



**Charlie Crist**  
*Governor*  
**Monesia T. Brown**  
*Director*

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## MEMORANDUM

**DATE:** February 27, 2008  
**TO:** Regional Workforce Board Executive Directors  
**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support  
**SUBJECT:** Earned Income Tax Credit

What lower income family of two or more children who file an income tax return does not need additional income? What lower income family does not need a weekly or periodic pay supplement in addition to an end-of-the-year lump sum payment at no cost to the employer?

So, why isn't every lower income family signing up to receive tax return or pay supplement dollars? Because many families are unaware of the Earned Income Tax Credit (EITC), also called the Earned Income Credit (EIC), which is a refundable federal income tax credit for low-income, working individuals and families. This income tax credit reduces the amount owed in federal taxes and can result in a refund check. The EITC is not just for families with children. [Some lower income workers without children are also able to receive EITC.](#)

### What can be done?

- Display posters regarding the EITC program and/or the advanced payment program throughout the career centers;
- Include a brochure with the transitional services reminder letter that is sent to Welfare Transition (WT) participants who stop receiving cash assistance due to earned income;
- Provide EITC information to WT participants when they become employed and when they become transitional;
- Review EITC opportunities during career center or programmatic orientations; and/or
- Include EITC education and information requirements in program or special project deliverables.

### Agency for Workforce Innovation

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Some Regional Workforce Boards (RWBs) have taken **innovative steps** to help working families apply for EITC benefits by:

- Becoming a partner with the Internal Revenue Service (IRS) through the Volunteer Income Tax Assistance Program ([VITA](#)). The [VITA](#) program trains volunteers to assist individuals with filing tax returns and applying for relevant tax credits such as the EITC. More information is available at the VITA Website ([VITA](#));
- Inviting community partners to share tax information during workshops and job fairs;
- Encouraging employers to provide information and documents to all new employees; and
- Inviting other community partners or tax preparation service partners into the career centers to assist individuals with the tax preparation process.

The EITC brings federal funds to the State of Florida for both working families and the economy. The EITC has the potential to introduce millions of dollars to Florida's economy at no cost to the State. There are several websites provided by the IRS that offer RWBs, employers, community partners and program participants/employees valuable information, including brochures, posters and other documents related to the EITC program.

- The first website provides both general and specific information related to the [EITC Program](#);
- The [EITC Assistant](#) is a website available to customers related to eligibility requirements. Customers can answer a series of questions to determine if they may be eligible for additional tax return dollars;
- [EITC Forms](#) website offers posters, flyers, brochures and other forms available for download to provide to customers. Many of these documents are available in both English and Spanish;
- [Earned Income Credit \(EIC\) Publication 596](#) is a detailed publication about EIC, eligibility requirements, recommended assistance, disallowances and advanced payments that can be printed and offered in the career centers, offices, at job fairs, etc. The RWB may opt to include this link on the computers in the career center resource rooms. The [EITC Forms](#) website also offers this publication in Spanish.

Additionally, the United States Department of Health and Human Services (HHS) has posted research regarding EITC on its website, which is available at the following link: [Welfare Peer Network](#).

For comments or questions, please contact Erica Mott at [Erica.Mott@flaawi.com](mailto:Erica.Mott@flaawi.com).

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cc: JenniLee Robins  
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