



WS 20 – 01 Change 1
February 1, 2023
Effective: Immediately
Basic/Expanded Service
Expires: Continuing

To: Career Offices

From: Juliet Stipeche
Rebecca Neudecker
Kevin Rodney

Subject: Federal Tax Credits and No-Cost Tax Filing Assistance

Purpose

To promote and provide updated information on federal tax credits and no-cost tax filing assistance for TANF recipients and other low-income workers.

This issuance replaces WS 20-01 Federal Tax Credits and No-Cost Tax Filing Assistance.

Background

The [Earned Income Tax Credit](#) (EITC) is a federal income tax credit for low-income working individuals and families.

The [Child Tax Credit](#) (CTC) is a federal income tax credit for low-income working families with one or more children.

- The EITC and CTC often result in a refund to low-income households who file a return.
- To qualify for these credits, taxpayers must file a tax return, even if they did not earn enough money to be obligated to file a tax return.
- EITC and CTC refund payments do not count as income when applying for or renewing benefits like Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid, Temporary Assistance for Needy Families (TANF) cash assistance, or public housing.

The Volunteer Income Tax Assistance (VITA) program offers free tax help for low-to-moderate income households, persons with disabilities, the elderly, and limited English-speaking taxpayers who need assistance in filing a federal tax return. VITA sites are generally located at community and neighborhood centers, libraries, schools, and shopping malls. Most locations also offer free electronic filing. A list of VITA sites is available on the IRS Website at [List of VITA Sites](#) or by calling 1-800-906-9887.

Promoting the Credits

Career office contractors and managers must make sure Workforce Solutions staff promote the tax credits to customers who are tagged in TANF/Choices and other low-income workers who may qualify for EITC.

The Internal Revenue Service (IRS) has created flyers in [English](#) and [Spanish](#) that can be shared with customers and displayed in the resource room.

Action

1. Make sure all offices display the EITC flyers in the resource rooms.
2. Make sure all Office Managers, Supervisors, Career Advisors, Service Coordinators, and other appropriate staff are aware of the EITC and where customers can go for free tax help.
3. Make sure staff promote the use of the tax credits, and tax filing, to individuals tagged in TANF/Choices who are working or have worked during the past year.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the [Submit a Question](#) link.