Ex-Offender Re-Entry Services

A Resource Guide for Ex-Offenders

IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
KENNETH D. EDMUNDS, DIRECTOR

Idaho Department of Labor
Ex-Offender Re-Entry Services
Resources for Ex-Offenders

CONTENTS **PAGE**

- Contents
- Welcome to Ex-Offender Re-Entry Services 1
- Idaho Department of Labor Local Office Information 2
- Idaho Department of Labor Employment Services 3
- Helpful Tips for Re-Employment 4
- The Job Search Plan 5
- Staying Motivated During Your Job Search 6
- Filling Out an Employment Application 7
- Master Employment Application 8 – 9
- Sample Letter of Explanation 10
- Criminal History and Employment Questions Frequently Asked 11 – 12
- Incentives for Businesses to Hire an Ex-Offender 13 – 14
  - Federal Bonding Guidelines
  - Work Opportunity Tax Credit Description and Forms

Welcome to the Idaho Department of Labor

Ex-Offender Re-Entry Services

Welcome to the Idaho Department of Labor. The Ex-Offender Re-Entry Services guide has been designed to enhance and expand services to the ex-offender in Idaho, and assist you in your re-entry into the State's work force.

The Idaho Department of Labor is a leader in generating quality services and is focused on assisting you in becoming part of the skilled work force that serves as a foundation for strong communities with vibrant, diversified and expanding economies. We are committed to providing you access to comprehensive quality services and information. Our goal is to help you overcome any current barriers and provide you with the assistance and resources you need to find a job.

Take time to review this guide including the goals and the available resources to help you with your transition. Also, plan to stay in close contact with your Workforce Consultant so your job search will be far more productive.

GOALS

- To work with you and our community partners to assist you in effectively assimilating yourself back into the work force by helping you:
  - Register for work with the Idaho Department of Labor
  - Identify your personality style, workplace skills, workplace values, and careers of interest
  - Attend a job search workshop (not available in all offices) that covers all phases of conducting an effective job search
  - Meet one-on-one with a trained Department of Labor Workforce Consultant who will help guide you through the process of finding a job
  - Locate supportive services through our network of local social service agencies and organizations.

JOB RESOURCES

- Local and statewide job listings
- Job search assistance, including search tips, creating a resume, and much more
- Job market information
- Job search workshops (not available at all offices)
- Career guidance
- Connections to many other community and government resources

Again, we welcome you to the Idaho Department of Labor and look forward to working with you to make your job search more effective!

Idaho Department of Labor
Ex-Offender Re-Entry Services

Idaho Department of Labor

Local Office Information

NORTHERN IDAHO OFFICES

• Bonners Ferry	208.267.5581	6541 Main Street	Bonners Ferry, ID.	83805
• Grangeville	208.983.0440	305 N. State St.	Grangeville, ID.	83530
• Kootenai County	208.457.8799	600 N. Thornton St.	Post Falls, ID.	83854
• Lewiston	208.799.5000	1158 Idaho St.	Lewiston, ID.	83501
• Moscow	208.882.7571	1350 Troy Rd., Ste. 1	Moscow, ID.	83843
• Orofino	208.476.5506	410 Johnson Ave.	Orofino, ID.	83544
• Sandpoint	208.263.7544	2101 W. Pine St.	Sandpoint, ID	83864
• St. Maries	208.245.2518	105 N. 8th St.	St. Maries, ID.	83861
• Silver Valley	208.783.1202	35 Wildcat Way, Ste. A	Kellogg, ID.	83837

SOUTHWESTERN IDAHO OFFICES

• Boise	208.332.3575	219 W. Main St.	Boise, ID.	83735
• Canyon County	208.364.7781	4514 Thomas Jefferson St.	Caldwell, ID	83605
• Emmett	208.364.7780	2030 S. Washington St.	Emmett, ID.	83617
• McCall	208.634.7102	299 S. 3rd St.	McCall, ID	83638
• Meridian	208.364.7785	1090 E. Watertower Ln.	Meridian, ID.	83642
• Mountain Home	208.364.7788	1150 American Legion Blvd.	Mountain Home, ID.	83647
• Payette	208.642.9361	501 N. 16th St., Ste.107	Payette, ID.	83661

CENTRAL AND EASTERN IDAHO OFFICES

• Blackfoot	208.236.6713	155 N. Maple St.	Blackfoot, ID.	83221
• Idaho Falls	208.557.2500	1515 E. Lincoln Rd.	Idaho Falls, ID	83401
• Magic Valley	208.735.2500	420 Falls Ave.	Twin Falls, ID.	83301
• Mini-Cassia	208.678.5518	127 W. 5th St. North	Burley, ID.	83318
• Pocatello	208.236.6710	430 N. 5th Ave.	Pocatello, ID.	83205
• Rexburg	208.557.2501	1133 Stocks Ave.	Rexburg, ID.	83440
• Salmon	208.756.2234	1301 Main St., Unit 1	Salmon, ID.	83467
• Soda Springs	208.236-6711	95 E. Hooper Ave., Ste. 20	Soda Springs, ID.	83276
• Wood River	208.788.3566	733 N. Main St.	Bellevue, ID.	83313

Idaho Department of Labor

Local Office Employment Services

The local office provides a broad array of employment services for job seekers both electronically and through its staff at all the local offices across the state.

JOB SEEKER SERVICES

WORKFORCE CONSULTANTS AT LOCAL OFFICES FOR PERSONAL ASSISTANCE

- One-on-one job search assistance from qualified staff
- Career information and consulting
- Career assessment inventories
- Personalized application, résumé and cover letter assistance
- Labor market information
- Information on local and regional job fairs

EMPLOYMENT RESOURCE CENTER

- Personal computers and printers
- Telephone, copy machine, and fax services
- Online Career Information System
- Library of job search books and videos
- Employer directories, business publications, and labor market information
- Local newspapers
- Résumé paper and envelopes
- Computer diskettes
- Typing proficiency tests and typing tutor

JOB SEARCH WORKSHOP (not available at all offices)

- Job Search Workshops help improve your job seeking, résumé writing, and interviewing skills. You will also learn ways to sell yourself to an employer, better understand how to tap into the hidden job market, and effectively complete an application.

VETERANS SERVICES (not available at all offices)

- Veteran representatives trained in services offered specifically to veterans are available to assist on a walk-in basis or by appointment.

JOB SEEKER SERVICES AVAILABLE ONLINE

- Register for work via the internet at **http://www.labor.idaho.gov**
- Access local and statewide job listings 24 hours daily, 7 days a week
- Receive job referrals by calling or emailing your requests to the Department of Labor
- View local and statewide job listings
- Access State and Federal job sites
- Identify wage ranges for specific occupations and other labor market information
- Access career assessment tools
- Discover more about the great state of Idaho and the available work opportunities

Helpful Tips for Re-Employment

1. DON'T GO IT ALONE

There is help within the community. The community wants you to be successful. **REACH OUT FOR HELP** at the following places:

a. Idaho Department of Labor local offices
b. Community Corrections Adult Probation and Parole Offices (Idaho Department of Corrections)
c. Idaho Division of Vocational Rehabilitation
d. Idaho Department of Health and Welfare
c. Faith and Community-Based Agencies (like the Boise Rescue Mission)

2. BE REALISTIC ABOUT THE TYPE OF EMPLOYMENT YOU CAN OBTAIN

Your first job after your release does not have to be your ideal job. Be prepared to build or rebuild your employment history. Accept that based on the felony conviction certain jobs may not be available to you, at least for now. However, our resources are structured to assist in finding a job that is a good match for you.

Past ex-offenders have had success as:

a. Retail salespersons
b. Warehouse workers
c. Laundry and dry-cleaning workers
d. Helpers trade assistants
e. Construction laborers
f. Wait staff
g. Food preparation and serving-related persons
h. Maids and housekeeping cleaners
i. Janitors

3. TAKE ADVANTAGE OF RESOURCES TO MARKET YOURSELF TO EMPLOYERS

If you completed a training program while you were incarcerated, make sure you let the employer know. Some areas in Idaho have different resources, but the following are available statewide:

a. One-on-one consulting with a Workforce Consultant
b. Job search workshops or seminars
c. Potential training opportunity determined on a case-by-case basis
d. Federal bonding
e. Work Opportunity Tax Credit for employers

4. LET THE EMPLOYER KNOW UP FRONT ABOUT YOUR CONVICTION

Don't hesitate to disclose this information. Once it is out in the open, you can focus on telling the employer your strengths and your goals for the future. The employer's role is to pay you for your work, not to discuss your problems. Focus on talking about what you can add to the business. On an interview:

a. Speak clearly
b. Cover tattoos and remove body piercings
c. Don't look at your watch
d. Dress appropriately. Dress one step above how you would expect others to dress for the interview.

The Job Search Plan

To bring stability back to your life, you must have a plan so you can manage your time and your efforts, and gain control of your life. You will need to have choices, be able to analyze those choices, set goals, plan the steps to meet goals, and then be prepared to start the process over if needed.

1. **CHOICES --** Think about what type of job you would like to do and set priorities.

   Stay realistic. Your felony conviction potentially can be a barrier to employment, so do your homework to make sure your conviction will not have a serious impact in the type of job you want to do.

2. **ANALYSIS --**Identify all the considerations, job barriers, job restrictions and factors affecting the decision of a job choice. Factors to consider include:

   - Pay
   - How available you are for the job and any restrictions you have based on your parole or probation
   - Personal readiness
   - Requirements for the position

3. **SET THE GOAL --**Decide on the types of jobs you plan to seek.

   You may have two or more goals, but here you develop your ***PRIMARY*** goal -- the end result you wish to accomplish. Make it clear, specific and measurable. Set a deadline to reach the goal. Examples of a goal include:

   - To be employed as a food service worker in a fast food restaurant.
   - To be employed as a forklift driver in a warehouse environment.
   - To be employed as a janitor for a major janitorial services company.

4. **ACCOMPLISH THE GOAL --**Say it! . . . Write it! . . . Post it! . . . Visualize it! . . . Reward it!

   Make a list of what you must do to meet your goal. Each task should be considered an objective to be accomplished. Remember to set realistic target dates to accomplish the goals. Here are examples of some job search steps:

   - Develop a résumé, master application and reference list
   - Contact friends, relatives and acquaintances for networking and job leads
   - Develop a telephone script
   - Develop a cold-call format
   - Develop a list of contacts and schedule to communicate with each
   - Allot time for employer research
   - Make time for a Department of Labor visit each day
   - Review job listings daily
   - Contact Employers X, Y and Z regarding a position
   - Follow-up on contacts and interviews
   - Commit to accepting any interview offered
   - Take advantage of unexpected opportunities

5. **REPEATING THE JOB SEARCH PROCESS --**Do **NOT** let discouragement convince you to give up! Keep working at your goals until you find a suitable and realistic position. You may need to take an interim job to keep money coming in and to keep up with your skills. If you do not achieve the expected results and need to consider an alternative goal, repeat the process again and define a new goal with a list of objectives to be met with realistic time frames to achieve the goal.

Staying Motivated During Your Job Search

- **KEEP YOUR SELF-IMAGE POSITIVE**

  It can be very difficult not to take rejection personally. Layoffs and hiring decisions rest on many factors that may have little to do with you personally. Resist any temptation to get angry at yourself. Try not to dwell on negative past experiences. Treat yourself with respect!

- **BE ORGANIZED**

  Organize a daily and weekly job search plan. Keep to your schedule so you do not brush important tasks aside or waste time wondering what you should do next. Looking for a good job is a 40-hour a week commitment.

- **EXERCISE DAILY**

  Besides helping you remain physically healthy, exercise can help minimize depression. Depression removes your desire to be active. But activity changes your body chemistry so you actually feel better and desire more activity.

- **KEEP EMOTIONS IN CHECK**

  Be aware of how you are handling your emotions. Being responsible means responding appropriately to your emotions. Anger can be difficult to deal with. If you direct anger toward yourself, you risk the possibility of making yourself ill. If you misdirect anger toward innocent people like family, friends, or potential employers, you are not being responsible. If the situation calls for it, remove yourself for a short while so you can regain control.

Filling Out an Employment Application

Because employment applications are legal documents, they must be filled out completely and accurately. If you lie on an employment application, you can be fired for falsifying a document.

Most job applications include questions about your criminal background so you should be prepared to complete this part of the application honestly and completely. Make sure you respond to the specific information requested. Therefore you must know the important information about your arrest and conviction records on your rap sheet.

A conviction is a guilty plea or a court's finding of guilt for a "crime" or "offense," and it is important to remember that you may have a conviction on your record even though no jail time was served. The sentence for a conviction could include probation, a fine, community service or conditional or unconditional discharge. It is important to know the various types of offenses that may appear on your rap sheet and whether they are considered "convictions" for purposes of completing job applications.

Read questions concerning criminal history carefully. Only answer what is asked. Applications may only ask about felony convictions or they may request information about all convictions, which ordinarily would include felonies and misdemeanors.

Some applications will ask for your conviction history for a specific duration of time. In all cases, you need to be familiar with the following information about your criminal record:

a. Date of disposition

b. Disposition -- outcome -- of the case. For example, did it result in a conviction? Was it dismissed?

c. Specific offense of which you were convicted

d. Sentence

Leaving questions blank could be construed to be dishonesty by omission so it is not advised to answer the question with "will discuss in interview." You must still check "yes" on the application.

You must be prepared to discuss any conviction during the job interview. Usually you will give a brief summary of the circumstances surrounding the conviction. Highlight any successes and accomplishments you have had since the conviction and present evidence of rehabilitation. For example, if your convictions were drug-related, letters from treatment providers and counselors confirming successful recovery would be of value.

The key to success is preparation and honesty. Be prepared to answer any questions related to your convictions. Never indicate the crime for which you were convicted was not your fault. The employer wants to hear an explanation not an excuse. You must be able to convince the employer you:

a. Regret what criminal action you committed

b. Have paid the price for what you did as determined by the court

c. Have completed programs to help ensure you will never repeat this action

d. Are committed to getting your life on the right track no matter the effort

e. Will do whatever it takes to find a good job

If you are able to do this, you are on the right track getting your life headed in the right direction and finding employment for which you are well suited.

Master Employment Application

PERSONAL INFORMATION

Name (Last, First, Middle)	**Telephone Number**
Address	**Message Telephone Number**
City/State/Zip	**E-mail Address**

RIGHT TO WORK

Are you legally authorized to work in the United States? ☐Yes ☐No

Applying For:	**Shift(s) Willing to Work:**	**May We Contact Your Current Employer?**
☐Full Time ☐Part Time ☐Temporary	☐Days ☐Evenings ☐Nights	☐Yes ☐No

EMPLOYMENT HISTORY (Begin With Most Recent Employment)

Dates From To	**Company Name**	**City, State**
_____ to _____		

Titles and Duties: _____

Reason for Leaving:

Dates From To	**Company Name**	**City, State**
_____ to _____		

Titles and Duties: _____

Reason for Leaving:

Dates From To	**Company Name**	**City, State**
_____ to _____		

Titles and Duties: _____

Reason for Leaving:

Dates From To	**Company Name**	**City, State**
_____ to _____		

Titles and Duties: _____

Reason for Leaving:

MILITARY SERVICE

Military (Branch of Service): _____

Describe any military training received relevant to the position for which you are applying: _____

EDUCATION/TRAINING (Include Technical/Academic Achievements/Courses)

Have you obtained a high school diploma or GED certificate? ☐Yes ☐No

School	Name & Location	Diploma/Degree	Subject Of Specialization
College/University			
Specialized Courses & Training			

CLERICAL SKILLS (To Be Completed for Clerical Positions)

Typing (WPM) _____ **Medical Terminology** ☐Yes ☐No **Legal Terminology** ☐Yes ☐No

List Specific Computer Skills: _____

PROFESSIONAL AND TECHNICAL INFORMATION (To Be Completed For Licensed/Registered Positions)

Idaho Registration No.	Expiration Date	Certificate No.	Expiration Date

If not licensed in Idaho, have you applied? ☐Yes ☐No **If licensed in another state, list:** _____

SPECIAL SKILLS

List other specific skills you have to offer for this job opening: _____

REFERENCES (Give the Names of Three Persons Not Related to You)

Name	Address	Telephone	Relationship

The information on this application is true and accurate to the best of my knowledge and acknowledge my signature authorizes the prospective employer to complete a background check.

Signature: _____ **Date:** _____

Sample Letter of Explanation/ Cover Letter

Roberto Johnson
1212 Jobsearch Lane
Boise, Idaho 80000
208.555.1212
bestjobcandidate@funnymail.com

April 29, 2012

Bill H. Manager
Best Jobs, Inc.
1234 Great Location Avenue
Boise, Idaho 80001

Dear Mr. Manager:

I am excited to apply for your opening for a Customer Service Representative as posted with the Idaho Department of Labor.

I was particularly interested that you were looking for someone who had customer service experience along with the ability to multitask. With extensive experience working in an office environment that focused strongly on customer service, I am able to multi-task, remain flexible to change, and address the various needs of customers. I also enjoy tracking sales data and understand the importance of maintaining accurate sales records. My past work experience demonstrates my loyalty and commitment to a team and will translate into a committed relationship with your organization.

It is also important for me to let you know I am an ex-offender. My felony conviction occurred on _____. However, due to the confidentiality of this information and the embarrassment I feel over my past mistakes, I really would like the opportunity to explain this to you in person.

While you most likely have reservations about hiring an ex-offender, and rightfully so, I am committed to being an excellent employee. I can only hope to explain the specifics of my conviction, how I regret the choices I have made, and how I have taken responsibility for my past actions. I am turning my life around, and firmly believe I will be an outstanding employee for your company.

To provide more assurance of my commitment to being employed, the U.S. Department of Labor is willing to post a $5,000 fidelity bond on my behalf at no cost to you. Additionally, the Internal Revenue Service offers a one-time tax credit of $2,400 to employers who hire eligible ex-offenders.

Whatever your decision, I thank you for your time and consideration.

Sincerely,

John Jobseeker

Criminal History and Employment Questions Frequently Asked

- **What crimes am I required to report on a job application?**

  It depends on the type of job for which you are applying.

  - Read and answer the question.
  - Questions may relate to misdemeanors, felonies, DUIs, traffic violations, withheld judgments, and charges vs. convictions.

- **How do I answer the question on an application regarding my criminal history?**

  Best answer: "Yes. Will explain during the interview."

  Always make sure you disclose and discuss! If you fail to disclose and then are hired, failure to disclose can lead to immediate termination.

- **What if my felony happened before the period of time asked about on a job application such as "Were you convicted of felony within the past 7 years?" Do I have to disclose it?**

  If you are on probation or parole supervision for the crime, it is best practice to disclose it so it can't come back to jeopardize your job later!

- **Am I required to disclose both misdemeanor and felony crimes to an employer?**

  By signing an application for employment you are allowing an employer to do a background check. It's far better they hear it from you first rather than finding out after going through all the trouble to conduct a background check. Be honest with the employer up front. That honesty may be the very thing that gets you hired.

- **With my criminal history will I pass a background check?**

  The **Bottom Line** -- **REPORT EVERYTHING** -- charges **AND** convictions!!!

  Disqualification is most often due to inconsistencies in reporting so find out what is in your record. Some possible contacts include:

  - County Courthouse of the county where you live – Register of Actions – Cost for service is typically $1 per page to print
  - Idaho Courts Repository
    https://www.idcourts.us
  - Idaho State Police – Cost for service
    http://www.isp.state.id.us/identification/index.html

- **How should I disclose my criminal history during an interview?**
  - Be Honest!!!
  - Use "Sin -- Suffer -- Repent" model
    - Charges (facts): When / Where / What
    - Consequences: Lost my freedom, now have a criminal record, served appropriate time, and any thing else that is pertinent.
    - Positive outcomes and elaborate such as "I learned from my experience, and have been clean and sober for two years."
  - Practice talking about it: Being comfortable talking about your "choice" makes the employer more comfortable.

Criminal History and Employment Questions Frequently Asked (cont.)

- **Why do some employers seem to discriminate against people with a felony?**

  There may be liability issues you are unaware of related to bonding, insurance regulations related to age or someone more qualified or experienced.

- **Do I need to be bonded, and how do I get it?**
  - The Federal Bonding Program provides fidelity bonding for the first six months of employment for hard-to-place job applicants through each state's Department of Labor.
  - The employer requests bonding for an employee. Information can be found at http://www.bonds4jobs.com

- **How will a registered sexual offense affect employment?**

  Sexual offenders must gain permission **BEFORE** starting employment. Since your picture is on the Internet, it is even more important to disclose and discuss your crime during an interview. Your parole officer will probably deny employment working around minors and other vulnerable populations, Internet-based employment, and possibly job sites around residential neighborhoods or near schools, daycares, or parks.

- **Do I disclose my withheld judgment to an employer? Do I disclose felonies that have been expunged -- removed from my record?**
  - Until your withheld judgment sentence is completed, you go back to court, or your record is expunged, you need to report it since you are currently on supervision for it.
  - After your record is expunged, it depends. Again, it's better to be honest up front then be surprised. Read and answer the question honestly and completely.

- **Are there work incentives for employers to hire me?**
  - Work Opportunity Tax Credit – employers may be eligible for up to a $2400 tax credit if you were convicted of a felony or released from incarceration within the past year. See page 15 for more details.
  - Federal Bonding. See page 14 for more details.
  - Workforce Investment Act (WIA) – for displaced workers or low income adults. Talk to your Workforce Consultant.
  - Idaho Division of Vocational Rehabilitation

Incentives for Businesses to Hire an Ex-Offender

The federal government supports many programs to help you re-enter the work force. The programs described on the next two pages provide incentives for employers who hire ex-offenders. Although employers must apply for these programs, you should know about them when you are talking to a potential employer about the benefits of hiring you.

FEDERAL BONDING

The Federal Bonding Program offers fidelity bonds to employers who are not eligible for commercial bonding. It is a business insurance policy that protects the employer in case of any loss of money or property due to employee dishonesty. This virtually guarantees the employer that the person hired will be an honest worker. The Department of Labor administers this federal program in Idaho. For additional information on this program see http://www.bonds4jobs.com for full details.

1. Eligibility

a. EMPLOYER – Employers are eligible if they are hiring for a full-time job of at least 30 hours a week that should last at least six months. Any job at any employer can be covered by the bond insurance.

b. EMPLOYEES – Employees are eligible if they have the occupational skills needed to fill the job. **Self-employment is not covered**. No candidate may be covered for more than one job at the same time.

2. Amount of Bond

Bonds are either $5,000 or $10,000. Bonds are automatically issued for $5,000, unless the State Bonding Coordinator, or designee, approves the local office request for $10,000.

3. Duration of Bond

The Federal Bonding Program insurance policy is issued free-of-charge to the employer for six-months. Should the worker covered by the bond change jobs before the end of the six-month period, a second and final bond covering the same worker can be issued to the new employer. At the end of the six months of free bond coverage, if the worker has not caused a claim to be paid to the employer under the bond, the employer can choose to arrange to purchase continued bond coverage for the same worker at the regular commercial rate.

4. Effective Date of Coverage

The bond is effective on the date the employee starts work, or immediately upon the signature of the local Department of Labor bonding representative if the employee has already started work. The employer's signature is not required. The bond will be mailed directly to the employer by the Travelers Property Casualty Company. Bonds are issued through the insurer's agent, the McLaughlin Co., in Washington, D.C.

5. Costs

Bonds are free of charge to employers.

6. How to Apply

To obtain a bond, the prospective employer or employee applies at any Idaho Department of Labor office and shows that a valid job exists, that the employee meets the job qualifications, and that the bond is needed for the employee to keep the job. Further information can be found at http://www.bonds4jobs.com.

Incentives for Businesses to Hire an Ex-Offender (cont.)

WORK OPPORTUNITY TAX CREDIT OR WELFARE-TO-WORK TAX CREDIT

This is an incentive that Congress provides to private-sector employers for hiring economically disadvantaged individuals with significant barriers to employment. Credits are applied toward taxes due the Internal Revenue Service with carry over of unused tax credits into the next year.

1. How Tax Credits Work

The Work Opportunity Tax Credit program, which includes the Welfare-to-Work Tax Credit, has two purposes:

- To help individuals who qualify as members of a target group to get a job, and
- To help employers who hire qualified individuals by giving them a credit on their federal taxes.

2. Use the Work Opportunity Tax Credit Program in Your Job Search

If you are a member of one of the groups targeted by the Work Opportunity Tax Credit Program, you can inform potential employers that they are eligible for a tax credit if you are hired. Check the list below to see if you are eligible.

3. Who are Members of the Target Groups?

The target groups include:

- A member of a family that is receiving or has received Transitional Aid to Families with Dependent Children benefits or Temporary Assistance to Needy Families for any nine months during the 18-month period that ends on the hiring date.
- A veteran who is a member of a family that is receiving or has recently received food stamps and certain qualified disabled veterans.
- **A recently released ex-felon.**
- A person 18 to 39 who is a member of a family that is receiving or has recently received food stamps.
- A recipient of Supplemental Security Income benefits.
- A long-term family assistance recipient.

4. How Long Must the Individual Remain on the Job to Provide the Employer with a Tax Credit?

The person hired must be employed for at least 120 hours -- three 40-hour weeks.

5. What is the Process for Applying for the Tax Credit?

Step 1: The employer or jobseeker must undergo pre-screening to determine eligibility by completing the Individual Characteristics Form, Work Opportunity Tax Credit and Welfare-to-Work Tax Credit, ETA 9061.

Step 2: The employer and the jobseeker must complete the Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Credits, Form 8850.

Step 3: The employer and the jobseeker must sign the Form 8850, under penalty of perjury, attesting that the jobseeker is a member of a target group.

Step 4: The employer then sends the forms to the Division of Career Services postmarked no later than the 28th day after the jobseeker begins work.

IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
KENNETH D. EDMUNDS, DIRECTOR

Costs associated with this publication are available by contacting the Idaho Department of Labor, which is funded in part by federal grants from the U.S. Department of Labor. The Idaho Department of Labor is an equal opportunity employer. Reasonable accommodations are available upon request. Dial 711 for TTY Idaho Relay Service. (Rev. 1/2014)