

## Work Opportunity Tax Credit ES77 Database Desk Aid

- From your desktop, select the Texas Workforce Commission's (TWC) BlueZone *Session1* icon to open the TWC Mainframe system.
- Type *TPTX1* and press *Enter*.
- Type in your TWC User ID and password.
- On the *Application Selection* screen, hold down the *Shift* key and press the *Tab* key twice.
- Type *ES77* and press *Enter*.
- The ES77 *Work Opportunity Tax Credit* main menu screen will display; at *Selection*, type *4* and press *Enter*.
- On the next menu, at *Selection*, type *1* and press *Enter*.
- On the *Cond Cert Entry* screen, enter the job seeker's identification information.

### Field   Instructions

*SSN*   Enter the job seeker's nine-digit SSN. You do not need to key in dashes, hyphens, or parentheses.

*LWDA*   Enter your two-digit local workforce development area number.

*Date Completed*   Enter the current date as the two-digit month, two-digit day, and two-digit year.

*Name Last*   Enter the job seeker's last name.

*First*   Enter the job seeker's first name.

*Address*   Enter the job seeker's mailing address. It must be a valid mailing address where the job seeker can receive the WOTC conditional certification.

*City*   Enter the job seeker's city.

*ST*   Enter the job seeker's state.

*Zip*   Enter the job seeker's five-digit zip code.

- The cursor will automatically advance to the *DV/UV* field. The next step is to specify the conditional certification target group.

For disabled veterans and unemployed veterans:

- enter an *X* in the *DV/UV* field;
- press *PF5*; and
- proceed to the *DV/UV(X)* section to enter eligibility verification information.

For ex-felons:

- enter a *3* in the *Target Group* field;
- press *PF5*; and
- proceed to the *Ex-felon(3)* section to enter eligibility verification information.

For vocational rehabilitation referrals:

- enter a **5** in the **Target Group** field;
- press **PF5**; and
- proceed to the **Voc Rehab(5)** section to enter eligibility verification information.

For disconnected youth:

- enter an **X** in the **DY** field;
- press **PF5**; and
- proceed to the **DisYth(x)** section to enter eligibility verification information.

- Enter the required eligibility verification information in the appropriate section, and then press **PF5** to save and submit the conditional certification request to TWC for printing and mailing to the job seeker.

### DD/UV(X)—Disabled Veterans and Unemployed Veterans

<u>Field</u>	<u>Instructions</u>
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<b>E/Dte</b>	Enter the date located on <b>line a</b> of <b>box 12</b> of the DD-214. This is the date the job seeker entered active duty.
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<b>R/Dte</b>	Enter the date located on <b>line b</b> of <b>box 12</b> of the DD-214. This is the date the job seeker separated from active duty.
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<b>Branch</b>	Enter the branch of service located in <b>box 2</b> of the DD-214. (A = Army, C = Coast Guard, F = Air Force, M = Marines, N = Navy)
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<b>DD214</b>	Enter an <b>X</b> to indicate that a copy of the job seeker's DD-214 is on file for this conditional certification.
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<b>Rating Letter</b>	Disabled veterans only—enter an <b>X</b> to indicate that a copy of the job seeker's rating letter is on file for this conditional certification.
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<b>UI</b>	Unemployed veterans only—enter an <b>X</b> to indicate that a copy of the job seeker's UI documentation is on file for this conditional certification.
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### DD-felon(3)—Ex-Felons

<u>Field</u>	<u>Instructions</u>
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<b>C/Dte</b>	Enter the job seeker's felony conviction date.
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<b>R/Dte</b>	Enter the job seeker's date of release from incarceration.
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<b>ID NO</b>	Enter the job seeker's corrections institution ID number, if available.
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<b>Court/Disch Doc</b>	Enter an <b>X</b> to indicate that a copy of the job seeker's court documents, discharge documents, probation/parole documents, or other court-approved documents are on file for this conditional certification.
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Voc Rehab(5)—Vocational Rehabilitation Referrals

**Field   Instructions**

- A/Dte** Enter the date the Individualized Plan of Employment (IPE) was opened or activated.
- C/Dte** Enter the date the IPE was closed.
- LS/Dt** Enter the date the job seeker last received a vocational rehabilitation service.
- IPE Docs** Enter an *X* to indicate that a copy of the job seeker’s IPE is on file for this conditional certification.

DisYth(x)—Disconnected Youth

**Field   Instructions**

- DOB** Enter the job seeker’s date of birth as the two-digit month, two-digit day, and two-digit year. The job seeker must be between 16 and 24 years of age.
- Wages** Enter a *Y* if the job seeker’s wages earned do not exceed \$2,827.50.
- SA** Enter a *Y* if the job seeker has completed and signed ETA Form 9154, Youth Self-Attestation Form.

**PF Function Keys**

**PF Key   Function**

- PF3: Exit** Exits the user from the screen and returns to the previous menu.
- PF5: Add** Used twice for each conditional certification being requested.
- 1st time—activates a target group column based on the type of conditional certification selected in the *DV/UV*, *Target Group*, or *DY* fields.
- 2nd time—saves the conditional certification request and submits it to TWC for printing and mailing.
- PF11: Refresh** Clears the screen and returns the user to the *SSN* field.
- PF12: Reset** Serves various functions based on how the user’s keyboard is mapped. May serve a “print screen” function or a “refresh” function.