Keeping mail safe in the tumultuous times in which we live, a terrorist threat can take many forms. In recent years, the possibility of a biological threat being introduced through the mail has become a reality. Terrorists can attempt to use letters or packages to spread infectious materials which are introduced to the body through contact with the skin and/or inhalation; however, homes and businesses are not defenseless against this threat. You can significantly reduce your vulnerability to these possible attacks by taking some time to familiarize yourself with a few simple guidelines about how to recognize and deal with suspicious packages and letters.

Warning signs of suspicious letters:
- No return address
- Restrictive markings, such as personal or private
- Sealed with tape
- Misspelled words/awkward or improper use of language
- Addressed to title only with no name; such as Chief Executive Officer
- Incorrect title
- Poorly typed or written

Warning signs of suspicious packages:
- Oily stains, discoloration, or crystallization visible on wrapper
- Strange odor
- Excessive taping
- Rigid or bulky
- Lopsided or uneven

If you receive a suspicious letter or package:
- Handle with care - don’t shake or bump
- Isolate the package/letter immediately
- Do not open, smell, touch or taste
- Treat it as suspect - call local law enforcement authorities immediately

The Department of Workforce Services assists job seekers and employers by offering the following services:
- Unemployment Insurance benefits and tax
- Occupational Safety and Health Administration requirements
- Employment and Training programs
- Vocational Rehabilitation services
- Mine Inspections and Safety
- Labor Market Information
- Workers’ Compensation, Benefits & Employer Services
- Labor Standards and Compliance

For more information on the Department of Workforce Services, please visit wyomingworkforce.org, call 877-WORK-WYO or find us on Facebook. DWS Director Joan K. Evans (joan.evans@wyo.gov) and Deputy Director Lisa M. Osvold (lisa.osvold@wyo.gov) can be contacted directly at (307) 777-8728.

Hiring slowed but not stopped by recession
Even during the worst of the recent recession, Wyoming employers hired thousands of new workers. By surveying employers about these new hires, the Research & Planning section of the Wyoming Department of Workforce Services is able to examine which occupations were most in demand, and see specific characteristics of these hires, such as age, gender, and whether the jobs were considered to be related to energy efficiency. This information comes from a random sampling of more than 112,000 new hires made by Wyoming employers (excluding state government) over a four-quarter period (fourth quarter 2009 to third quarter 2010). To read more about this research, see http://doe.state.wy.us/LMI/newhires.com.

The UI Taxable Wage Base for 2011 is $22,300.00
**Work Opportunity Tax Credit (WOTC)**

WOTC is federal business credit that provides employers a hiring incentive of eligible employees in targeted group populations experiencing difficulty in finding work. This program is jointly directed by the U.S. Department of Labor and the U.S. Department of Treasury.

- This program can provide employers a hiring incentive of up to $2,400 per eligible employee in tax credits.
- All employers that hire individuals in the targeted group populations experiencing difficulty in finding work are eligible.

To receive the tax credit, the newly hired employee and the employer must complete the IRS form 8850 and ETA form 9061.

**For further information contact:**
Department of Workforce Services
Beverly Bynum
851 Werner Court, Suite 121
Casper, WY 82601-1308
307-233-4623
beverly.bynum@wyo.gov

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**Employment Posters**

Employers are required to post employment related information in a conspicuous location accessible to all employees. State and federal posters can be downloaded from the Internet: [http://doe.wyo.gov/employers/Pages/Posters.aspx](http://doe.wyo.gov/employers/Pages/Posters.aspx)

Private companies often mail notices to employers informing them of federal and state requirements to post specific employee information. These companies will furnish federal and state employment posters for a fee. This same information is available at no cost to the employer at the above website.

**Federal Bonding Program for Employers**

Fidelity bonding is an insurance to protect an employer against employer dishonesty and covers any type of stealing by an employee: theft, forgery, larceny, and embezzlement. It provides an incentive to the employer to hire at-risk job applicants.

Fidelity bonding DOES NOT cover ‘liability’ due to poor workmanship, job injuries, work accidents, etc. It is not a bail bond or court bond needed in adjudication. It also is not a bond needed for self-employment (contract bond, license bond or performance bond).

**For further information contact:**
Department of Workforce Services
Beverly Bynum
851 Werner Court, Suite 121
Casper, WY 82601-1308
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**Cancelling Elective LLC/Member Coverage**

Cancellation of WC Owner/LLC Member/Corporate Officer coverage must be submitted in writing to the Division. The date of cancellation will be effective the last day of the month in which the written request is received by the Division. Please use the Owner Cancellation Coverage form on the website.

A written request is also needed to cancel UI LLC Member coverage. The effective date of cancellation is determined based on the date the written request is submitted. Corporate Officers cannot elect out of UI coverage.

**Correction:** The FUTA credit cited in the Quarter 2, 2011 Quarterly Connection article titled “Wyoming’s Unemployment Insurance Trust Fund” should be 5.4%. It was incorrectly listed as 5.2%.