

**WORK OPPORTUNITY & WELFARE to WORK TAX CREDIT
COOPERATIVE AGREEMENT**

**WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
THE STATE EMPLOYMENT SECURITY AGENCY OF WISCONSIN
and**

Agency Name: _____

Effective Dates: From _____ Ongoing (check) or Until _____

Parties To This Agreement:

This is a standard agreement between the Wisconsin Department of Workforce Development (DWD) the State Employment Security Agency (SESA), which is referred to as the designated local agency, in The small Business Job Protection Act of 1996, P.L. 104-188, and the above named agency, which will assist the DWD in carrying out Work Opportunity Tax Credit (WOTC) services.

The parties hereby agree to abide by laws governing the program, and any published U.S. Department of Labor and state, regulations, policies and procedures that may be communicated by the SESA. These policies are initially published in US Department of Labor, Employment and Training, U.S. Employment Service, ET Handbook 377, Work Opportunity Tax Credit (WOTC) Program, 6th Edition, September 1996 (referred to as the "WOTC handbook". Amendments, changes of law or administrative procedure may be incorporated by the USDOL and WI DWD and communicated by lawful authority.

Under the guidance of the DWD parties to this agreement will act as an agent of USDOL and the WI DWD in carrying out the WOTC eligibility determination and Conditional Certification of persons who are clients of the delegated agency, and may benefit from the program.

- The WOTC Delegated agency has the authority to sign Conditional Certifications of all or part, of their client populations at the delegated agency's discretion, as the agency may so proscribe, or it's employment staff may deem appropriate, in helping clients gain employment and thereby benefiting from the WOTC.
- WOTC Delegated agencies will cooperate with the DWD, WOTC program manager in carrying out USDOL mandated functions including but not limited to those described in Section IV. B. 2-3 (Designated Local Agency Responsibilities) WOTC Handbook. These include:
 - Determining eligibility of individuals as members of targeted groups.
 - Cooperation with DWD in periodically verifying the eligibility of a sample of individuals certified under the WOTC program, and assisting in corrective action when appropriate, as indicated as a result of such activities.

WOTC Delegated Agency Representative:

DWD/WOTC Representative:

Signature: _____ Date _____

Signature _____ Date _____

Title: _____

Title: _____

Copy to: WOTC Office - Attn: Bea Jay Panke
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