

# Sodexo Live! WOTC Screening Process

## Job Application - Before Job Offer:

- Each Sodexo applicant reads and responds to the WOTC Applicant Survey as a part of the application process.
- Location Manager/HR Representative retains a copy of the Applicant Survey.

## After Job Offer:

- Each **new hire** is provided with the Unit Hire WOTC form set **prior to their first day of work** (or no later than their first day of work).
- Each employee is asked to call 1 (844) 218-1435 to complete a brief survey.
  - WOTC form set is found on Spark and includes:
    - WOTC Instruction Page
    - Form 8850
    - Self-Attestation Form for Long-Term Unemployed
    - Release Notice
    - Form W-4
  - An EY Representative will instruct the new hire if any additional forms need to be completed after the call.
  - Any forms requested should be faxed to 1 (800) 929-0989 **OR** mailed to EY Attn: WOTC Operations Center, P.O. Box 226896, Dallas, TX 75222.
- **Mass Hiring Process** (for units with 10+ hires with the same start date at the same unit):
  - Each **new hire** is provided Mass Hire WOTC form set **prior to their first day of work** (or no later than their first day of work).
  - Mass Hire WOTC form set is found on Spark and includes:
    - Mass Hire WOTC Registration Page
    - WOTC Instruction Page
    - Government Sponsored Coverage Page
    - Privacy Notice
    - WOTC Questionnaire
    - Form 8850
    - Self-Attestation Form for Long-Term Unemployed
    - Form W-4
  - Each new hire should complete the full form set. Location Manager/HR Representative should ensure the employee has completed, **signed and dated** all forms in the set.
  - Completed forms should be faxed to 1 (800) 929-0989 **OR** mailed to EY Attn: WOTC Operations Center, P.O. Box 226896, Dallas, TX 75222.

**Please ensure all forms are printed from Spark to ensure the most up to date forms are being used.**

**It is recommended that the WOTC survey is tied to other pre-employment steps.**