



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner  
Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #09-05-ELI

*(This Policy Bulletin Replaces PB #08-12-ELI)*

### EARNED INCOME TAX CREDIT OUTREACH

<b>Date:</b> January 15, 2009	<b>Subtopic(s):</b> Mailing
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that an informational mailing will be sent during this month to all active Cash Assistance (CA), NCA FS, and Medicaid (MA) households that had earned income in 2008. The mailing consists of an informational letter from the Human Resources Administration (HRA) and a copy of the Earned Income Tax Credit (EITC) palm card produced by the Office of Financial Empowerment (OFE) within the Department of Consumer Affairs (DCA).</p> <p>HRA's EITC informational letter (<b>Attachment A</b>) notifies potentially eligible households about the availability of federal, New York State, and NYC EITCs.</p> <p>The informational letter urges eligible households to apply for these tax credits because they can provide a significant increase in a household's income.</p> <p>The redesigned palm card (<b>Attachment B</b>) entitled "It's Tax Time. Go Get Your Refund!" contains information about the EITC and the New York City (NYC) Child Care Tax Credit. Individuals are directed to call 311 or visit <a href="http://nyc.gov/ofe">nyc.gov/ofe</a> for information on obtaining free or low cost tax preparation assistance. The palm card contains information in both English and Spanish.</p> <p>The EITC palm card will be distributed to all Job Centers and NCA FS Centers under separate cover. It must be made available for distribution to applicants/participants immediately upon receipt.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center*

A supply of the cards must be kept at Job Centers and NCA FS Centers through April 15, 2009. Because the EITC palm cards have been updated for the 2009 EITC campaign, Job Center Directors and NCA FS Center Managers must ensure that no previous versions are distributed.

Workers must notify all potentially eligible applicants and participants about the availability of EITCs. Workers must also inform applicants and participants that free income tax-related assistance and information are available throughout the five boroughs at Volunteer Income Tax Assistance (VITA) sites. The VITA sites are open from late January through April 15, 2009.

A list of all VITA locations can be obtained by calling the Internal Revenue Service (IRS)/VITA Center at (800) 829-1040, or the DCA at (212) 487-4444. The updated VITA Site Information Directory will be distributed to all Job Centers and NCA FS Centers under separate cover.


Workers should remind CA, NCA FS, and MA applicants/participants that tax returns and related tax credit forms must be sent to the IRS for processing. Under no circumstance should applicants/participants mail their tax returns to the HRA.

Samples of the revised EITC palm card and the informational letter are attached.

*Effective Immediately*

**Attachments:**

- Attachment A** EITC Informational Letter for Tax Year 2008  
**Attachment B** It's Tax Time. Go Get Your Refund!

 Please use Print on Demand to obtain copies of forms.

Human Resources Administration  
Office of Central Processing  
PO BOX 02-9121  
Brooklyn, NY 11202-9914



December 2008

Dear Sir/Madam:

Enclosed is information about the Earned Income Tax Credit (EITC), which you or someone in your household may be entitled to receive. Federal, New York State, and New York City EITCs are refundable tax credits available to qualifying individuals with low income who were employed at any time during 2008.

In addition to these tax credits, you may be eligible for free tax preparation assistance. To find out where the free tax filing centers are located within the five boroughs, **please call 311**.

**Please do not send your tax returns to the Human Resources Administration (HRA).**

**The City of New York and HRA strongly urge you to take advantage of these tax-related benefits as they may result in more money for you and your family.**

SAMPLE

Sincerely,

Robert Doar  
Administrator/Commissioner

Enclosure

(Vea al dorso)

Diciembre 2008

Estimado Señor(a):

Adjunta usted encontrará información sobre el Crédito Salarial Tributario (Earned Income Tax Credit - EITC), al cual usted u otro miembro de su hogar pueden tener derecho. Los EITCs Federales, del Estado de Nueva York, y de la Ciudad de Nueva York son créditos reembolsables disponibles a las personas elegibles de bajos ingresos que estuvieron empleadas en cualquier momento durante el año 2008.

Además de estos créditos tributarios, usted puede tener derecho a ayuda gratuita para la preparación de declaraciones de impuestos. Si desea averiguar dónde en los cinco condados se encuentran los centros que ofrecen dicha preparación gratuita, **favor de llamar al 311**.

**Favor de no enviar su declaración de impuestos a la Administración de Recursos Humanos (Human Resources Administration - HRA).**

**Tanto la Ciudad de Nueva York como la HRA le aconsejan que se aproveche de estos beneficios relacionados con los impuestos, puesto que ello podría significar más dinero para usted y su familia.**

Atentamente,

Robert Doar  
Administrador/Comisionado

Adjunto

**(See other side)**

**NYC** Department of Consumer Affairs Office of Financial Empowerment  
Nancy R. Rosemary Mayor  
Jonathan Mitts Commissioner

Center for Economic Opportunity  
Victoria M. White Executive Director

**DAILY NEWS** [www.nydailynews.com](http://www.nydailynews.com)

**hora HISPANA**

**HOT 97**

# It's Tax Time. Go Get Your Refund!

**ES EL MOMENTO DE LOS IMPUESTOS. ¡RECLAME SU REEMBOLSO!**

**CALL 311 OR VISIT NYC.GOV/OFE**

Printed on 100% post consumer recycled paper

The NYC Department of Consumer Affairs Office of Financial Empowerment gratefully acknowledges the Mayor's NYC EITC Coalition partners. For a complete list, visit [nyc.gov/ofe](http://nyc.gov/ofe)

SAMPLE

## It's tax time. Go get your refund!

### EARNED INCOME TAX CREDIT (EITC)

- Working families (with dependents) earning less than \$42,000 might be eligible for up to \$6,500
- Working individuals earning less than \$16,000 might be eligible for up to \$600
- Parents not living with their child who have made up-to-date child support payments and earn less than \$34,000 might be eligible for up to \$1,100

### NYC CHILD CARE TAX CREDIT

- Working families earning less than \$30,000 who pay for child care costs for children 3 and under might be eligible for up to \$1,733
- Your tax preparer can tell you about additional tax credits for parents

**ASK YOUR TAX PREPARER ABOUT ELIGIBILITY FOR THESE AND OTHER TAX CREDITS. TO FIND FREE AND LOW-COST TAX PREPARATION, CALL 311 OR VISIT NYC.GOV/OFE**

## Es el momento de los impuestos. ¡Reclame su reembolso!

### CREDITO POR INGRESO DEL TRABAJO (EITC)

- Familias (con dependientes) que trabajan y reciben un ingreso de menos de \$42,000, pueden calificar para un crédito de hasta \$6,500
- Individuos que trabajan y reciben un ingreso de menos de \$16,000, pueden calificar para un crédito de hasta \$600
- Padres de familia que no viven con su hijo(a), que cuentan con ayuda económica para el cuidado infantil y reciben un ingreso de menos de \$34,000, pueden calificar para un crédito de hasta \$1,100

### CREDITO DE IMPUESTO DE CIUDADANOS INFANTILES DE LA CIUDAD DE NUEVA YORK

- Familias que trabajan, reciben un ingreso de menos de \$30,000, y que pagan por el cuidado de su hijo(a) de 3 años de edad o menor, pueden calificar para un crédito de hasta \$1,733
- Su preparador de impuestos le puede enseñar sobre otros créditos de impuestos para padres

**PREGÚNTELE A SU PREPARADOR DE IMPUESTOS SOBRE ESTOS Y OTROS CRÉDITOS DE IMPUESTO. PARA ENCONTRAR PREPARACIÓN DE IMPUESTOS GRATIS O DE BAJO COSTO, LLAME 311 O VISITE NYC.GOV/OFE**