Mike Kiener
Cayuga - 05	Jodie Nickerson
Chautauqua - 06	Karen Persons
Chemung - 07	Vicky Cullen
Chenango - 08	Dick Rifanburg
Clinton - 09	David Bover & Gary Wells
Columbia - 10	Gustavo daCosta
Cortland - 11	Maria Wooldridge
Delaware - 12	David Bullock
Dutchess - 13	John Mort
Erie - 14	Bill Graham, Andy Pronobis, Ted Swiatek
Essex - 15	Rob Philp
Franklin - 16	Tracie Benware
Fulton - 17	Mary Jo Ambrosino
Genesee - 18	Brian Britton
Greene - 19	Judy Soderblom
Hamilton - 20	Donna Burton
Herkimer - 21	Richard Bray
Jefferson - 22	Judy Cain
Lewis - 23	Lisa Hetzner & Steve Kennison
Livingston - 24	Dan Bielask
Madison - 25	Alice Foeppel, Valerie Stratton
Monroe - 26	Bruce Thiell
Montgomery - 27	Carolyn Koval
Nassau - 28	Susan Sverdlin, Tawanna Turner
Niagara - 29	Mark Nicoletti
NYC - 66	Barry Greene
Onieda - 30	GIMMILLARO, Daryl
Onondaga - 31	Jack Suydam & Dave Tiffany
Ontario - 32	Robert K. Kramer
Orange - 33	Thomas Tejada
Orleans - 34	Edwin Moss
Oswego - 35	Jill Wood
Otsego - 36	Liz MacNaught
Putnam - 37	Jim Holdridge
Rensselaer - 38	Jana Russo
Rockland - 39	Norman Garfield
St. Lawrence - 40	Cindy Bailey
Saratoga - 41	Cindy Krowel
Schenectady - 42	Carmelo Hernandez

WRTS Cognos Security Contacts

Schoharie - 43	Terri McKelvy
Schuyler - 44	Teri Baccile
Seneca - 45	Dave Stonesifer
St. Lawrence - 40	Cindy Bailey
Steuben - 46	Michelle Mills
Suffolk - 47	Barbara Rodriquez
Sullivan - 48	Linda Iannacone
Tioga - 49	Teresa Ryder
Tompkins - 50	James Keegan & Gerard Veninsky
Ulster - 51	Pamela Leverenz
Warren - 52	Bill Mahar or Jeremy Scrim
Washington - 53	Janice Blair
Wayne - 54	Dennis Watrous
Westchester - 55	Steven Haims
Wyoming - 56	Joe Santullo & Tom Pasquale
Yates - 57 *	Nancy Gates (Commissioner)

For State Staff:

Services (WMS & Non-WMS):

Paul Gavry Paul.Gavry@ocfs.state.ny.us

Medicaid (WMS):

Caryl Shakshober CXS15@HEALTH.STATE.NY.US

HEAP (Non-WMS):

Carolyn Karins Carolyn.Karins@otda.state.ny.us

Child Support (WMS and Non-WMS):

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