



August 9, 2019

Dear Certificate Holder:

The Department of Labor is pleased to announce several updates to the section 14(c) certificate program. Foremost, in late 2018, the Department launched a secure, online section 14(c) application system. This intuitive online experience guides you through the information needed to complete your section 14(c) application. Whether an initial application or renewal, the system will help you to prepare the appropriate WH-226 and WH-226A(s) information for electronic submission to the Wage and Hour Division for processing. Upon submission, this interactive system provides you with a PDF copy of the completed application for your records and saves the PDF in the system for future reference. Please visit <https://section14c.dol.gov/> and watch for more information about the system.

Second, as the Department moves the section 14(c) process into the digital age, you can expect to see more official notifications from us via e-mail instead of the postal mail. For example, letters like this one will be moved to electronic distribution and also continue to be posted on our website. Further, WHD will no longer send the following:

1. Certificate renewal reminders prior to the expiration of your current certificate. Each certificate is issued with both an effective date and an expiration date. If you intend to continue to participate in the section 14(c) program, you are responsible for timely submitting a renewal application. You may use the new online application system or you may find the paper forms available on our website for mailing.
2. Notices and guides when there is an increase in your state's minimum wage. WHD will no longer send a direct notice to you to remind you of your obligation, in such an instance, to revisit your prevailing wage rate(s) and timely update with either new prevailing wage survey(s) or an equivalent percentage increase. For information on your responsibilities when there is an increase in the minimum wage, see [Fact Sheet 391](#) on our website and enclosed for your convenience. In the event of a change to the Federal minimum wage, we will continue our practice of contacting you directly at that time.

Third, compliance with the section 14(c) program requirements remains paramount. Each section 14(c) certificate application must be timely filed and contain full and accurate information. As we process section 14(c) certificate applications, if we determine that an application is not complete or does not provide sufficient information as instructed, you will receive a letter notifying you of the deficiencies we have identified and requesting you promptly respond to correct the issue(s). The letter will also notify you that failure to respond in a timely manner will result in a denial of your application. We are committed to providing you clear information about the certificate actions we take and allowing you the opportunity to respond if you feel you have additional information that could resolve the issue.

Fourth, as we are updating our internal systems, in the coming months there will be some changes to the certificate. Primarily, you will soon receive only one certificate per application, regardless of the number of branch or off-site work locations you may have. This single certificate will cover all locations where you perform section 14(c) work. You should provide copies of the certificate issued to the main establishment to each of your other locations. Also note that the layout of your certificate will look different and use a different certificate number format. While these changes do not affect the functionality of the certificate or your authority under the program, we wanted you to be aware that these changes are planned to take place soon.

Lastly, we ask that you stay in touch with us to keep your certificate information current. You may contact the Certification Processing office at 230 South Dearborn Street, Room 514, Chicago, Illinois 60604-1757, telephone (312) 596-7195 with updates. Thank you in advance for your cooperation in this area. Specifically:

1. After you submit a section 14(c) application, should you need to update your contact person or business information (such as a change to your name, EIN, address, telephone number, or e-mail address) please contact the Certification Processing office in writing or by telephone. A specialist on that team will be able to update your record with the correct contact information.
2. If you change your business practice and will no longer pay subminimum wages under section 14(c), please send a letter to the Certification Processing office at the address indicated above to state your intention and request to withdraw your certificate and/or application. This will help us stay current on employers who are active in the program and reduce the follow-up contact from us when you do not renew your certificate.

As always, we are committed to providing you with on-going, up-to-date information about the section 14(c) program and its requirements. We encourage you to stay well-informed of additional new information or notices from WHD by regularly visiting our webpage at <http://www.dol.gov/whd/workerswithdisabilities> and using the "Subscribe to 14(c) News" button to sign up to receive free e-mail updates about the section 14(c) program and updates to our webpage. Most recently, we updated the webpage to include a revised version of the section 14(c) PowerPoint presentation, including information about the online application system and new guidance on section 511 of the Rehabilitation Act. In addition, you may wish to visit the webpage of the Office of Disability Employment Policy (ODEP) at <https://www.dol.gov/odep/> to learn about other work the Department is doing to promote increased workplace success for people with disabilities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Helen M. Applewhaite", with a stylized flourish at the end.

Helen M. Applewhaite, Branch Chief
Family and Medical Leave Act and Other Labor Standards

Enclosure: Fact Sheet 39I