




Memorandum of Record # 351

DATE: FEBRUARY 11, 2009

MEMORANDUM TO: WORKFORCE SOLUTIONS-ALAMO
CONTRACTORS

FROM: FRANCISCO MONCIVAIS
DEPUTY EXECUTIVE DIRECTOR- PROGRAM
OPERATIONS 

SUBJECT: WD 01-09 THE 2009 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 01-09 entitled "The 2009 Earned Income Tax Credit for Employed Temporary Assistance for Needy Families Recipients and Other Low-Income Workers". WD 01-09 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 01-09 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 01-09 rescinds MR 294 issued January 25, 2008 entitled "The 2008 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 01-09.

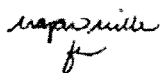
All comments and inquiries pertaining to this policy should be directed to: Vickie Reece, Senior Workforce Services Specialist, (210) 581-1102 or vickie.reece@twc.state.tx.us.

Attached: WD 01-09, The 2009 Earned Income Tax Credit for Employed TANF Recipients and Other Low-Income Workers

TEXAS WORKFORCE COMMISSION LETTER

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|-------------------|------------------|
| ID/No: | WD 01-09 |
| Date: | January 14, 2009 |
| Keyword: | TANF/Choices |
| Effective: | 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 2009 Earned Income Tax Credit for Employed Temporary Assistance for Needy Families Recipients and Other Low-Income Workers**

PURPOSE:

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

- information and guidance on the 2009 Earned Income Tax Credit (EITC) for employed Temporary Assistance for Needy Families (TANF) recipients and other low-income workers; and
- an EITC outreach campaign kit.

BACKGROUND:

Rider 12 of the General Appropriations Act, 80th Texas Legislature, Regular Session (2007) requires the Texas Workforce Commission (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 2009 EITC outreach campaign kit from the Center on Budget and Policy Priorities, entitled "Money Talks! Have You Heard?!"

NLF

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, 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://www.cbpp.org/eic2009>.

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.

NLF

To assist eligible individuals in preparing and filing federal tax returns for calendar year 2008, 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.

LF

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

LF

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

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENTS:

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

RESCISSIONS:

WD Letter 06-08

REFERENCE:

General Appropriations Act, Article VII, Rider 12, 80th Texas Legislature, Regular Session
(2007)

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.”