TCFW-01

# Initial Application – Successfully update the application’s type at any point during the completion process

**DESCRIPTION**

A registered user should be able to successfully indicate that they are completing an initial application or renewal application. Depending on their answer, the form fields will adjust to collect only the needed information.

**PRECONDITION**

The user must already be registered with an email address and password, and logged into the application.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Application Info page |  |
| 2 | Locate the first question: “What type of application is this?” |  |
| 3 | Choose “Initial” to answer the question. |  |
| 4 | Scroll to the bottom of the page and click on the green button labeled “Next” |  |
| 5 | Review the application navigation. Confirm the following links are visible: “Assurances,” “Application Info,” “Employer,” “Work Sites & Employees,” and “WIOA”. |  |
| 6 | Click on “Work Sites & Employees” |  |
| 5 | In response to the first question “What is the total number of establishments and work sites to be covered by this certificate?”, enter “1” |  |
| 7 | Click on “Add Work Site” |  |
| 8 | Complete the fields to add a Work Site |  |
| 9 | Confirm that the application **does** **not** ask for any employee information |  |
| 10 | Return to the Application Info page |  |
| 11 | Locate the first question: “What type of application is this?” |  |
| 12 | Change the response from “Initial” to “Renewal” |  |
| 13 | Scroll to the bottom of the page and click on the green button labeled “Next” |  |
| 14 | Review the application navigation. Confirm the following links are visible: “Assurances,” “Application Info,” “Employer,” “Wage Data,” “Work Sites & Employees,” and “WIOA”. |  |
| 15 | Click on “Work Sites & Employees” |  |
| 16 | In the table, click on “Edit” for the Work Site you added |  |
| 17 | Confirm that you can add employees to the Work Site |  |

**EXPECTED RESULT**

As per the instructions on the paper form, when completing an Initial application, users should not have to provide Wage Data or information on employees in the Work Site & Employee(s) section. The application should dynamically remove these sections from the form when the user indicates they are completing an Initial application on the Application Info page. If the user indicates they are completing a Renewal application, the application should dynamically update to display the required fields.

TCFW-02

# Employer Page – Successfully upload a document

**DESCRIPTION**

A registered user should be able to successfully upload a document, and view the document once uploaded. User should also be presented with the option to delete the document after uploading successfully.

**PRECONDITION**

The user must already be registered with an email address and password, and logged into the application.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Employer page |  |
| 2 | Locate this question: “Does this employer currently hold any contracts covered by the McNamara-O’Hara Service Contract Act (SCA)?” |  |
| 3 | Answer “Yes” to the question to display the conditional fields below |  |
| 4 | Upload a file in response to “Attach copies of all current SCA Wage Determinations for those contracts on which workers with disabilities are employed and earning subminimum wage.” |  |

**EXPECTED RESULT**

Any accepted file format (.jpg, .png, .pdf) should be uploaded successfully. The user should see the file name after it has been successfully uploaded, and be presented with an option to delete the file.

TCFW-03

# Wage Data Page – Hourly using Prevailing Wage Survey as method

**DESCRIPTION**

A registered user should be able to successfully choose Hourly as their type of payment, and provide the information needed for using the Prevailing Wage Survey as a method for determining the wage rate.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Wage Data page |  |
| 2 | For the first question “How did the employer pay subminimum wage rates to workers with disabilities in the most recent fiscal quarter?” choose “Hourly” |  |
| 3 | Provide answers for the next three questions |  |
| 4 | For the fourth question “Which method did the employer use to determine the Prevailing Wage for the job or contract identified above?” choose “Prevailing Wage Survey” |  |
| 5 | Answer all the questions that appear in the prompt. Note: be sure to add three source employers. |  |

**EXPECTED RESULT**

User should be presented with the appropriate prompt for using the Prevailing Wage Survey as the method used to determine the Prevailing Wage. The user should be able to add Source Employers to successfully enter complete the section.

TCFW-04

# Wage Data Page – Hourly using Alternate Wage Data as method

**DESCRIPTION**

A registered user should be able to successfully choose Hourly as their type of payment, and provide the information needed for using Alternate Wage Data as a method for determining the wage rate.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Wage Data page |  |
| 2 | For the first question “How did the employer pay subminimum wage rates to workers with disabilities in the most recent fiscal quarter?” choose “Hourly” |  |
| 3 | Provide answers for the next three questions |  |
| 4 | For the fourth question “Which method did the employer use to determine the Prevailing Wage for the job or contract identified above?” choose “Alternate Wage Data” |  |
| 5 | Answer the 4 questions that appear in the prompt. |  |

**EXPECTED RESULT**

User should be presented with the appropriate prompt for using the Alternate Wage Data as the method used to determine the Prevailing Wage. The user should be presented with the following instruction: “Provide the alternate wage data source used and the prevailing wage provided by that source”; followed by four fields to complete:

1. “Description of Work (include job classification code, if known),”
2. “Alternate data source used,”
3. “Prevailing wage provided by source,”
4. “Date data retrieved”

TCFW-05

# Wage Data Page – Hourly using SCA Wage Determination as method

**DESCRIPTION**

A registered user should be able to successfully choose Hourly as their type of payment, and provide the information needed for using the SCA Wage Determination as a method for determining the wage rate.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Wage Data page |  |
| 2 | For the first question “How did the employer pay subminimum wage rates to workers with disabilities in the most recent fiscal quarter?” choose “Hourly” |  |
| 3 | Provide answers for the next three questions |  |
| 4 | For the fourth question “Which method did the employer use to determine the Prevailing Wage for the job or contract identified above?” choose “SCA Wage Determination” |  |
| 5 | Upload a file in response to “Attach the applicable SCA Wage Determination” |  |

**EXPECTED RESULT**

User should be presented with the appropriate prompt for using SCA Wage Determination as the method used to determine the Prevailing Wage. The user should be presented with a prompt to upload the appropriate documents to support the method used.

TCFW-06

# Wage Data Page – Piece Rate using Prevailing Wage Survey as method

**DESCRIPTION**

A registered user should be able to successfully choose Piece Rate as their type of payment, and provide the information needed for using the Prevailing Wage Survey as a method for determining the wage rate.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Wage Data page |  |
| 2 | For the first question “How did the employer pay subminimum wage rates to workers with disabilities in the most recent fiscal quarter?” choose “Piece Rate” |  |
| 3 | Provide answers for the next three questions |  |
| 4 | For the fourth question “Which method did the employer use to determine the Prevailing Wage for the job or contract identified above?” choose “Prevailing Wage Survey” |  |
| 5 | Answer all the questions that appear in the prompt. Note: be sure to add three source employers. |  |

**EXPECTED RESULT**

User should be presented with the appropriate prompt for using the Prevailing Wage Survey as the method used to determine the Prevailing Wage. The user should be able to add Source Employers to successfully enter complete the section.

TCFW-07

# Wage Data Page – Piece Rate using Alternate Wage Data as method

**DESCRIPTION**

A registered user should be able to successfully choose Piece Rate as their type of payment, and provide the information needed for using Alternate Wage Data as a method for determining the wage rate.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Wage Data page |  |
| 2 | For the first question “How did the employer pay subminimum wage rates to workers with disabilities in the most recent fiscal quarter?” choose “Piece Rate” |  |
| 3 | Provide answers for the next three questions |  |
| 4 | For the fourth question “Which method did the employer use to determine the Prevailing Wage for the job or contract identified above?” choose “Alternate Wage Data” |  |
| 5 | Answer the 4 questions that appear in the prompt. |  |

**EXPECTED RESULT**

User should be presented with the appropriate prompt for using the Alternate Wage Data as the method used to determine the Prevailing Wage. The user should be presented with the following instruction: “Provide the alternate wage data source used and the prevailing wage provided by that source”; followed by four fields to complete:

1. “Description of Work (include job classification code, if known),”
2. “Alternate data source used,”
3. “Prevailing wage provided by source,”
4. “Date data retrieved”

TCFW-08

# Wage Data Page – Piece Rate using SCA Wage Determination as method

**DESCRIPTION**

A registered user should be able to successfully choose Piece Rate as their type of payment, and provide the information needed for using the SCA Wage Determination as a method for determining the wage rate.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Wage Data page |  |
| 2 | For the first question “How did the employer pay subminimum wage rates to workers with disabilities in the most recent fiscal quarter?” choose “Piece Rate” |  |
| 3 | Provide answers for the next three questions |  |
| 4 | For the fourth question “Which method did the employer use to determine the Prevailing Wage for the job or contract identified above?” choose “SCA Wage Determination” |  |
| 5 | Upload a file in response to “Attach the applicable SCA Wage Determination” |  |

**EXPECTED RESULT**

User should be presented with the appropriate prompt for using SCA Wage Determination as the method used to determine the Prevailing Wage. The user should be presented with a prompt to upload the appropriate documents to support the method used.

TCFW-09

# Work Sites & Employees Page – Successfully add five employees to a work site

**DESCRIPTION**

A registered user should be able to successfully upload a document, and view the document once uploaded. User should also be presented with the option to delete the document after uploading successfully.

**PRECONDITION**

* The user must already be registered with an email address and password, and logged into the application.
* The user must be completing a **renewal application** (as opposed to an initial application). The question for the application type is on the Application Info page.

**ASSUMPTION**

* A supported browser is being used.
* The user has the “Section 14(c) Sample Wage Data.xlsx” Excel file for reference.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Work Site & Employees page |  |
| 2 | For the first question “What is the total number of establishments and work sites to be covered by this certificate?” enter “1” |  |
| 3 | Click on the button labeled “Add Work Site & Employee(s)” |  |
| 4 | Provide answers for the next six questions about the Work Site |  |
| 5 | Click on “Next: Add Employees” |  |
| 6 | Click on “Add Employee” |  |
| 7 | Use the “Section 14(c) Sample Wage Data.xlsx” file to add five users |  |
| 8 | Click on “Save Work Site & Employee(s)” |  |
| 9 | View a table that lists the Work Site you just added |  |
| 10 | Click on the blue plus icon in the first column of the table |  |
| 11 | Confirm the five employees you just entered are in the table |  |

**EXPECTED RESULT**

User should be able to successfully add a Work Site, with an unlimited number of employees. The user should be able to view a table of users as they are added, and then view the Work Site and its associated employees after saving each Work Site & its employee(s).

TCFW-10

# Submit **Initial Application** & Get Email w/PDF – Successfully complete all sections of the application and submit it for review

**DESCRIPTION**

A registered user should be able to successfully complete each section of the application, and submit it for review by the certification team. Once submitted, the user should receive an email with a PDF attachment of their completed application.

**PRECONDITION**

The user must already be registered with an email address and password, and logged into the application.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Assurances page and complete all questions |  |
| 2 | Click on “Next” and navigate to the Application Info page. On the first question, indicate that this is an **Initial Application**. Complete all following questions. |  |
| 3 | Click on “Next” and navigate to the Employer page. Complete all questions. |  |
| 4 | Click on “Next” and navigate to the Wage Data page. Complete all questions. |  |
| 5 | Click on “Next” and navigate to the Work Sites & Employees page. Complete all questions. Provide at least one work site and five employees. |  |
| 6 | Click on “Save Work Site & Employees”. Review table. |  |
| 5 | Click on “Next” and navigate to the WIOA page. Complete all questions. Provide at least one worker under the age of 24. |  |
| 7 | Click on “Next” and navigate to the Review & Submit page. Review any feedback, and go to the pages with errors to correct them if needed. |  |
| 8 | Once there are no errors and all sections “Look good!”, click on “Submit 14(c) Certificate Application.” |  |
| 9 | View the success message that the application has been submitted. |  |
| 10 | Check email and confirm receipt of the confirmation email and the PDF attachment. |  |

**EXPECTED RESULT**

The user will complete the application and submit for approval. Any errors will be presented to them on the Review screen and prompted for correction. Once any errors are resolved, the application will be submitted to the certification team for review. The certification team should receive an email with a PDF of the submitted application attached. The user should also receive an email with a PDF of the submitted application attached, and a message confirming the successful submission of their application.

TCFW-11

# Submit **Renewal Application** & Get Email w/PDF – Successfully complete all sections of the application and submit it for review

**DESCRIPTION**

A registered user should be able to successfully complete each section of the application, and submit it for review by the certification team. Once submitted, the user should receive an email with a PDF attachment of their completed application.

**PRECONDITION**

The user must already be registered with an email address and password, and logged into the application.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the Assurances page and complete all questions |  |
| 2 | Click on “Next” and navigate to the Application Info page. On the first question, indicate that this is a **Renewal Application**. Complete all following questions. |  |
| 3 | Click on “Next” and navigate to the Employer page. Complete all questions. |  |
| 4 | Click on “Next” and navigate to the Wage Data page. Complete all questions. |  |
| 5 | Click on “Next” and navigate to the Work Sites & Employees page. Complete all questions. Provide at least one work site and five employees. |  |
| 6 | Click on “Save Work Site & Employees”. Review table. |  |
| 5 | Click on “Next” and navigate to the WIOA page. Complete all questions. Provide at least one worker under the age of 24. |  |
| 7 | Click on “Next” and navigate to the Review & Submit page. Review any feedback, and go to the pages with errors to correct them if needed. |  |
| 8 | Once there are no errors and all sections “Look good!”, click on “Submit 14(c) Certificate Application.” |  |
| 9 | View the success message that the application has been submitted. |  |
| 10 | Check email and confirm receipt of the confirmation email and the PDF attachment. |  |

**EXPECTED RESULT**

The user will complete the application and submit for approval. Any errors will be presented to them on the Review screen and prompted for correction. Once any errors are resolved, the application will be submitted to the certification team for review. The certification team should receive an email with a PDF of the submitted application attached. The user should also receive an email with a PDF of the submitted application attached, and a message confirming the successful submission of their application.