



INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA R18-03

TO: ALL SC WORKS STAFF, CENTER PARTNERS, AND YOUTH SERVICE PROVIDERS

SUBJECT: Federal Bonding Program and Work Opportunity Tax Credit Resources

DATE ISSUED: December 17, 2018 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: This instruction letter REPLACES UWB Local Instruction Letter WIA 07-03. The purpose of this instruction letter is to provide information and resources to assist staff and partners in their knowledge of the Federal Bonding Program and Work Opportunity Tax Credit ("WOTC") Program.

BACKGROUND: The Federal Bonding Program and WOTC Program are resources that are available that can assist an individual in their ability to re-enter the workforce. These programs are actually business services, but because businesses receive benefits in accessing these programs, they may be more likely to consider employing an individual that they otherwise may not consider.

The Federal Bonding Program provides businesses with a fidelity bond insurance policy that protects the employer from any loss of money or property due to employee dishonesty. The Federal Bonding Program is like a "guarantee" to the employer that the individual they hire will be an honest employee, while offering a financial protection for the employer should any dishonesty occur. The Federal Bonding Program is a unique job placement tool for ex-offenders and other applicants that may be considered a "risk" to the business due to anything in their personal history.

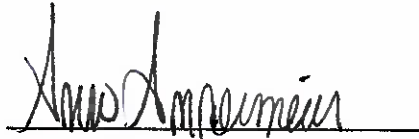
The WOTC Program is a Federal Income Tax Credit program for businesses to access when they hire individuals that are identified as being part of one of nine categories. Many job service and WIOA clients may fall into one of these categories and businesses can be encouraged to hire these individuals when provided information about the WOTC Program.

ACTION: All staff members and partners are encouraged to be aware of these resources and able to assist clients and businesses with questions about the programs.

In addition, several documents are provided as an attachment to this instruction letter so that information will be readily available. The following information is included as part of this

instruction letter: State Bonding Coordinator for South Carolina contact sheet, Federal Bonding Fact Sheet, State WOTC Coordinator for South Carolina contact sheet, WOTC Brochure and Helpful Links sheet.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstaterworkforceboard.org .



Ann Angermeier
Executive Director
Upstate Workforce Board



Dean E. Jones
Executive Director
Greenville County Workforce Development Board

Source: n/a