




**Memorandum of Record # 398**

**DATE:** JANUARY 13, 2010

**MEMORANDUM TO:** WORKFORCE SOLUTIONS-ALAMO  
CONTRACTORS

**FROM:** FRANCISCO MONCIVAIS  
DEPUTY EXECUTIVE DIRECTOR- PROGRAM  
OPERATIONS 

**SUBJECT:** WD 61-09 THE 2010 EARNED INCOME TAX CREDIT FOR  
EMPLOYED TEMPORARY ASSISTANCE FOR NEEDY  
FAMILIES RECIPIENTS AND OTHER LOW-INCOME

The Texas Workforce Commission has released Workforce Development (WD) letter 61-09 entitled "The 2010 Earned Income Tax Credit for Employed Temporary Assistance for Needy Families Recipients and Other Low-Income Workers". WD 61-09 provides local workforce areas with information on the Earned Income Tax Credit (EITC) and provides information to Boards on providing Volunteer Income Tax Assistance (VITA) sites within Texas Workforce Centers.

Workforce Solutions-Alamo adopts WD 61-09 as policy and requires workforce center contractors to assist employed TANF recipients and other low-income workers who may qualify for EITC in applying for such benefits. WD 61-09 rescinds MR 351 issued February 11, 2009 entitled "The 2009 Earned Income Tax Credit for Employed Temporary Assistance for Needy Families Recipients and other Low-Income Workers.

Workforce center contractors must ensure that appropriate staffs are aware of and complies with the requirements in the WD letter. Where necessary, contractors must ensure that policies and procedures are in place to implement the requirements outlined in WD 61-09.

All comments and inquiries pertaining to this policy should be directed to: Vickie Reece, Senior Workforce Services Specialist, (210) 581-1086 or [vickie.reece@twc.state.tx.us](mailto:vickie.reece@twc.state.tx.us).

Attached: WD 61-09, The 2010 Earned Income Tax Credit for Employed TANF Recipients and Other Low-Income Workers

**TEXAS WORKFORCE COMMISSION LETTER**

<b>ID/No:</b>	WD 61-09
<b>Date:</b>	December 23, 2009
<b>Keyword:</b>	Child Care; TANF/Choices
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **The 2010 Earned Income Tax Credit for Employed Temporary Assistance for Needy Families Recipients and Other Low-Income Workers**

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**PURPOSE:**

This WD Letter provides Local Workforce Development Boards (Boards) with:

- information and guidance on the 2010 Earned Income Tax Credit (EITC) for employed Temporary Assistance for Needy Families (TANF) recipients and other low-income workers;
- an EITC outreach campaign kit; and
- notice of the Texas Workforce Commission's (Commission) *Fact Sheet on the EITC and Child Tax Credit*.

**BACKGROUND:**

Rider 12 of the General Appropriations Act, 81st Texas Legislature, Regular Session (2009) requires the Commission to assist employed TANF recipients and other low-income workers who may qualify for the federal EITC with applying for such benefits.

Rider 12 also states that the Commission may assist eligible individuals in preparing and filing income tax returns by working with the Internal Revenue Service (IRS) to establish Volunteer Income Tax Assistance (VITA) sites within Texas Workforce Centers.

**PROCEDURES:**

Boards must ensure that the Texas Workforce Centers in their local workforce development areas (workforce areas) assist employed TANF recipients and other low-income workers who may qualify for EITC. To assist, the Commission is providing each of the 28 Boards with one hard copy of the 2010 EITC outreach

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campaign kit from the Center on Budget and Policy Priorities, entitled “Money Talks! Have You Heard?!”

Additional hard copies of the EITC outreach campaign kit, for \$3.00 each, may be ordered by contacting John Wanacheck by e-mail at [eickit@cbpp.org](mailto:eickit@cbpp.org), by fax at (202) 408-1056, or by telephone at (202) 408-1080. The outreach campaign kit also may be accessed in English and Spanish at <http://eitcoutreach.org>.

Boards must distribute outreach campaign kit information to Texas Workforce Center staff to promote EITC. For free information on the EITC campaign, the advance payment features, flyers, and other tax publications, contact Jamie Stewart with the IRS at (512) 499-5981 or [Jamie.D.Stewart@irs.gov](mailto:Jamie.D.Stewart@irs.gov).

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To assist eligible individuals in preparing and filing federal tax returns for calendar year 2009, Boards may provide space for VITA sites within Texas Workforce Centers in their workforce areas. VITA site volunteers will provide free assistance with preparing and filing tax returns.

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Boards interested in providing space for VITA can contact the nearest IRS regional office at the telephone numbers listed below:

- Dallas Territory (North & West Texas) – (214) 413-6060
- El Paso Territory (Southwest & South central Texas) – (915) 834-6511
- Houston Territory (Southeast & North central Texas) – (281) 721-7070

Boards also must be aware that the Commission will mail a *Fact Sheet on the EITC and Child Tax Credit* to all parents who received child care services in 2009. The fact sheet provides basic eligibility criteria and guidance on how to obtain additional EITC tax credit information.

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**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENT:**

Attachment 1: EITC outreach campaign kit: “Money Talks! Have You Heard?!”  
(hard copy only)

**RESCISSIONS:**

WD Letter 01-09

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**REFERENCE:**

General Appropriations Act, Article VII, Rider 12, 81st Texas Legislature, Regular Session (2009)

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”