

Instructions for uploading WOTC applications

This system provides functionality for WOTC employers and agents to upload a list of WOTC applications. You will need to upload your applications using a specific excel format. You may download the excel template to your network and then create files to upload when needed. Once you have the excel template, you can either manually enter the data or import into the file from your existing system.

The Excel format has a header which identified the data name and if the data is required or optional. Required fields are in red and optional fields are in black. The yellow highlighted fields may be required, depending on what values you entered in a previous fields. For example, if you selected SNAP as a target group, you are required to enter the state where the benefits were provided. This state field is not required for non-Snap applications

1. Required fields

The file starts with a unique id to identify the row. Each row needs to have a unique number. If you upload a second file, the numbers can start with 1. This field does not need to be unique across all files, just unique within the current file.

The 8850 and 9061 has many Yes/No questions. Please enter a 0 for a no response and 1 for a yes response.

The employer FEIN and address must match exactly with the employer that is uploading the file. If staff or agents are uploading the file, then they must match an existing employer in the system.

Each application must be unique by applicant SSN, hire date and employer. If this combination of SSN, FEIN and hire date already exists in the system, you will not be able to upload the file

The excel file has a header with different colored column names. The columns in red are always required. The excel file will not be uploaded unless these fields are populated. The column names in black are optional fields. They are always optional and the file can be uploaded with these fields blank. Some column names are highlighter in yellow. These are conditionally required. It means that they may be required based on how you populate other fields. Here are some examples:

- Date of Birth is a require field if the application has the target groups Snap or Employment Zone at least 16 but not yet 18.
- The previously_employed question tells us if the applicant worked for this same employer before. If the answer was 1 (yes), then last_employed_date will be required. If the answer was o (no) then last_employed_date is not required.
- Columns AJ thru AP are the target groups from the 8850. They are highlighted because you must select at least one of these.
- If you answer 1 (Yes) to any SNAP, then the SNAP state is required
- If you answer 1 (yes) answer to “Service connected disability”, you must answer the “release from active duty” and the “Unemployed at least 6 months” questions.
- If any of the 4 TANF fields are answered 1 (yes) then the TANF state is required
- If the Felon question is answered 1 (yes), then the convicted date, release date and conviction type is required
- If the 27 weeks unemployed question is answered 1(yes) then the state name is required

2. Alert when application has missing data

When the file has missing data for an application, the record # and the missing data item will be identified in a red alert. You will need to modify the file before the upload can be accomplished. You can either add the missing data for that row or you can delete that row and add to the next file when the data is available. Here is a sample of the alerts you will see.

WOTC Application Import

Browse...

Preview Data

REC_NO 0003 - Veteran must equal 1.
REC_NO 0007 - State where SNAP benefits were received is required.
REC_NO 0008 - State where SNAP benefits were received is required.
REC_NO 0012 - Service_connected_disability must = 1 and veteran must = 1
REC_NO 0013 - Service_connected_disability must = 1 and veteran must = 1
REC_NO 0014 - TANF State where benefits were received is required.
REC_NO 0015 - TANF State where benefits were received is required.
REC_NO 0016 - TANF State where benefits were received is required.
REC_NO 0018 - TANF State where benefits were received is required.

3. File with complete data

When the uploaded file has been validated for all the required fields, you will be presented with the **Create Application** button to create the applications in the system. You will also see a table display of the file that was uploaded. You can scroll down and across to see all the data.

Clicking this button will create the applications and send you to the previous screen.

WOTC Application Import

Create Application(s)

To sort on any column, click a column title.

REC_NO	last_name	first_name	SSN	date_of_birth	address1	address2	city	state	zip	county	applicant_phone	ga
1	upload	jerryieone	578214237	11/11/1980 12:00:00 AM	123 beneone street	suite 1	henderson	NV	89002	clark	8885551212	12 12

4. List of valid O*NET Codes

The following is a list of the valid 2 digit occupation codes for the excel import column 21, [Onet_2_digit_code](#). A valid code is required when this field has a value.

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