



TAKE TWO (Transitional Work Opportunity) Program Opportunities for Employers

Federal Bonding Program

A fidelity bond is provided to the employer free of charge and serves as an incentive to the company to hire a job applicant who is an ex-offender or has an at risk background in obtaining employment. It is a business insurance policy that protects the employer against financial loss due to theft, forgery, larceny or embezzlement caused by employee dishonesty.

The Federal Bonding Program assists a job applicant in overcoming barriers to employment. It is a 6-month fidelity bond for applicants who are denied coverage by commercial carriers due to their at risk background provided through a partnership between the US Department of Labor and Union Insurance Group Company.

Work Opportunity Tax Credit

The Work Opportunity Tax Credit (WOTC) is a federal tax credit that encourages employers to hire targeted groups of job seekers. WOTC can reduce employer federal tax liability by as much as \$2,400 to \$9,600 per new hire.

The targeted groups are Category A: Welfare Recipients, Category B-1: Veterans Receiving Food Stamps, Category B-2: Disabled Veterans, Category C: Ex-Felons, Category D: Designated Community Residents, Category E: Vocational Rehabilitation Recipients, Category G: Food Stamp Recipients, Category H: Supplemental Security Income Recipients, Category I: Long Term TANF Recipients, Category V: Unemployed Veterans. Each target group has its own specific requirements.

Get Started

You must apply for and receive certification from the Colorado Department of Labor and Employment WOTC Unit, verifying that any new hire is a member of a WOTC target group before you can claim WOTC on the federal tax return. **This must be done within 28 days of the new hire's start date.**

Email all paperwork to the State Bonding Coordinator at The Colorado Department of Labor & Employment below within 28 days of hire date.

CDLE State Bonding Coordinator

Kerri Owen

(P) 303.318.8961

(F) 303.318.8908

kerri.owen@state.co.us



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INSTRUCTIONS TO COMPLETE FORMS:

*** IMPORTANT INFORMATION:** Employer must complete and email all forms to the State Bonding Coordinator within 28 calendar days from the employee's start date.

WOTC 8850 Forms:

- The first page of the 8850 form needs to be completed and signed by the offender (employee).
- The employer will complete and sign the second page of the 8850.

9061 Form:

- Employer fills out Page 1 top portion (boxes 3 -12) and fill in box 17 with pre-hired offenders information. Sign bottom (box 25a, 25b and 26)

Federal Bonding Program Form:

- Statement of Intent to Hire. The employer just needs to sign the "Signature of Hiring Authority", "Print Name" and "Name of Employee to be hired".
- Employers do not have to complete the rest of the information. CDLE will already have that information from the WOTC paperwork.

Contacts:

CDLE State Bonding Coordinator - Email all completed paperwork to this contact

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CDOC Program Management I - Project Liaison - Contact for The Take TWO program.

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