

VITA COORDINATOR

Your Packet Includes

VITA Services Sign, 1 EITC/CTC Eligibility Sheet, 15+ EITC/CTC Worksheets and 4 Pencils.

Instructions

- If not already done, post VITA sign.
- Tell anyone visiting your site about what you do and how you can help them.
- Before you serve a Community Member, request proof of transportation (Bus Receipt, Monthly Bus Pass, or Vehicle Card). This is not a VITA requirement, it is to ensure that participants are following the rules of the simulation.
- Have each Community Member complete the EITC/CTC Worksheet.
- Review the EITC/CTC Worksheet and verify that all information correctly matches their Community Member Profile. If the Community Member is eligible, write the appropriate EITC and/or CTC credit in their wallet under the appropriate columns.
- Community Members can use credits to purchase bus tokens and to buy groceries.

Role Description

- You are the VITA COORDINATOR at a Volunteer Income Tax Assistance (VITA) site to help low to middle income workers with Volunteer Income Tax Assistance so they can file for and receive a portion of their Earned Income Tax Credit (EITC) and/or Child Tax Credit (CTC).
- You can offer VITA services to anyone visiting your mobile site.
- Community Members eligible for EITC and Child Tax Credit can use the credits to help purchase transportation and groceries.