BUSINESSES, EMPLOYEES, FAMILIES & COMMUNITIES

WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE
- Adjust labor force week-by-week.
- Improve workplace morale and employee loyalty.
- Avoid high costs associated with employee turnover.
- Retrain and retain skilled workforce.

- Job stability.
- Collect benefits without having to search for work.
- Continue receiving health insurance, retirement contributions and other benefits.

---

**SharedWork Benefits**

“The certainty of being able to work some portion of hours and maintain health insurance and other benefits has saved lives, families, helped prevent unfortunate mental health outcomes, reduced strain on kids, has provided a peace of mind in the most tense and uncertain year in recent memory.”

Michele Evermore, Senior Policy Advisor
U.S. Department of Labor

Enroll today
SharedWorkWA.com
Employer Line: 800-752-2500 option 3
Email: sharedworkplansec@esd.wa.gov

---

**For Families**

**For Employers**

**For Employees**

**For Communities**
Ryna’s remodeling company temporarily closed because of COVID-19. Prior to closing, she employed 20 individuals for a standard workweek of 40 hours. In April 2021, they partially reopen by bringing back all 20 individuals at a reduced workweek of 30 hours.

**In lieu of layoffs.** Ryna has enough work (600 hours) for 15 full-time employees. The employer is able to avert the continued layoff of 5 full-time employees by bringing back all 20 employees for a reduced workweek.

**Reduced workweek.** The employer reduced the workweek from 40 hours to 30 hours, which is a reduction of 25 percent and permissible under federal law, actually anywhere from 10-50% is acceptable reduction each week with SharedWork.

**Summary.** The 20 returning employees would each receive 75 percent of their wages from their employer, while also remaining eligible for 25 percent of their respective weekly benefit amounts under SharedWork.
## Bringing employees back on SharedWork

<table>
<thead>
<tr>
<th></th>
<th>Unemployment only, no work</th>
<th>Work without SharedWork</th>
<th>SharedWork plan with 25% reduction</th>
<th>SharedWork plan for part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average weekly earnings</strong></td>
<td>$800 ($20 x 40 hrs)</td>
<td>$800 ($20 x 40 hrs)</td>
<td>$800 ($20 x 40 hrs)</td>
<td>$576 ($18 x 32 hrs)</td>
</tr>
<tr>
<td><strong>Usual hours worked</strong></td>
<td>0</td>
<td>40</td>
<td>40</td>
<td>32</td>
</tr>
<tr>
<td><strong>SharedWork hours</strong></td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td><strong>Weekly Benefit</strong></td>
<td>$481</td>
<td>$0</td>
<td>$120</td>
<td>$101</td>
</tr>
<tr>
<td><strong>Weekly Wage</strong></td>
<td>0</td>
<td>$800</td>
<td>$600</td>
<td>$432</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$481</td>
<td>$800</td>
<td>$720</td>
<td>$533</td>
</tr>
</tbody>
</table>
Sign in to eServices with a Secure Access Washington (SAW) account. If you established a SAW account for WorkSourceWA.com or another state service, you can use that same user name and password.

How It Works

1. The employer calls to check business eligibility.

2. The employer assigns a SharedWork representative and submits an Employer Plan Application and a Participant List.

3. Once the employer plan is approved, each participant submits an Employee Application.

4. The employee files weekly claim by eServices or telephone, whether their hours are reduced or not.

5. The employee receives earned wages and share of unemployment insurance benefits.
SharedWork Requirements

Employer Requirements for SharedWork:

1. Must be a legally registered business in Washington state.
2. Must have an ESD (Employment Security) number.
3. Must have at least two permanent employees, who are not corporate officers, affected by a reduction in hours and wages.
4. Continue to provide same benefits to employees.

Employee Requirements for SharedWork:

1. Employee must qualify for a valid claim. (680 hours)
2. All permanent employees may participate in SharedWork.
3. Be able and available for all scheduled hours by SharedWork employer.
“Client care has ebbed and flowed based on the pandemic, and Shared Work has given us the flexibility to take care of our staff, while saving payroll when there isn’t enough work – (as a non-profit, this is especially important!)”

Michael LaTour, Associate Director

“I think SharedWork is a great signal to your people:- come back to work, get back to work, and here, sign up for SharedWork! It could be a great tool in building up your team and moving forward as you try to figure out the next few years of being short [on] workers, and how to retain the great ones you have.”

Anthony Anton, President and CEO

“Our employees are thankful we used it, and happy they do not have to draw full unemployment. There are so many advantages to SharedWork. We do not know what the future will bring. Get approved for SharedWork!”

Erica Baldridge, Director of Human Resources

“To keep our morale up, wanting to do what felt like the right thing for our employees ... was not just to pick five or ten of our newest employees and let them go because of the pandemic ... and so SharedWork saved us!”

Erica Baldrige, Director of Human Resources
Employers can verify their eligibility in minutes and get answers by calling 800-752-2500 and choosing Option 3.

**800-752-2500**

8am to 4pm, Monday through Friday

Option 1 – Claims
Option 2 – Existing Plans
Option 3 – New Plan Inquiry
Option 4 – I was asked to call sharedworkplansect@esd.wa.gov

---

**More ways to learn about SharedWork**

1) **Watch a commercial:** [https://youtu.be/apAufybRrrY](https://youtu.be/apAufybRrrY)
2) **Attend a virtual event** The SharedWork program will be hosting many regional and statewide webinars for employers in Washington. [esd.wa.gov/SharedWork/events](esd.wa.gov/SharedWork/events)
3) **Weekly Q&A webinar** The SharedWork program will be hosting weekly webinars through the year end to help businesses get informed.

**Weekly Wednesday 8:15 am - 9am**

SharedWork Q&A sessions for businesses

[Click here to register for the webinar on any Wednesday](#)
### Upcoming events

#### Resources for Washington businesses
Learn more about the SharedWork employee retention program and WA Cares (long-term services and supports).

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Sept. 29</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WA Cares</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Oct. 20</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WOTC</td>
</tr>
</tbody>
</table>

#### Webinars
Resources for Washington businesses
Hosted by the SharedWork program.

- esd.wa.gov/sharedwork/webinar

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, Sept. 29</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WA Cares Fund</td>
</tr>
<tr>
<td>Wednesday, Oct. 20</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WOTC/Bonding tax incentives</td>
</tr>
<tr>
<td>Wednesday, Nov. 17</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WorkSource and local Workforce partners</td>
</tr>
<tr>
<td>Wednesday, Dec. 8</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and Tax and Wages</td>
</tr>
<tr>
<td>Wednesday, Jan. 19</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and LMEA</td>
</tr>
<tr>
<td>Wednesday, Feb. 9</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and Paid Family and Medical Leave</td>
</tr>
<tr>
<td>Wednesday, Mar. 9</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and Industry Panel</td>
</tr>
<tr>
<td>Wednesday, Apr. 6</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WA Cares Fund</td>
</tr>
<tr>
<td>Wednesday, May 4</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and Tax and Wages</td>
</tr>
<tr>
<td>Wednesday, June 1</td>
<td>11:50 AM - 12:55 PM</td>
<td>SharedWork and WOTC/Bonding tax incentives</td>
</tr>
</tbody>
</table>
Work Opportunity Tax Credit
What Does WOTC Do?

- The Work Opportunity is a tax incentive for employers to hire certain job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.
- Participating employers are able to reduce their Federal income tax liability by $2,400-$9,600 per eligible employee.
- All applications must be submitted within 28 days of the employee’s start date.
- In 2019 Washington State employers received $114M of potential tax credit savings using the WOTC program.
### WORK OPPORTUNITY TAX CREDIT

Veteran supporting documentation must be provided within 90 days of WOTC application submission.

<table>
<thead>
<tr>
<th>Veteran Target Groups</th>
<th>Worked at least 120 hours but less than 400 hours</th>
<th>Worked at least 400 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received (food stamps) benefits 3 of last 15 months</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Disabled Veteran hired within 1 year of leaving service</td>
<td>Up to $3,000 (25% of $12,000 of first-year wages)</td>
<td>Up to $4,800 (40% of $12,000 of first-year wages)</td>
</tr>
<tr>
<td>Disabled Veteran Unemployed at least 6 months</td>
<td>Up to $6,000 (25% of $24,000 of first-year wages)</td>
<td>Up to $9,600 (40% of $24,000 of first-year wages)</td>
</tr>
<tr>
<td>Unemployed at least 4 weeks</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Unemployed at least 6 months</td>
<td>Up to $3,500 (25% of $14,000 of first-year wages)</td>
<td>Up to $5,600 (40% of $14,000 of first-year wages)</td>
</tr>
<tr>
<td>Other WOTC Target Groups</td>
<td>Worked at least 120 hours but less than 400 hours</td>
<td>Worked at least 400 hours</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Received (food stamps) benefits Age 18-39 qualifying individual or family member received benefits 6 months prior to hire date</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Short Term TANF Recipient TANF recipient 9 of last 18 months</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Long Term TANF Recipient TANF recipient last 18 consecutive months or received 18 months of TANF combined with final payment within last 2 years</td>
<td>N/A</td>
<td>Up to $9,000 (40% of $10,000 of first-year wages and 50% of $10,000 of second-year wages)</td>
</tr>
<tr>
<td>Vocational Rehabilitation Referral Participant in a state or federal-vocational-rehabilitation program and had a written plan within the last 2 years</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other WOTC Target Groups</th>
<th>Worked at least 120 hours but less than 400 hours</th>
<th>Worked at least 400 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Felon Convicted of a felony within one year prior to the hire date or released from incarceration within one year prior to the hire date</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>SSI Recipient Received SSI payment in any month within 60 days of being hired</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Long-term unemployed Individual who has been unemployed at least 27 consecutive weeks and received at least one week of unemployment compensation</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
</tbody>
</table>
WORK OPPORTUNITY TAX CREDIT

Pre-Screening Notice and Certification for the Work Opportunity Credit

Job applicant fill in the lines below and check any boxes that apply. Complete only this side.

- Work Opportunity Tax Credit

Applicant Name:

Social Security Number:

Address where you live:

City or town, state, and ZIP code:

County:

Telephone number:

If you are under age 30, enter your date of birth month, day, year:

1. Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

2. Check here if any of the following statements apply to you:
   - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 90 days in the past 36 months.
   - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits for 36 months in the past 12 months.
   - I was referred to the rehabilitation agency by the state, an employee, or an employer under the Work Opportunity Program, or the Department of Veterans Affairs.
   - I am 16 years old or older and am a member of a family that:
     - Received SNAP benefits for at least 6 months, or
     - Received TANF benefits for at least 6 months, or
     - Was referred to a rehabilitation agency by the state, an employer, or the Department of Veterans Affairs.

3. Check here if you are a veteran and have been unemployed for 30 weeks or more during the past year.

4. Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.

5. Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for 60 consecutive weeks in the past year.

6. Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for 30 weeks or more during the past year.

7. Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for 30 weeks or more during the past year.

Applicant Information:

- Name:
- Address:
- Social Security Number:
- Date of birth:
- Employment status:
- Employment since:
- Employment date:
- Employment time:
- Employment type:
- Employment industry:
- Employment duration:
- Employment benefits:
- Employment commute:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
- Employment supervisor:
- Employment responsibilities:
Work Opportunity Tax Credit (WOTC)

The WOTC is a tax incentive for employers to hire certain hard-to-place job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.

Employers can reduce their federal business taxes by anywhere from $2,400 to $9,600 per eligible employee. The amount employers get is based on:

- The employee’s target group
- Wages earned and hours worked by the employee

Employers cannot claim the WOTC for:

- Relatives
- Former employees
- Undocumented aliens

To apply online:

You must have a SecureAccess Washington (SAW) account and a WOTC account. Read the requirements and apply online here. All applications must be submitted within 28 days of the employee’s start date.

WOTC resources:
- Online filing system
- Eligibility
- How to apply
- Application deadlines

For more information, email ESDPWOTC@esd.wa.gov or call 360-902-9326.
FEDERAL BONDING PROGRAM

- Created in 1966 by USDOL, the Federal bonding program protects employers against employee act of dishonesty. The bond provides 100 percent coverage and has no deductible.

- Employers receive the bonds free-of-charge. Each new hire can be bonded from $5,000 - $25,000 with $0 deductible covering the first six months of employment.

- Bonds can be applied to ANY full- or part-time employee paid wages (with Federal taxes deducted from pay), including individuals hired by temp agencies. *Self-employed people cannot be covered by Fidelity Bonds
Federal bonding

The fidelity bonds issued by the Federal Bonding Program (FBP) protect employers against employee fraud and dishonesty. Employers receive the bonds free-of-charge as an incentive to hire these applicants. The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to $5,000 during the first six months of a selected individual's term of employment.

The mission of the FBP is to give employers the peace of mind that they can safely provide all individuals job opportunities with limited risk.

The FBP helps reduce barriers for justice-involved individuals, as well as others who have difficulty securing employment and getting their lives back on track, building stronger, healthier communities.

TO APPLY:
Print and fill out the Washington State Bond Request form (pdf) and return to Clancy Mullins, State Bonding Coordinator at PO Box 9046, Olympia, WA 98507, or bondjobs@esd.wa.gov.

FOR MORE INFORMATION:
- Read the Federal Bonding Program informational brochure for Employers and Job Seekers
- Visit the Federal Bonding Program website
- See Employment Security’s Federal Bonding fact sheet

CONTACT:
Call 800-660-0271 or email bondjobs@esd.wa.gov, for additional information.
WORK OPPORTUNITY TAX CREDIT & FEDERAL BONDING

Program Coordinator: Alice Barney
Phone: (800) 669-9271
Email: esdgpwotc@esd.wa.gov
Email: bonds4jobs@esd.wa.gov

www.esd.wa.gov/wotc
www.esd.wa.gov/bonding