

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 49-11
Date:	December 20, 2011
Keyword:	Child Care; 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: **2012 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 2012 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 11 of the General Appropriations Act, 82nd Texas Legislature, Regular Session (2011) requires the Texas Workforce Commission (TWC) and Boards to assist employed TANF recipients and other low-income workers who qualify for the federal EITC with applying for such benefits.

In addition, Texas Labor Code §301.067 specifies that TWC can 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 Workforce Solutions Offices.

PROCEDURES:

Boards must ensure that Workforce Solutions Offices in their local workforce development areas (workforce areas) assist employed TANF recipients and other low-income workers who may qualify for EITC. To assist, TWC is providing each of the 28 Boards with one hard copy of the 2012 EITC outreach campaign kit from the Center on Budget and Policy Priorities, entitled “*Your Money. You Earned It. Now Claim It!*”

NLF

To order additional hard copies of the EITC outreach campaign kit, contact Shaunya Owens by e-mail at owens@cbpp.org, fax at (202) 408-1056, or telephone at (202) 408-1080. The outreach campaign kits are \$3.00 each and available in English and Spanish at <http://eitcoutreach.org/category/new-2012-outreach-materials>.

Boards must distribute outreach campaign kit information to Workforce Solutions Office staff to promote EITC. For free information on the EITC campaign, flyers, and other tax publications, visit the IRS's EITC Website at <http://www.eitc.irs.gov/ptoolkit/main/>.

NLF

To assist eligible individuals in preparing and filing federal tax returns for tax year 2011, Boards may provide space for, and refer individuals to, VITA sites within Workforce Solutions Offices in their workforce areas. VITA site volunteers will provide free assistance with preparing and filing tax returns.

LF

A list of VITA sites is available on the IRS Website at <http://www.irs.gov/individuals/article/0,,id=219171,00.html> or by calling 1-800-906-9887.

Boards interested in providing space for VITA, learning more about free tax programs in their workforce area, or requesting an IRS representative to attend Board meetings and regional and state events, can visit <http://www.irs.gov/individuals/article/0,,id=119374,00.html> or contact the nearest IRS regional office:

LF

- 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

INQUIRIES:

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

ATTACHMENT:

Attachment 1: EITC outreach campaign kit: “*Your Money. You Earned It. Now Claim It!*” (hard copy only)

RESCISSIONS:

WD Letter 43-10

REFERENCE:

General Appropriations Act, Article VII, Rider 11, 82nd Texas Legislature, Regular Session (2011)
Texas Labor Code §301.067

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.”