

## WORK OPPORTUNITY TAX CREDIT (WOTC)

For more information, please contact: Jack Sprince

TEL: 617-626-5730

Email: [JSprince@detma.org](mailto:JSprince@detma.org)

### How tax credits work

If you are a "for-profit" employer in Massachusetts, you may be eligible for a federal tax credit through the Work Opportunity Tax Credit program. There are nine targeted groups. Individuals must be identified as members of one of these targeted groups before a job offer is made.

The Work Opportunity Tax Credit (WOTC) program 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.

### Target Groups

- A member of a family that is receiving or has received Transitional Aid to Families with Dependent Children (TAFDC) benefits or Temporary Assistance to Needy Families (TANF) for any 9 months during the 18-month period that ends on the hiring date.
- 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~~
- An 18-39 year old resident of one of the 105 federally designated Empowerment Zone/Renewal Communities.
- A vocational rehabilitation referral that completed or is completing rehabilitative services from the Commonwealth of Massachusetts, and Employment Network, or the U.S. Department of Veterans Services.
- A 16-17 year old Empowerment Zone/Renewal community resident hired between MAT1 and September 15 as a Summer Youth Employee.
- An 18-39 year old member of a family that is receiving or has recently received food stamps
- A recipient of Supplemental Security Income (SSI) benefits
- A long term family assistance recipient.

### Amount of the credit

The WOTC credit can potentially be as much as:

\$2,400 for each new adult hire;

\$4,800 for each new disabled veteran hire;

\$1,200 for each new summer youth hire; and

\$9,000 for each new long-term family assistance recipient hired (this is claimed over a two year retention period)

### Employment Duration

The person hired must be employed for at least 120 hours.

## North Central Career Centers

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### Leominster

### Career Center

100 Erdman Way  
Leominster, MA 01453  
Tel: 978-534-1481  
Fax: 978-534-1375  
TTY: 978-534-1657  
Hours:  
Mon & Fri, 8:30am-5:00pm  
Tue & Wed, 8:30am-7:00pm  
Thur, 9:30am-5:00pm  
Email: [ccnclm@detma.org](mailto:ccnclm@detma.org)

#### Serving:

Ashburnham, Ashby, Ayer, Barre, Berlin, Bolton,  
Clinton, Devens, Fitchburg, Gardner, Groton, Harvard,  
Hubbardston, Lancaster, Leominster, Lunenburg,  
Pepperell, Princeton, Shirley, Sterling, Templeton,  
Townsend, Westminster, Winchendon

### Gardner

### Career Center

25 Main Street  
Gardner, MA 01440  
Tel: 978-632-5050  
Fax: 508-792-7284  
TTY: 508-792-7571  
Hours:  
Mon & Fri, 8:30am-5:00pm  
Tue & Wed, 8:30am-7:00pm  
Thur, 9:30am-5:00pm  
Email: [ccnchg@detma.org](mailto:ccnchg@detma.org)

### Partners

Massachusetts Division of  
Career Services  
Employment Links, Inc.  
Mount Wachusett Community  
College

An Equal Opportunity Employer/Program. Auxiliary aids and services  
are available upon request to individuals with disabilities.

Connecting Workers and Employers



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Workers and  
Employers**  
[www.ccncm.com](http://www.ccncm.com)

Connecting Workers and Employers



# One-Stop Services for Job Seekers and Employers

## Job Seeker Services

- Career Guidance
- Career Resource Library
- Professional Staff
- Job Search /Job Placement Assistance
- Education/Training Information and Referral
- Financial Aid Counseling
- Job-Related Internet Access
- Job Search Workshops
- Labor Market Data
- Veterans Services
- Information/Referral to Community Resources
- Unemployment Insurance Benefits Information and Services

## Employer Services

- Access to Qualified Candidates
- Recent Training Graduates
- Entry Level Workers
- Experienced Professionals
- Small and Large-Scale Recruitments
- Statewide and/or National Job Postings
- Access to Statewide Talent Bank
- Labor Market Data
- Out-Placement Services
- Applicant Screening/
- Business incentive programs including tax credits and workforce training grants
- Veteran Referrals

## Career Resources Library

- Personal Computers/Printer/Copier
- Fax services
- Industry and Occupational Information
- State/National Computerized Job Banks
- Latest Software Applications and Tutorials
- Print Library of Job Search Guides, Education and Training Catalogs, Newspapers, Business Journals, Directories
- Job Search and Career Videos



Gardner Career Center

## Serving the Communities along the Johnny Appleseed Trail



Leominster Career Center

Connecting Workers and Employers



# North Central Career Centers

100 Erdman Way, Leominster, MA 01453  
Scott Percifull • 978.534.1481 ext 209 • [spercifull@detma.org](mailto:spercifull@detma.org)

## ON THE JOB TRAINING (OJT)

### OVERVIEW

The On-the-Job Training (OJT) Program assists employers with the cost of hiring and training a new employee. The OJT Program enables employers to hire new employees and train them at their place of business while being reimbursed a percentage of the new employee's wages during training.

Reimbursement is based on Employer size at the OJT training site:

- 1 to 50 employees -- 90% reimbursement
- 51 to 250 employees -- 75% reimbursement
- 251 or more -- 50% reimbursement

The OJT Program is a wise, cost-effective way to staff positions with job-ready, pre-screened applicants.

**YOU interview; YOU make the hiring decisions!**

### How OJT Works

We assist you through all phases of the OJT including:

- Bringing you applicants that have a wide variety of job skills and experience. Our qualified staff pre-interview applicants and thoroughly assess skill levels to carefully match applicants to your job requirements. You are not obligated to hire the candidate we refer to you.
- Assisting you in designing a training plan that meets your needs.
- Guiding you during the OJT process to ensure a successful outcome.

### OJT Requirements

On-the-Job Training is a contractual agreement in which the employer must agree to:

- Pay trainees wages and provide benefits commensurate with other employees doing similar work and with similar experience. OJT trainees are your employees and are subject to your company's policies.
- Hire trainees permanently upon successful completion of the training.
- Provide substantive on-the-job training. Training takes place at your location, on your equipment, under your guidelines. The length of training will be determined by the job description, and demonstrated participant skill gaps.
- Submit trainee evaluations and payroll records to the Career Center for wage reimbursement.

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## ON THE JOB TRAINING (OJT) FAQ's

### **1. As an employer, how do I access OJT training dollars?**

The process is simple and there are no complicated forms. The Coordinator will meet with you at your place of business to discuss your needs, the position(s) for which you are seeking OJT training dollars and walk you through the process.

### **2. Who can be an OJT Contractor/Employer?**

Any company or business which has an opening for a skilled worker and for which qualified individuals are not readily available; a company or business which has not relocated to the labor market area within the past 120 days; or if it has relocated within this period, it has not caused a loss of employment at their original location.

### **3. How do I benefit by participating in the OJT Program?**

The OJT program enables you to be reimbursed for the new employee's wages while they are in training.

### **4. What kind of positions are eligible for consideration for OJT?**

Occupations with growth potential that result in permanent employment.

### **5. Are there any restrictions?**

Yes, there are. For example-

You cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your application.

You must agree to hire any OJT trainees as regular, full-time employees.

The rate of pay and benefits must be commensurate with what you pay others for doing similar work.

### **6. Can companies rehire one of their previously released (laid off) employees?**

Yes, a business can re-hire a previous employee but it must be for a different position for which they would need training and the candidate must meet the requirements.

### **7. What if an employer has already selected a candidate for OJT training?**

If an employer has already selected a candidate AND the candidate is approved by OJT staff as eligible, the company can set up an OJT with the employer candidate.

### **8. How do we get the process started?**

A standardized OJT contract will be completed with your company. That contract will contain all of the terms of agreement for both the Career Center and your company. With this contract in place, we will start to identify and screen candidates for your company's position(s).

### **9. How long will the process take to get the OJT approved?**

This process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a few weeks. The individual can be hired effective the date of the award letter.



# Workforce Training Fund Programs

A skilled workforce is a commitment  
in your company's future.

## Grant Funds for Incumbent Worker Training

### General Program:

Up to \$250,000 for  
customized training.

Express Program: Up to  
\$30,000 for small company  
(50 or fewer employees)  
for pre-approved training.

Hiring Incentive Training  
Grant Program: Up to  
\$30,000 for hiring and training  
Massachusetts residents,  
unemployed for 6 months or  
longer. Waiting period is  
waived for qualified veterans.

To learn more or  
to apply, go to [www.mass.gov/wtftp](http://www.mass.gov/wtftp).

For assistance, call 1-800-252-1591.



# North Central Career Centers

## JOB ORDER FORM

(REQUEST FOR QUALIFIED CANDIDATES)

(email or fax completed form to: [spercifull@detma.org](mailto:spercifull@detma.org) or 978-534-1375)

DATE: \_\_\_\_\_

### 1. DESCRIBE YOUR COMPANY

Company Name: \_\_\_\_\_

FEIN # \_\_\_\_\_ Fed. Contractor? \_\_\_\_\_

Primary Product or Service: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Person to Contact for Referral: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. TELL US ABOUT YOUR JOB

Title of job to be listed: \_\_\_\_\_

Job Site: \_\_\_\_\_

Number of available positions: \_\_\_\_\_

Job Duration: ☐ permanent (150 days+)  
☐ temporary - # of days \_\_\_\_\_

Salary range: Min\$ \_\_\_\_\_ Max\$ \_\_\_\_\_

☐ per hour ☐ per week ☐ per month ☐ per year  
(required for computerized job matching)

Work Schedule - Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Health Insurance: ☐ Yes ☐ No  
☐ Yes, but not employer contributed

Other Benefits: \_\_\_\_\_

### 3. QUALIFICATIONS OF CANDIDATES

Months of Experience Required: \_\_\_\_\_

Years of Education Required:

- ☐ High School Diploma
- ☐ Associate Degree
- ☐ Bachelor Degree
- ☐ Other \_\_\_\_\_

License/Certification Required: \_\_\_\_\_

### 4. YOUR REFERRAL PREFERENCE

I prefer to receive prescreened applicants by the following method:

- ☐ Send direct ☐ Call first ☐ Send Résumé
- ☐ Fax Resume ☐ Other \_\_\_\_\_

Job Description/Additional Information:

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*Connecting Workers and Employers*

# North Central Career Centers

Business Services



## We Hired Form

Congratulations on hiring an applicant through our career center. Please help us by completing the following form about your hiring. Please fax to: 978-534-1375

### Company Contact Information:

Your Name: \_\_\_\_\_  
Your Title: \_\_\_\_\_  
Your Organization: \_\_\_\_\_  
FEIN#: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Job Order #: \_\_\_\_\_ (or Job Title)

Please provide the following information about your hire(s):

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date Of Hire: \_\_\_\_\_ (dd/mm/yy)  
Starting Pay Rate: \_\_\_\_\_  
MOSES ID #: \_\_\_\_\_  
Social Security #: \_\_\_\_\_

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First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date Of Hire: \_\_\_\_\_ (dd/mm/yy)  
Starting Pay Rate: \_\_\_\_\_  
MOSES ID #: \_\_\_\_\_  
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