



**2011 Meeting Minutes
Taxpayer Advocacy Panel (TAP)
Earned Income Tax Credit (EITC) Project Committee**

- November 28, 2011
 - October 24, 2011
 - September 26, 2011
 - August 22, 2011
 - July 25, 2011
 - June 27, 2011
 - May 23, 2011
 - April 26-27, 2011
 - March 28, 2011
 - February 28, 2011
 - January 24, 2011
-

**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
November 28, 2011**

Designated Federal Official (DFO)

- Nancy Ferree, DFO

Members Present

- Hitchcock, Colleen
- Eng, Harry
- Hayes, Herbert
- Petersen-Gross, Christine
- Stepner, Gerald
- Tatum, Sue
- Webber, Erica

Members Absent

- Akbar, Sandra
- Alvarado, Frank
- Del Tergo, Michael
- Wongshue, Lina

Program Owners

- Foley, Barbara

Staff Present

- Dominguez, Marianne – TAP Analyst/Note Taker
- Ferree, Nancy – TAP Manager, DFO
- Fields, Anita – TAP Analyst

Guest

- Hallums, Kimberly – Intern for the Center of Budget and Priorities

Welcome & Roll Call/Quorum

Webber opened the meeting and welcomed everyone to the conference call. Dominguez thanked everyone for all of the hard work that was done throughout the year. She enjoyed working with everyone and looks forward to all of the upcoming changes to the TAP Program. Ferree thanked everyone for all of the hard work that was done throughout the year.

Dominguez conducted roll call. Quorum was not met.

Approval of Meeting Minutes

The October Minutes were approved by consensus.

EITC Website Review

Dominguez informed everyone that only five responses were received for the EITC Website Review. All 5 responses were very helpful and the EITC office is currently reviewing. The responses were included to the agenda as an attachment for review.

IRS Program Owners

Foley reported that her office is still reviewing the responses received. She mentioned that TAP has provided website reviews in the past that were very helpful, but they continue to request more reviews to continue improving the website as time passes by. Foley thanked everyone for all the hard work done throughout the year. She found out that EITC was not going to be a project committee for the following year. She wanted everyone to know that she enjoyed serving as the EITC Program Owner for all these years. She hopes to have the responses of all three projects soon. She will send the responses to Dominguez, so it may be forward to the committee members.

Public Input

Hallums had nothing to add, except to thank the committee for letting her be part of their calls calls for the last couple of months. Webber thanked Hallums for her presence on the call.

Closing

Webber thanked everyone for all of the hard work that was done throughout the year.

***Certification: This was the last meeting of the 2011 EITC Project Committee. Minutes were approved by the DFO.**

**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
October 24, 2011**

Designated Federal Official (DFO)

- Marianne Dominquez, Acting DFO

Members Present

- Alvarado, Frank
- Del Tergo, Michael
- Eng, Harry
- Hitchcock, Colleen
- Hayes, Herbert
- Stepner, Gerald
- Tatum, Sue
- Webber, Erica
- Wongshue, Lina

Members Absent

- Akbar, Sandra
- Petersen-Gross, Christine

Program Owners

- Foley, Barbara

Staff Present

- Dominguez, Marianne – TAP Analyst/Note Taker/Acting DFO
- Fields, Anita – TAP Analyst

Guest

- Hallums, Kimberly – Intern for the Center of Budget and Priorities

Welcome & Roll Call/Quorum

Webber opened the meeting and welcomed everyone to the conference call. She thanked everyone for a job well done on the referrals; which were approved by the Joint Committee. Dominguez conducted roll call. Quorum was met.

Approval of Meeting Minutes

The September Minutes were approved by consensus.

IRS Program Owners

Foley has drafted a new short term project, but it needs approval from the Director before it is assigned to the Committee, she is hoping that her director will approve it by the end of this week. Foley outlined 4 tasks to perform on the website that are basically asking for the members to look for certain information on the website. Once it is found then the member records how they found the information, the level of difficulty, and any other comments they would like to mention. No formal JC form will be needed.

The committee reached an agreement to set a target date of 10 days after the project receives approval and is forwarded to the committee.

Public Input

Webber thanked Hallums for her presence on the call.

Closing

Webber thanked everyone for attending the meeting and for all of their hard work.

The next meeting is a teleconference on Monday, November 28, 2011, at 3:00 pm EST.

***Certification: The committee approved these minutes by consensus on November 28, 2011.**



**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
September 26, 2011**

Designated Federal Official (DFO)

- Marianne Dominquez, Acting DFO

Members Present

- Akbar, Sandra
- Alvarado, Frank
- Del Tergo, Michael
- Eng, Harry
- Hayes, Herbert
- Stepner, Gerald
- Tatum, Sue
- Webber, Erica

Members Absent

- Hitchcock, Colleen
- Perez, Santa
- Petersen-Gross, Christine
- Wongshue, Lina

Program Owners

- Foley, Barbara

Staff Present

- Dominguez, Marianne – TAP Analyst/Note Taker
- Fields, Anita – TAP Analyst

Guest

- Hallums, Kimberly – Intern for the Center of Budget and Priorities

Welcome & Roll Call/Quorum

Webber opened the meeting and welcomed everyone to the conference call. She thanked everyone for a job well done on the referrals; which were completed on time to review and discuss during this call. She also thanked the Quality Assurance Team for reviewing the referral and providing excellent feedback. Dominguez conducted roll call. Quorum was met.

Approval of Meeting Minutes

The August Minutes were approved by consensus.

Subcommittee Report Outs

Outreach – The referral was provided as part of the pre-reads for this meeting everyone had reviewed them prior to the call. Consensus was met to approve the referral and Dominguez is to refer it to the Joint Committee.

Library – The referral was provided as part of the pre-reads for this meeting everyone had reviewed them prior to the call. Tatum pointed out that she identified some format errors on the referral, which were address on the call. Consensus was met to approve the referral subject to the minor changes. Dominguez is to refer it to the Joint Committee.

IRS Program Owners

Foley reported that the EITC Office will now be merged into the same office as ETA and Other Refundable Credits. The office structure will change and be led by a new Director.

Foley has drafted a new short term project, but it needs approval from the Director before it is assigned to the Committee. It was based on information from a prior project completed by a past TAP EITC Project Committee from two years ago. The committee looked at the EITC page on the IRS website and provided comments. For the new project, Foley outlined 6 tasks to perform on the website that are basically asking for the members to look for certain information on the website. Once it is found then the member records how they found the information, the level of difficulty, and any other comments they would like to mention. No formal JC form will be needed. She's hoping to have approval from the Director by the end of the week.

The committee reached an agreement to set a target date of 10 days after the project receives approval and is forwarded to the committee.

Public Input

Hallums introduced herself as an intern for the Center of Budget and Policy Priorities (CBPP). CBPP is a nonprofit public policy institute that focuses on several aspect of public policy. She is interning for the EITC Outreach Department of CBPP, she was assigned the task of searching for the latest trends of EITC and specific outreach strategies.

Webber thanked Hallums for her presence on the call.

Closing

Webber thanked everyone for attending the meeting and for all of their hard work.

The next meeting is a teleconference on Monday, October 24, 2011, at 3:00 p.m. EST.

Certification

The committee approved these minutes by consensus on _____.

Next meeting

Wednesday, September 21, 2011, at 2:30 p.m. EST.

**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
August 22, 2011**

Designated Federal Official (DFO)

- Marianne Dominquez, Acting DFO

Members Present

- Del Tergo, Michael
- Hayes, Herbert
- Hitchcock, Colleen
- Perez, Santa
- Stepner, Gerald
- Webber, Erica
- Wongshue, Lina

Members Absent

- Akbar, Sandra
- Alvarado, Frank
- Eng, Harry
- Petersen-Gross, Christine
- Tatum, Sue

Program Owners

The program owners were not present.

Staff Present

Dominguez, Marianne - TAP Analyst/Note Taker

Welcome & Roll Call/Quorum

Webber opened the meeting and welcomed everyone to the conference call. Marianne Dominguez conducted roll call. Quorum was not met.

Approval of Meeting Minutes

Minutes were approved by consensus.

Subcommittee Report Outs

Outreach – Webber reported that the subcommittee has reviewed the feedback provided by the EITC Quality Assurance Team regarding the subcommittee's referral. Changes were made to the original draft and the referral was resubmitted.

Library – DeITergo reported that Eng has drafted a document that would be used as an attachment in the referral. DeITergo and the rest of the subcommittee forwarded their comments on the documents to Eng. Dominguez added that Eng was in process of drafting the full referral for the team, so that it may go to the EITC Quality Assurance Team.

IRS Program Owners

The program owners were not present.

Public Input

None

Closing

Webber stated that she attended the Joint Committee Face to Face meeting last month and there are many changes coming for the New Year. She advised that she was not going to report on this topic, since the Area Chairs will be advising the members of all the changes.

Dominguez advised the members that she will be contacting the program owners and asking them if there are any possible short term projects that can be worked on before the Annual Meeting.

Webber thanked everyone for attending the meeting.

The next meeting is a teleconference on Monday, September 26, 2011, at 3:00 p.m. EST.

Certification

The committee approved these minutes by consensus on September 26, 2011.

**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
July 25, 2011**

Designated Federal Official (DFO)

- Marianne Dominquez, Acting DFO

Members Present

- Akbar, Sandra
- Alvarado, Frank
- Eng, Harry
- Hitchcock, Colleen
- Perez, Santa
- Petersen-Gross, Christine
- Tatum, Sue

Members Absent

- Del Tergo, Michael
- Hayes, Herbert
- Stepner, Gerald
- Webber, Erica
- Wongshue, Lina

Program Owners

- Foley, Barbara - EITC Program Analyst

Staff Present

- Fields, Anita - TAP Analyst/Note Taker

Welcome & Roll Call/Quorum

Sue Tatum opened the meeting and welcomed everyone to the conference call. Marianne Dominguez conducted roll call.

Approval of Meeting Minutes

Minutes were approved by consensus.

Subcommittee Report Outs

Outreach – Sandra Akbar stated that their last revision of the subcommittee’s referral was sent to Barbara Foley for review. Foley reviewed the document and stated that it looks good. She mentioned that the subcommittee might have to plug in some additional information in some places.

Library – Sue Tatum stated that the PowerPoint slides have been chosen and Harry Eng completed an index for the slides. Foley reviewed the slides and said everything looked good. The next step in the process is that Eng will prepare referral and forward to EITC quality review.

IRS Program Owners

Foley stated that there is nothing much new going on within the EITC office. Foley shared that new regulations are going to be released this summer regarding stricter regulations due to high EITC error rates. They are expecting the publication to be released by the end of October. This will require Form 8867—EITC Eligibility Checklist to be completed by tax practitioners.

The question was posed, does this requirement only pertain to paid preparers, or does it include VITA as well? This only pertains to paid preparers because it is part of due diligence.

Public Input

None

Closing

Tatum thanked everyone for his/her hard work and for attending the meeting.

The next meeting is a teleconference on Monday, August 22, 2011, at 3:00 pm EST.

Certification

The committee approved these minutes by consensus on August 22, 2011.



**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
June 27, 2011 3:00 pm EST**

Designated Federal Official (DFO)

- Nancy Ferree, TAP Program Manager

Members Present

- Hitchcock, Collen
- Webber, Erica (in part)
- Alvarado, Frank
- Eng, Harry
- Hayes, Herbert
- Stepner, Gerald
- Wongshue, Lina
- Tatum, Sue

Members Absent

- Akbar, Sandra
- Del Tergo, Michael
- Perez, Santa
- Peterson-Gross, Chris

Program Owners

- Barbara Foley, EITC Program Analyst

Staff Present

- Marianne Ayala, TAP Program Analyst
- Anita Fields, TAP Program Analyst
- Kymberly Hand, TAP Secretary/Note Taker

Guests

- Hubert Tolman, Member of the Public
- Shaunya Owens, Center on Budget and Policy Priority

Welcome & Roll Call/Quorum

Erica Webber opened the meeting.

Kymberly Hand conducted roll call and quorum was met.

Minutes – Erica Webber

The EITC April (Face to Face) and May meeting minutes were approved as written.

Subcommittee Report Outs

Outreach – Erica Webber – Erica reported the subcommittee is in the final stages of gathering their research for their final recommendations. At that point they will review and send up to Barbara for review and comments.

Library – Sue Tatum – Sue reported that Harry is finalizing the power point that shows the targeted audiences for the different parts of the library. The subcommittee will be reviewing and finalizing the power point and getting it ready for the final proposal.

IRS Program Owners – Barbara Foley

Barbara reported the tax forums are beginning and EITC has a booth that will be staffed at the tax forums by EITC personnel. She reported that Pat Lee has returned, however, she will be the lead over another program, possibly the Prison Program. Foley mentioned there are many fraudulent returns filed under prisoners names by someone else and the prisoners are not finding out till after they are released from prison and start filing their taxes that they become aware of the issue. Fowley also mentioned that Lynne Morrison is still acting as the EITC Director.

Public Input

Hubert Tolman, potential TAP member, commented he wanted a better way to educate his taxpayers, so that they can claim EITC only if they are entitled to the credit. He would like some guidance on how to make them show proof of being entitled to EITC.

Barbara Foley provided an update of a policy enforcing that the taxpayer provide the Form 899 which shows EITC entitlement with the tax return which should be in place and ready to be enforced by this summer.

Closing

Meeting adjourned.

The next meeting is a teleconference on July 25, 2011 at 3:00 PM EST

***Certification: The committee approved these minutes by consensus on July 25, 2011.**



**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
May 23, 2011 3:00 p.m. EST**

Designated Federal Official (DFO)

- Nancy Ferree, TAP Program Manager

Members Present

- Hitchcock, Collen
- Webber, Erica
- Akbar, Sandra
- Del Tergo, Michael
- Stepner, Gerald
- Wongshue, Lina (in part)

Members Absent

- Alvarado, Frank
- Eng, Harry
- Hayes, Herbert
- Perez, Santa
- Peterson-Gross, Chris
- Tatum, Sue

Program Owners

- Barbara Foley, EITC Program Analyst

Staff Present

- Marianne Ayala, TAP Program Analyst
- Nina Pang, TAP Program Analyst

Welcome & Roll Call/Quorum

Erica Webber opened the meeting.

Nina Pang conducted roll call and quorum was not met.

Minutes–Erica Webber

The EITC Face to Face minutes were not approved due to lack of quorum.

Subcommittee Report Outs

Outreach – Sandra Akbar – Sandra provided a brief report on the subcommittee's progress and stated the group had made some progress. She stated they had a deadline of June 2 to get the updates for the additional programs to Marianne and they should be ready for their next subcommittee call.

Library – Michael Del Tergo – Michael provided a brief report on the subcommittee’s progress and stated the group discussed the database package they had developed at the Face to Face in Plantation, FL. He stated they also discussed several other items, but nothing was really resolved at the last meeting.

IRS Program Owners – Barbara Fowley

Barbara Fowley stated she didn’t have anything new to report, however, she did manage to get the tax publications together that the committee had requested and she would be sending those out.

Public Input

None

Closing

Meeting adjourned.

The next meeting is a teleconference on June 27, 2011 at 3:00 p.m. EST.

***Certification: The committee approved these minutes by consensus on June 27, 2011.**

**Taxpayer Advocacy Panel (TAP)
EITC Project Committee Face-to-Face Meeting
April 26-27, 2011 8:00 a.m. EST**

Designated Federal Official (DFO)

- Nancy Ferree, DFO

Members Present

- Akbar, Sandra
- Alvarado, Frank
- Del Tergo, Michael
- Eng, Harry
- Hayes, Herbert
- Hitchcock, Colleen
- Perez, Santa
- Petersen-Gross, Christine
- Stepner, Gerald
- Tatum, Sue
- Webber, Erica
- Wongshue, Lina

Members Absent

None

Program Owners

- Foley, Barbara - EITC Program Analyst
- Morrison, Lynne - EITC Acting Director

Staff Present

- Ayala, Marianne - TAP Analyst
- Fields, Anita - TAP Analyst/Note Taker
- Ferree, Nancy - TAP Program Manager
- Collins, Shawn- TAP Program Director

Welcome & Roll Call/Quorum

Erica Webber opened the meeting and welcomed everyone for attending. Webber discussed to the new EITC members what the committee did last year and assured them that the returning members will definitely take them under their wings and help them along the way. The TAP Staff and EITC Program Owners introduced themselves to the committee.

Anita conducted roll call as members introduced themselves and quorum was met.

Opening Remarks from the TAP Director

Shawn welcomed everyone to the meeting. She stated that she is excited that you all are here and finishing the work on the assigned projects. Shawn mentioned the restructuring of the TAP program. She is getting excited about the change the more it is understood. She also thanked everyone for his or her volunteerism.

Approval of Meeting Minutes

Minutes were approved by consensus

EITC Overview

Lynne Morrison is the acting director of the EITC office. She shared that her team works with all the functions of the IRS. The EITC team is a liaison for all the different functions. She reiterated how much the panel member's volunteerism is appreciated.

She discussed a little about EITC Awareness Day. During that time, they work with congress people, LITC, and other outreach groups. The EITC office did a webinar to educate the internal and external partners to educate them about what the EITC office does. There were more than 600 activities during EITC Awareness Day.

Along with the awareness day that have super Saturday where the Tax Assistance Centers are open two Saturdays. In those two days, they saw 15,000 people.

Colleen Hitchcock, Sandra Akbar, Herbert Hayes all participated in EITC Awareness.

Gerald Stepner had an event scheduled, but the weather did not permit. Lynne thanked everyone that took the time to participate in this very important event.

The EITC goals are to increase participation among eligible workers, by doing outreach and putting information out. Another goal is to reduce the amount of EITC paid in error; we are doing this through education and training.

EITC participation is trending upward, despite the challenges of yearly 30% annual turnover in participants. It went up from 24% to 79%. The EITC office is happy that people that are more eligible are claiming the credit.

In an effort to reduce the EITC error rate, the EITC office has created a training model for preparers that discuss due diligence, and other areas where the errors are found. If 24 million taxpayers are claiming EITC credit, the EITC office does just under 500 thousand audits.

The most common errors are non-qualified children; taxpayers do not report all of their income, and claiming children that do not live with the taxpayer for more than half the year. We asked our partners to attend partners to a webinar that talked about our marketing campaign and other products but also showcased this Partner Toolkit and what it had to offer.

Approx. 2 years ago, TAP did a survey to see who knew about EITC Central. The results of the survey showed that not many knew about it, but when they saw it, they were impressed.

Where are we going? The EITC program office will:
Continue learning more about the constantly changing EITC eligible population.

Continue with core strategies to ensure that newly eligible EITC taxpayers are aware and claim the credit.

Because of the continual changing environment, we will develop new ways to use emerging communication channels to reach EITC taxpayers.

Continue to look for new ways to reach targeted groups.

Someone asked, how many people do they employ? The answer....approx. 40. Another person asked about the other credits that are handled in the EITC office. The answer is: First-time homebuyer credit, American opportunity tax credit, making work pay, adoption credit.

Joint Committee Report

Erica reported that TAP reviewed and submitted 18 Area committee issues and 2 project committee projects.

The recruitment period ends April 29 and the Joint Committee asked that if you are from one of the states we are recruiting in, to please get the word out. Erica repeated the goals of the restructuring of TAP.

Breakout Sessions

Outreach subcommittee – reported that they identified four different groups who has been labeled as part-time seasonal employees. The intention of the group is to put together packets so that these groups will be more informed. This outreach package will be available for different groups whom may be eligible for EIC. There is a different message and packages identified for each group.

Barbara Foley also gave some ideas on how to group the outreach to be more consistent. During the next subcommittee call, the team will discuss those ideas. The goal is to have a finalized draft, with the Target Audience and partners by June 2011. The subcommittee already has a visual of what packets to give to individuals that may be eligible for EITC.

Library subcommittee – Sue Tatum reported that the subcommittee's goal is to have a completed library to make it easier for presenters to choose the proper slides for the proper audience.

The subcommittee has already completed the following:

- The basic presentation
- The intermediate presentation
- They have pulled slides from the basic and intermediate presentation to have a quick 10 – 15 minute presentation.

They have the following goals:

- Redefine each presentation
- Develop a numbering system for each slide and presentation

Closing

Webber went around the room being feedback from the members on the face-to-face meeting. Some of the comments are listed below:

- DeITergo stated that he is very impressed by the level of detail and the amount of work we did in a day and a half.
- Hitchcock stated that she was very impressed by the amount of work the subcommittee was completed. She stated that she felt this much work could not have been completed in a conference call.
- Petersen-Grosse is looking forward to the upcoming years and she is always impressed by the professionalism of everyone.
- Webber thanked both team leads and the entire TAP staff for everything and all the hard work.
- Berkey mentioned that he was impressed by the number of 1st year members. He thanked the two third year members for all they have done in their time on the panel.
- Perez stated that she really want to thank you for everything, the hotel is very accessible not like the one in Washington...That was not accessible.
- Ferree thanked all the volunteers for their hard work. She has been doing this for years and she is still impressed by the level of commitment that you as panel members give and the IRS appreciates it.
- Wongshue stated that she was impressed by the amount of work accomplished even though the subcommittee had to change directions in the middle.
- Ayala really enjoyed this face to face. She really appreciates all the volunteerism.
- Eng stated that as a first year panel member, he said this was very helpful, he is looking forward to future experience like this, and he feels that his subcommittee has done some very meaningful work.
- Akbar had dinner with a nice group of folks last night. She has been overwhelmed by the amount of work that Federal employees do. She is amazed.
- Tatum stated that the level of intelligence and experience is impressive. It is remarkable the amount of work her subcommittee accomplished.

Webber wrapped up with the importance of reaching quorum on the monthly committee calls. She understands that life happens, but in order to move the agenda forward and get work done we need to have the availability of people on the calls. She thanked everyone for attending.



The next meeting is a teleconference on Monday, May 23, 2011, at 3:00 pm EST

***Certification: The committee approved these minutes by consensus on June 27, 2011.**



**Taxpayer Advocacy Panel (TAP)
EITC Project Committee
March 28, 2011 2:00 pm EST**

Designated Federal Official (DFO)

- Nancy Ferree, TAP Program Analyst

Members Present

- Alvarado, Frank
- Del Tergo, Michael
- Eng, Harry
- Hitchcock, Colleen
- Perez, Santa
- Stepner, Gerald
- Webber, Erica

Members Absent

- Akbar, Sandra
- Hayes, Herbert
- Petersen-Gross, Christine
- Tatum, Sue
- Wongshue, Lina

Program Owners

- Barbara Foley, EITC Program Analyst

Staff Present

- Marianne Ayala, TAP Analyst
- Anita Fields, TAP Analyst
- Kymberly Hand, TAP Secretary

Welcome & Roll Call/Quorum

Erica Webber opened the meeting.

Nancy Feree welcomed everyone to the call.

Anita Fields conducted roll call and quorum was met.

Introduction of Guest

Craig Chatterson, Potential TAP Applicant

Minutes—Erica Webber

The EITC January and February meeting minutes were approved, by consensus, as written.

Face to Face—Marianne Ayala

Marianne announced the face to face would be in Plantation, FL and the hotel has been decided. The hotel is the Sheridan Suites Plantation, which will be providing all members a full breakfast buffet, AM/PM coffee breaks during the meeting, free internet connection and providing shuttle service from the hotel to the airport. She said the travel day is April 25th and the meeting will start on April 26th at 8am thru 5 pm and the 27th will begin at 8am and end at 12pm. Travel could happen on the 27th or the 28th depending on the person's location.

She asked if anyone wanted to add anything to the agenda to please email her.

Action Item: Staff to check into reserving a handicap assessable van for Santa Perez

Subcommittee Report Outs

Outreach—Erica described what was covered at the last subcommittee meeting. All team members are to develop a list of target audiences and provide the list to Marianne by April 3rd. Marianne will review the EITC rules and develop possible categories no later than Monday April 4th. All members should respond by April 10th, at that time Marianne will compile the target audiences and categories and email team members by Wednesday April 16. On the next meeting, on April 20th, the subcommittee can categorize target audiences within the categories.

Library—Frank described what was covered at the last subcommittee meeting. He said the group had received a report called the Audience Grouping document. The group decided they need to look at the document to separate the audience and trim down the audiences and categorize them into the different groups. Harry Eng provided information on a report, stating that Sue Tatum had developed the report from an arrayed spectrum of audiences against the framework of EITC. Some of the members are involved in seeing if the audiences fit neatly into the one of the three frameworks, which will be reviewed by the full committee in the next week or two.

IRS Program Owners

Barbara stated she didn't have any comments. She said there are some changes in the works but nothing has been approved. She was hoping to have an update by the face to face.

She mentioned she might not be able to make the face to face due to some personal reasons. But will make arrangements for a substitute, if needed.

Members asked Barbara if there was any indication on if the EITC preliminary filing numbers were increased or decreased this year.

Members suggested better outreach for taxpayers who are entitled to EITC, but due to lack of earned income are not entitled to EITC. They also wanted to know if there was a way to find out the numbers of how many taxpayers this could or does not affect.

Action Item: Barbara to provide the EITC filing numbers to the project committee. She will also research if she could find out the numbers of the amount of taxpayers who are not entitled to EITC due to lack of earned income.

Public Input

Craig Chatterson requested to know if it was possible to find out if total payouts has increased or decreased over the past three years.

Barbara stated the level of payouts for EITC changes yearly and it has such a turn over rate that it would be hard to get accurate numbers.

Nancy requested the panel members who were on the call to make contact with the panel members who were not on the call to increase the attendance to the meetings.

Closing

Meeting adjourned.

The next meeting is a face to face on April 26- 27, 2011 at Plantation, FL.

***Certification: The committee approved these minutes by consensus on _____.**



**Taxpayer Advocacy Panel (TAP)
EITC Project Committee Meeting Minutes
February 28, 2011 2:00 pm EST**

Designated Federal Official (DFO)

Nancy Ferree, TAP Program Analyst

Members Present

Akbar, Sandra
Del Tergo, Michael
Eng, Harry
Hayes, Herbert
Hitchcock, Colleen
Stepner, Gerald
Webber, Erica
Wongshue, Lina

Members Absent

Alvarado, Frank
Perez, Santa
Petersen-Gross, Christine
Tatum, Sue

Program Owners

Barbara Foley, EITC Program Analyst

Staff Present

Marianne Ayala, TAP Analyst
Anita Fields, TAP Analyst
Kymberly Hand, TAP Secretary

Welcome & Roll Call/Quorum

Nancy opened the meeting. Nancy reminded everyone that if they needed anything to email her.

Erica Webber welcomed everyone to the call.

Kymberly conducted roll call as members introduced themselves and quorum was met.

Introduction of Guest

Kate Barry, Center on Budget and Policy Priorities
Allen Lund, Treasury Inspector General for Tax Administration

New Conference Call Time—Marianne Ayala

Marianne stated the March meeting will continue at the same time, however, beginning in May the call time will begin one hour later.

Decision—the full committee, by consensus, decided beginning in May the EITC calls will begin at 3PM EST.

Face to Face—Marianne Ayala

Marianne stated due to Congress having not yet funded the government for 2011, we do not have approval for the face to face meeting. So until, we get a budget appropriation the status of the face-to-face meetings is unknown. There is a continuing resolution (CR) in effect until March 4 so Congress will need to pass a budget by then or extend the CR again. If we get the approval for the face to face meeting we will be having the meeting in Plantation, FL.

Marianne explained the process of how locations were selected by doing cost projections on the cities the committee selected at the Annual Meeting.

EITC Awareness Day

Erica requested to know who had participated in EITC Awareness Day.

Colleen Hitchcock stated she attended an event in Olympia, WA with some other IRS employees. Marianne stated that Colleen made the Taxpayer Advocate Service website for her attendance to the event.

Michael stated he attended an event, but it was not on EITC Awareness Day, but still focused on EITC in Newark, NJ.

Herb commented on his attendance at a meeting at the Still Serving Veterans, group had a great outreach packet called “Money Talks, Have You Heard.” He also dropped off some EITC materials at the local VITA site.

Nancy stated to email staff if members wanted TAP Outreach Material, however, given the current state of the budget, staff is limited to what they can order.

Subcommittee Report Outs

Outreach—Sandra reported the subcommittee is still waiting for feedback on types of audience EITC targets and different outlets that EITC. She said the subcommittee will regroup and will discuss at their next meeting.

Library—Harry reported the subcommittee decided to continue with the framework from last year. He said Sue had completed a list of audiences and had placed them in the different groups, which is waiting for the subcommittee’s review and also to look for any subjects not already in use that would be helpful. He stated their goal is to review their work and at the Face to Face have everything complete and finish the project.

IRS Program Owners

Barbara stated she didn't have much to report on, however, she provided the group with some numbers of the total amount of EITC Awareness Day events. She said there were 662 total EITC Awareness Days events, but these only included the events with a three day blocked window.

She stated there were several news releases by Congressional members and she said they communicated to over 57,000 people with social media.

She announced that Lynn Morrison was currently acting as the department's Director.

Public Input

None

Closing

Marianne asked if everyone had a chance to review December and January minutes.

The committee, by consensus, approved December minutes but not January due to some not having reviewed the minutes yet.

Meeting adjourned.

The next meeting is a teleconference on March 28, 2011, at 2:00 pm EST.

***Certification: The committee approved these minutes by consensus on March 28, 2011.**

**Taxpayer Advocacy Panel (TAP)
EITC Project Committee (Administrative) Meeting Minutes
January 24, 2011 2:00 pm EST**

Designated Federal Official (DFO)

- Marianne Ayala, Acting DFO

Members Present

- Akbar, Sandra
- Alvarado, Frank
- Del Tergo, Michael
- Eng, Harry
- Hayes, Herbert
- Hitchcock, Colleen
- Perez, Santa
- Stepner, Gerald
- Tatum, Sue
- Webber, Erica
- Wongshue, Lina

Members Absent

- Petersen-Gross, Christine

Program Owners

- Barbara Foley, EITC Program Analyst

Staff Present

- Marianne Ayala, TAP Analyst
- Anita Fields, TAP Analyst/Note Taker

Welcome & Roll Call/Quorum

Erica Webber welcomed everyone to the call. She informed the committee that tomorrow on the Joint Committee (JC) call, Tom Walker asked that all the Project Committee Chairs prepare a brief synopsis of their projects this year.

Anita conducted roll call as members introduced themselves and quorum was met.

Introduction of Guest

None

EITC Products/Awareness

Marianne Ayala informed the committee that she mailed a packet of EITC outreach products. Please keep an eye out for them. If you do not receive a packet, please give Ayala a call. Ayala stated to the panel members so they can pass them out at your outreach event. TAP does not expect them to try to educate the public on EITC, because we have not trained them on the EITC credit, this is just information to hand out to taxpayers.

Subcommittee Report Outs

Outreach—Akbar stated the subcommittee’s call was last week and they discussed how to identify new outreach for the education program. The subcommittee is looking for new avenues to refresh and remind people who have those resources to do outreach to the public. A PowerPoint was part of the pre-reads that tells about the outreach.

Library—Sue Tatum reported that during their subcommittee call last week the team discussed how they might accomplish creating a library from the PowerPoint slides that were created last year. They also need to identify the audiences for the PowerPoint presentations. The team is in the process of creating that list, once completed they want the other subcommittee to look at it to see if they left out any group. She suggests that each groups looked at each other’s work.

Jerry Stepner suggests that a public service announcement (PSA) is made on programs like the Oprah Winfrey show. Stepner said that the committee should try to get in touch with someone from communications to put a PSA out to Oprah. Barbra Foley said that the EITC office already does PSAs, but she is not sure if that particular show has been contacted.

IRS Program Owners

Foley congratulated Herb Hayes for the article he published. She also asked that the members inform her on the activities they have planned for EITC Awareness Day. Tatum stated that, there is not an EITC event planned for her area, but she is planning to participate in Super Saturday, where they prepare taxes for low-income taxpayers. A couple others are planning to participate in EITC Awareness Day they are just waiting on their contacts to give them all information.

Foley explained that her office promotes EITC everyday, but EITC Awareness is a day where they try to saturate the market with knowledge. We try to ensure that a person that may be eligible, and is not aware, gets the information about EITC.

Public Input

None

Closing

Tatum thanked Foley, for being on the subcommittee calls. Colleen Hitchcock asked if the call can be switched to a different time, it conflicts with another meeting. The committee will discuss and vote on next months call. Webber thanked Herb for writing the letter telling everyone about EITC in your state. Webber closed the meeting and thanked everyone for attending.

The next meeting is a teleconference on Monday, February 28, 2011, at 2:00 pm EST.

***Certification: The committee approved these minutes by consensus on March 28, 2011.**