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KANSAS WIC INFORMATION MEMORANDUM

KANSAS-WIC-I-2015-04

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: January 27, 2015

RE: New State Agency Employee
Food Package – Food –Food Package Changes
Commodity Supplemental Food Program (CSFP) is no longer available to women under 60 years of age or children
Mileage Reimbursement
KWIC Focus
Breastfeeding Peer Counselor Spring 2015 Gathering and Training
Kansas Baby Behavior Campaign – LA Meeting #3 & KBBC New Employee Training
Nutrition Education – Baby Behavior Lesson #1 – Power Point format for clients
Nutrition Education – Entire Eat Grow Live series of brochures available
Nutrition Education - New Handouts on the WIC Website
Resources-Breastfeeding-Posters
TRICARE Moms Improvement Act is law
Earned Income Tax Credit (EIC)
Training: Educational Opportunities

New State Agency Employee

The SA is pleased to introduce Ashley Warren, the newest member of the WIC Team. Ashley is a program analyst tasked with facilitating changes to the KWIC system. Ashley will work with state and local WIC staff to bring ideas for changing the system to fruition. Ashley comes to WIC with a background in the banking industry. This experience will serve us well as we make progress toward implementing EBT functionality. Please join us in welcoming Ashley. Ashley's telephone number is 785-296-0093 and her e-mail address is AWarren@kdheks.gov.

ACTION REQUIRED: Share this information with all staff.

Food Package – Food –Food Package Changes

Please be aware of food package changes effective March 27, 2015. WIC Vendors will soon receive information about these changes. See the link below for the WIC Vendor Newsletter. http://www.kansaswic.org/newsletters/2014/Vendor_December_2014.pdf

Additional education and training materials for staff, clients and vendors related to these changes will be provided soon. KWIC system information will be provided in the KWIC release notes for Version 44. Version 44 will be released on March 27. Additional procedures for using the special authorization forms will also be provided. An insert for the WIC Approved Food List (WIC program booklet) will be developed. The entire WIC program booklet will be revised for distribution in the fall of 2015.

Changes:

- Clients will be able to purchase white potatoes with their fruit and vegetable check effective March 27, 2015. All language prohibiting potatoes has been removed from policies.
- Infants 6 months up to 12 months of age may receive 4 bananas as a substitution for four 4-ounce containers of infant baby food fruits and vegetables. Caregivers must be instructed on proper preparation of fresh fruits and vegetables with documentation of the education placed in the client's chart before issuing this product.
- Infants 9 months up to 12 months may receive a fruit and vegetable check (FVC) to purchase **fresh** only (no canned or frozen) fruits and vegetables as a replacement for one-half of their infant food fruit and vegetables. Caregivers must be instructed on proper preparation of fresh fruits and vegetables with documentation of the education placed in the client's chart before issuing this product.
- In place of infant foods (cereal and baby food fruits and vegetables), infants from 6 months old to 12 months old may receive an infant formula up to the maximum amount for the 4 & 5 month old food package with special authorization. All formulas are now included – includes Similac Advanced and ProSobee.
- Children and women receiving a medical foods (special formula) authorized food package may have the food package tailored to receive commercial baby food fruits and vegetables in lieu of the cash-value voucher. The substitution ratio is 160 ounces (40 containers) of infant (baby) food fruits and vegetables for the \$10 fruit and vegetable check.
- The terminology for soy milk has been changed to soy beverage. Various product sizes were standardized, e.g. 100% Whole Wheat bread/rolls/buns are only allowed in the specific sizes of 12 oz., 16 oz., 20 oz., or 24 oz. Tortillas and brown rice must be in 16 oz. size. Instant brown rice is allowable in 14-16 oz sizes.

ACTION REQUIRED: Inform all staff of upcoming changes and prepare for the March 27, 2015 implementation date. Read revised food package policies and procedures in the January 2015 P-memo.

Commodity Supplemental Food Program (CSFP) is no longer available to women under 60 years of age or children

Effective 2/7/14 the CSFP eligibility requirements changed to only allow participation by men and women 60 years of age or older. Previously the CSFP was available to children up to age 6 and postpartum women up to one year after the birth of their child.

Effective immediately, WIC staff should no longer refer clients to the CSFP. WIC Program booklets and referral materials available from the SA have been revised to no longer include the CSFP. All agencies using the DCF/SSA (blue) bookmark provided by the SA need to check that they are no longer using the old version that included CSFP.

ACTION REQUIRED: Inform all staff that WIC clients should no longer be referred to the CSFP.

Mileage Reimbursement

Effective January 1, 2015, the maximum allowed reimbursement for business miles changed. The maximum allowed WIC reimbursement for Calendar Year 2015 will be **57.5** cents per mile. **Each Local Agency should change their affidavit spreadsheet to reflect what their agency allows up to the new maximum.**

If you have questions, contact Rachelle Hazelton at (785) 291-3134 or by email at rhazelton@kdheks.gov.

ACTION REQUIRED: Notify all WIC staff as well as other Health Department or County staff who are involved with providing affidavits to the WIC Program.

KWIC Focus

This month's issue of *KWIC Focus* is included at the end of this memo and is also available on the web site at http://www.kansaswic.org/local_agencies/kwic_focus_newsletter.html

ACTION REQUIRED: Have all staff read *KWIC Focus*.

Breastfeeding Peer Counselor Spring 2015 Gathering and Training LLL of KANSAS...Continuing Education Event

An education opportunity brought to you by LA LECHE LEAGUE OF KANSAS...
BREASTFEEDING 2015: Real Strategies for Real Life
Friday, March 6 2015 - Newton, Kansas
Featuring Cathy Carothers, BLA, IBCLC, FILCA

As an internationally recognized expert in breastfeeding, Cathy Carothers is a U.S. public health policy advocate, co-author of the WIC Peer Counselor Training Program, past chairman of the

U.S. Breastfeeding Committee and past president of the International Lactation Consultant Association. Her dynamic presentation will address many of the issues lactation professionals and counselors face every day. Registrants will learn specific tools and strategies to assist mothers during the early days of breastfeeding, through difficult breastfeeding situations, and to gain confidence in milk production.

This continuing education program will benefit healthcare professionals, lactation professionals, counselors and dietitians. For more details see <http://www.kansaslll.org/>

Registration is now open and seating is limited! <https://eventbrite.com/event/15029881781/>

NOTE: Cathy Carothers will join the Peer Counselor Gathering for a few minutes on Thursday night. Cathy was once a WIC breastfeeding peer counselor herself! Remember, these two trainings (Thursday evening and all day Friday) will serve as the breastfeeding peer counselors' continuing education requirement for 2015. The LLL event on Friday is also appropriate to fulfill training requirements for other WIC staff who are not BFPCs.

ACTION REQUIRED: Share information with BFPC and supervisors and other staff as desired. Mark calendars and schedule staff for attending the training. *For more details, contact Karen Meek, RN 785-296-0949 kmeek@kdheks.gov*

Kansas Baby Behavior Campaign – LA Meeting #3 & KBBC New Employee Training
(Repeat of email sent 1/8)

1. **Local Agency Meeting #3: “Baby Behavior Mysteries” & KBBC Progress Check.** As part of the continuing Kansas Baby Behavior Campaign (KBBC) Action Plan, it is time for staff to have another local agency meeting for a bit of additional training and to review progress on the LA's KBBC priorities. The meeting information and the Baby Behavior Mysteries PowerPoint for training are located on the Kansas WIC website Training page. http://www.kansaswic.org/local_agencies/training.html
(Scroll down to the “Additional Training Resources” and click on “Kansas Baby Behavior Campaign” gold bar.)
Timeline: If possible, complete by March 31, 2015; required by June 30, 2015.
2. **KBBC New Employee Training (and employees that were unable to attend KBBC training in 2014.)** In 2014, the Kansas WIC Program trained all current WIC staff using Kansas Baby Behavior Campaign (KBBC) materials. Later in 2015 there will KBBC training for new WIC employees accessible through Kansas TRAIN. In the meantime, new employees and employees that were unable to complete on-site training in 2014 must complete the tasks described in this document to meet the KBBC training requirement (with the help of their supervisor.)
<http://www.kansaswic.org/download/training/KBBCInterimNewEmployeeTraining.pdf>

ACTION REQUIRED: Complete the LA Meeting #3 (preferably by March 31, 2015, but required by June 30, 2015.) New employees and employees that were unable to complete on-site

training in 2014 must complete the interim new employee training. Contact Patrice Thomsen with questions at pthomsen@kdheks.gov or 785-296-1189.

Nutrition Education – Baby Behavior Lesson #1 – Power Point format for clients

The Baby Behavior Lesson #1 *What Is My Baby Saying?* is now available as a Power Point on the WIC website at: http://www.kansaswic.org/nutrition_education/lesson_plans.html.

This option may be useful for some clinics that have Ne+ classes or prefer to use an electronic format for educating clients. The text on the slides includes both English and Spanish.

The "I Need to Be Near You or I Need Something to Be Different" activity is included on the Power Point. So, the written answer/goal setting page and the provided handout can also be used with the Power Point.

This is available due to the efforts of Kelly Green, RD, LD, CBE at Johnson County Health Department – thank you, Kelly!

ACTION REQUIRED: Inform all staff involved with nutrition education.

Nutrition Education – Entire Eat Grow Live series of brochures available

All of the Eat Grow Live series of brochures are now available. These have replaced the Help Me Be Healthy brochures. Once you have used your Help Me Be Healthy brochures, you may order this new series of nutrition education brochures. They are available from the Brush Art website, using the same process you currently use for ordering WIC program booklets and Baby Behavior materials. (See the March 2014 I Memo.)

Continue to document in KWIC when a client is given any of the brochures. The new series, Eat Grow Live Healthy and the Help Me Be Healthy brochures are included on the Handout tab in KWIC. Both groups of brochures will continue to be listed in KWIC, so that all titles can continue to be documented.

ACTION REQUIRED: Inform all staff involved with nutrition education and/or ordering WIC nutrition education materials.

Nutrition Education - New Handouts on the WIC Website

Two new nutrition education handouts have been added to the WIC website at http://www.kansaswic.org/nutrition_education/nutrition_edu_materials.html. They are both under the Child Nutrition tab on this page. *Boosting Calories* replaces the former *Boosting Calories - It's as Easy as 1 2 3*. It is a two page handout that includes recipes. *Help Your Child Gain Weight* is a new one page handout which has tips and meal and snack ideas. Both of these handouts are targeted to caregivers of children whose child is struggling to gain or maintain their weight. At this time only the English versions of these handouts are posted. The Spanish versions will be posted at a later date.

ACTION REQUIRED: Inform all staff involved with nutrition education.

Resources-Breastfeeding-Posters

The Massachusetts Breastfeeding Coalition and ROSE (Reaching Our Sisters Everywhere) have partnered on breastfeeding posters featuring women of color. The SA will be ordering up to two 11 x 17 inch posters per clinic.

ACTION REQUIRED: If interested in obtaining these posters for your clinic, view the posters here, <http://massbreastfeeding.org/2015/01/23/breastfeed-anytime-anywhere-campaign-takes-off/> discuss with your Breastfeeding Coordinator and have the Breastfeeding Coordinator complete the attached order form and return to Cathy Colpitts, ccolpitts@kdheks.gov

TRICARE Moms Improvement Act is law.

Military Family Members with federal TRICARE health insurance may now have breastfeeding supplies, services made available during pregnancy and postpartum period.

On Dec. 19th the TRICARE Moms Improvement Act (attached) was signed into law by President Obama as an amendment to the National Defense Authorization Act (H.R. 4435). The new law makes breastfeeding supplies, services, and counseling available to military family members who have federal TRICARE health insurance. Such services are already a required benefit in private health insurance plans following passage of the Affordable Care Act. The new law will give military families access to the same services that are available to those who have private insurance.

The law states “*Breastfeeding support, supplies (including breast pumps and associated equipment), and counseling shall be provided as appropriate during pregnancy and the postpartum period*”.

For more information, see this press release - [Capps Bill to Improve Health Coverage for Military Moms Now Law](#)

ACTION REQUIRED: Share information with Breastfeeding Coordinators, BFPC Supervisors, Peer Counselors and other staff as desired.

Earned Income Tax Credit (EIC)

An Earned Income Credit (EIC) flyer titled “Your Money You Earned It. Now Claim It” and “Why Pay When You Can Get Your Taxes Done for Free” is available at the end of this memo. The flyers are written in English and Spanish. A copy of these flyers should be printed out and available for WIC clients to pick up. It is important to remind clients about free help that is available to them when filing their tax forms. Many families that apply for the EIC pay someone to complete their tax forms and the average charge for tax preparation can cost \$100 or more.

Paying for tax preparation takes away from the value of the EIC. The Volunteer Income Tax Assistance (VITA) sites are located in community action agencies, churches, libraries, public assistance offices and other public places that provide free assistance to help low-income workers fill out their tax forms. If you wish to find the VITA site in your county you can call 1-800-906-9887.

ACTION REQUIRED: Share the EIC flyer with clients. If you would like a full EIC packet, contact The Center on Budget and Policy Priorities outreach staff at (202) 408-1080, or you can email a request to eickit@cbpp.org. If you need other languages of the “Your Money You Earned It Now Claim It” flyer, you can go to the website <http://eitcoutreach.org/home/outreach-tools/materials/download-the-eic-flyer-in-21-languages/> and print other languages. The English and Spanish versions are available at the end of this memo.

Training: Educational Opportunities

- Reminder (from October I-memo): There will be no Kansas WIC Conference in 2015. The next conference will be a statewide conference in the spring of 2016. Clinics are encouraged to consider using budgeted funds to send WIC staff to other appropriate training opportunities.
- La Leche League Breastfeeding Continuing Education Program in Newton, KS on March 6, 2014. (See the information included at the beginning of this memo.)
- The National WIC Association Annual Education and Networking Conference & Exhibits will be at the Westin Bonaventure Hotel in Los Angeles, CA, May 16 - May 20, 2015. This Conference will offer an excellent opportunity to acquire new skills and to network with an estimated 1,000 of your peers, colleagues and exhibitors who provide WIC related products and services for your participants. The conference will also offer an opportunity for attendees to hear from USDA officials and to dialogue on relevant updates and challenges that the program faces.
For the rest of the conference, you will have the opportunity to choose from over 30 general and concurrent sessions that is sure to expand your professional skills and knowledge base to equip you to face coming WIC challenges and to take advantage of current and future WIC opportunities. Registration is not available yet, but in the future, check here: <https://www.nwica.org/events/info/2015-annual-education-and-networking-conference-exhibits>
- Inaugural SWKS Breastfeeding Coalition meeting. Friday, April 17th, 9:30 am to 11:30 am at Breastfeeding Clinic of St. Catherine Hospital – Suite 206, Medical Office Building, 310 E. Walnut, Garden City, KS. This meeting will target those interested from the Southwest KS region – come meet other regional partners, share ideas and current projects.
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- Kansas WIC New Employee Breastfeeding Training -“Using Loving Support to Grow and Glow in WIC”. All new employees are required to attend Loving Support training. WIC Coordinators may choose to wait and send new employees to the nearest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
 - Topeka – Wednesday, June 3, 2015. Watch for registration information in a future I-memo.
 - Wichita – November, 2015. (exact date to be determined)

- An online breastfeeding continuing education tutorial titled: “Expanding Pediatricians' Roles in Breastfeeding Support Continuing Medical Education (CME) Online Tutorial” is available. There is no charge for this tutorial. To access the program, click on or cut and paste this link into your browser: <http://www.northeastern.edu/breastfeedingcme/index.html>
- Certified Lactation Educator training April 22 – 24, Goodland, KS. There is special WIC pricing and early bird pricing until March 9. The course can be taken with or without CLE certification. Find more information [here](#). See attached registration form.

ACTION REQUIRED: Share information with appropriate WIC staff about these continuing education opportunities. WIC staff is encouraged to attend additional nutrition and breastfeeding trainings and conferences. Consider sending appropriate WIC staff to trainings and conferences according to your local agency training needs and as the local agency budget allows. The SA encourages WIC staff, if appropriate, to also obtain funding through - [ADM 11.02.00 Financial Support for Local Agency On-Going Training](#). This policy provides information on the possibility of obtaining financial support from the SA for additional training. Be aware that the policy specifies that staff time is not covered in these special funds. Appropriate staff time would be covered under regular WIC funds or other county funds as approved by supervisor. If additional regular WIC funds are needed for staff time, contact your SA lead for guidance.

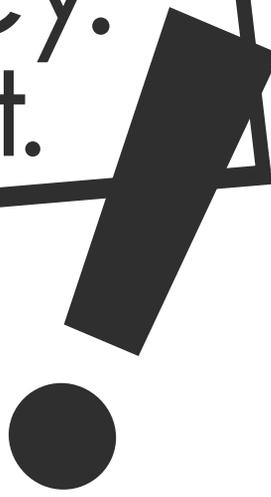
If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Items: Your Money, You Earned It Now Claim It-English
Your Money, You Earned It Now Claim It-Spanish
Why Pay When You Can Get Your Taxes Done for Free-English
Why Pay When You Can Get Your Taxes Done for Free-Spanish
CAPPA CLE Course Flyer
KWIC Focus



*Your Money.
You Earned It.*

Now
Claim It



As Much As \$6,143
– or More –
Could Be Waiting
for You!

File a Tax Return
to Claim the Tax
Benefits You Earned

with the

**Earned Income Credit
and Child Tax Credit**



For More Information:

If you worked in 2014, had children living with you and earned less than about \$48,000
OR
Did not have children living with you and earned less than about \$14,000

You could qualify!

You can get **FREE** tax help.
Call the IRS at **1-800-829-1040** to learn more.



Ask About New Health Insurance Coverage!

Enroll Nov. 15, 2014 – Feb. 15, 2015
1-800-318-2596 or www.HealthCare.gov





✓ The Earned Income Credit and the Child Tax Credit: You Could Owe Less in Taxes and Get Cash Back from the IRS!

- If you worked in 2014 — full-time or part-time — you may qualify.
- Even if you don't owe income tax you can get the credits.

✓ If You Had Children Living With You for More than Half of 2014:

- **For the EIC**, children must be under 19 at the end of 2014. (Full-time students can be under 24; children who are permanently and totally disabled can be any age.)
- **For the CTC**, children must be under 17 at the end of 2014.

✓ If You Did Not Have Children Living With You:

- You may claim the **EIC** if you were between ages 25 and 64 at the end of 2014.

✓ How Much Can I Earn? How Large a Tax Credit Can I Get?

For the EIC, if you have:	Earned income less than:	Claim an EIC up to:
1 child	\$38,511	\$3,305
2 children	\$43,756	\$5,460
3 or more children	\$46,997	\$6,143
No children	\$14,590	\$496
For the CTC, if you have:	Earned more than:	Claim a CTC up to:
1 or more children	\$3,000	\$1,000 per child

EIC income limits for married workers are \$5,430 higher!

✓ What if I'm Not a U.S. Citizen?

- **For the EIC:** worker, spouse and any child claimed needs a valid Social Security Number.
- **For the CTC:** a Social Security Number or Individual Taxpayer Identification Number (ITIN) is needed.

✓ Get Free Tax Help!!!

- You must file a federal tax return to get the EIC and CTC.
- VITA — Volunteer Income Tax Assistance — helps people fill out tax returns for free.
- Trained community groups operate VITA. **For a site near you, call 1-800-906-9887.**

✓ Claim These Tax Credits and not Lose Other Public Benefits

EIC and CTC refunds won't count as income when you apply for or renew benefits like SNAP (food stamps), SSI, Medicaid, cash assistance, or public housing. Refunds that are saved do not count against federally-funded benefit program resource/asset limits for 12 months after the refund is received.

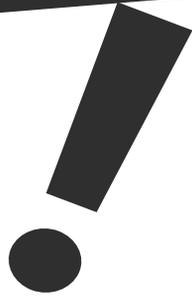
✓ New Tax Credit Can Help with Health Insurance!

If you don't have insurance, a new tax credit could cover most of the cost of a new plan. Enroll between Nov. 15, 2014 – Feb. 15, 2015. Some people without insurance may face a penalty. Get more information at 1-800-318-2596 or www.HealthCare.gov.



Su dinero.
Trabajó para ganarlo.

¡Ahora
reclámelo!



¡Hasta \$6,143
– o más –
podrían estar
esperándole!

Presente una declaración
de impuestos para obtener
los beneficios de
impuestos que ha ganado
con
**el Crédito por Ingreso
del Trabajo y el Crédito
Tributario por Hijo**



Para más información:

Si trabajó en el 2014, tuvo hijos viviendo con usted
y ganó menos de \$48,000 aproximadamente

Si no tuvo hijos viviendo con usted
y ganó menos de \$14,000 aproximadamente
¡Puede calificar para estos beneficios!

Puede recibir ayuda **GRATUITA** con los impuestos.
Llame al IRS al **1-800-829-1040** para averiguar más.

¡Averigüe sobre la nueva cobertura
de seguro de salud!
Inscríbese entre el 15 de noviembre de 2014
y el 15 de febrero de 2015
1-800-318-2596 o www.CuidadoDeSalud.gov





✓ **El Crédito por Ingreso del Trabajo (EIC) y el Crédito Tributario por Hijo (CTC): ¡Con estos créditos usted puede deber menos impuestos y recibir más dinero de regreso del IRS!**

- Si trabajó en el 2014 (tiempo completo o medio tiempo) puede calificar.
- Aunque no deba impuestos sobre sus ingresos puede obtener estos créditos.

✓ **Si tuvo hijos viviendo con usted por más de la mitad del 2014:**

- Para el EIC, los hijos deben haber sido menores de 19 años al fin del 2014 (los estudiantes de tiempo completo pueden ser menores de 24 años; los hijos que estén discapacitados permanente y totalmente pueden ser de cualquier edad).
- Para el CTC, los hijos deben tener menos de 17 años al fin del 2014.

✓ **Si no tuvo hijos viviendo con usted:**

- Puede reclamar el EIC si usted tuvo entre 25 y 64 años de edad al fin del 2014.

✓ **¿Cuánto puedo ganar? ¿Qué valor tendrá el crédito tributario que puedo obtener?**

Para el EIC, si tiene:	Ingreso del trabajo menos de:	Reclame un EIC de hasta:
1 hijo	\$38,511	\$3,305
2 hijos	\$43,756	\$5,460
3 o más hijos	\$46,997	\$6,143
No tiene hijos	\$14,590	\$496
Para el CTC, si tiene:	Ganó más de:	Reclame un CTC de hasta:
1 o más hijos	\$3,000	\$1,000 por hijo

¡Los límites de ingresos para el EIC para trabajadores casados son \$5,430 más altos!

✓ **¿Y si no soy ciudadano de Estados Unidos?**

- Para el EIC: el trabajador, su cónyuge y cualquier hijo declarado necesita un Número de Seguro Social válido.
- Para el CTC: el trabajador, su cónyuge y cualquier hijo declarado necesita un Número de Seguro Social o un Número de Identificación de Contribuyente Individual (ITIN).

✓ **¡Obtenga ayuda para preparar su declaración de impuestos gratis!**

- Debe presentar una declaración de impuestos federal para recibir el EIC y CTC.
- VITA — Asistencia Voluntaria para Impuestos sobre el Ingreso (Volunteer Income Tax Assistance) — ayuda gratuitamente a las personas a llenar sus declaraciones de impuestos.
- Grupos comunitarios capacitados operan VITA. Para localizar un sitio cerca de usted, llame al 1-800-906-9887.

✓ **Reclame estos créditos tributarios y no pierda otros beneficios públicos**

Los reembolsos del EIC y CTC no contarán como ingresos cuando presente solicitudes para recibir o renovar beneficios como SNAP (etiquetas de alimentos), SSI, Medicaid, asistencia en efectivo o vivienda pública. Los reembolsos que se ahorran no cuentan contra los límites de recursos (ahorros) para programas de beneficios financiados por el gobierno federal por 12 meses después de recibir el reembolso.

✓ **¡Un crédito tributario nuevo puede ayudarle a pagar el seguro de salud!**

Si no tiene seguro de salud, un crédito tributario nuevo podría cubrir la mayor parte del costo de un plan nuevo. Inscríbase entre el 15 de noviembre de 2014 y el 15 de febrero de 2015. Algunas personas que no tienen seguro de salud pueden tener que pagar una multa. Para más información llame al 1-800-318-2596 o siga el vínculo: www.CuidadoDeSalud.gov.

Why Pay When You Can Get Your Taxes Done for Free?



More than half of all taxpayers pay a tax preparer to file their tax return. Before using a commercial tax preparer, find out if there is a **Volunteer Income Tax Assistance (VITA)** site nearby that can help you prepare your taxes for free.

- Commercial tax preparers charge an average of \$100 to prepare a return claiming the Earned Income Credit (EIC). You may pay as much as \$100 more if you get a Refund Anticipation Loan (RAL).
- Sometimes RALs are advertised as "fast cash" or a "quick tax refund." RALs are loans with extremely high interest rates. If there is an error on the return and the IRS doesn't send the refund, you will be stuck having to repay the loan.
- RALs are sometimes promoted through car dealerships, furniture outlets or jewelry stores that offer to prepare your taxes and try to convince you to use refund loans for in-store purchases.
- RALs provide a fast cash loan (1 to 2 days) on your tax refund, but having the IRS refund deposited directly into a bank account takes only about 7 to 10 days. Is it worth paying \$200 or more?

If you earn under about \$50,000, you can get free tax filing help through the IRS-sponsored VITA or Tax Counseling for the Elderly (TCE) programs. Both programs can provide fast electronic tax filing. Community volunteers receive IRS-approved training to assist individuals with tax returns. Some VITA sites can help you open a bank account if you don't have one. **Call 1-800-906-9887 to find the nearest VITA location and its days and hours of operation.**

Guidelines for Choosing a Tax Preparer

If you can't find a VITA site or choose to go to a commercial tax preparer, be sure to do the following:

- **Select a tax preparer that you can contact later** in case the IRS has questions about your tax return.
- **Check out the tax preparer's reputation** with others in the community. You can also research the tax preparer with your local Better Business Bureau (www.bbb.org) to see if any complaints have been filed.
- **Ask about fees to have your taxes prepared** before scheduling an appointment. Be sure to ask if there are any fees for additional schedules or forms, like the Schedule EIC, used to claim the Earned Income Credit.
- **Do not leave originals of documents** with a tax preparer if he or she needs to work on your tax return when you are not present.
- **Avoid a tax preparer who suggests you lie** or make up information. You will be held responsible for errors, NOT the preparer.
- **Do not sign a blank tax return** or a return completed in pencil. Sign a tax return in pen, only after you've reviewed it. Check names, addresses, Social Security numbers and wage information. Ask questions to understand the reason for any refund you get or taxes that you owe.
- **Check that the tax preparer signs the tax return in pen.** The preparer's signature, address and Preparer Identification Number (PTIN) are required on the tax return by federal law. The PTIN indicates the preparer has registered with the IRS.
- **Request a copy of your completed tax return.** Write down the preparer's phone number to call if you have additional questions about your tax return later.

2015 VITA Checklist

Getting Help to Prepare your Taxes

What to Bring with You



If you need help completing tax forms, a Volunteer Income Tax Assistance (VITA) site near you can help. Call 1-800-906-9887 to find the nearest location. When you go to a VITA site, or if you choose to go to a commercial tax preparer, be ready. **Take these items with you:**

- Valid picture ID
- Copy of 2013 tax return (if you have it)
- Social Security Cards, Social Security Number verification letters or Individual Taxpayer Identification Number (ITIN) letters for you, your spouse and any children born before December 31, 2014.
- Income documentation including:
 - W-2 Forms from all jobs worked in 2014
 - All 1099 Forms showing other income received in 2014
 - Total 2014 income of anyone you plan to claim as a dependent on your tax return (bring W-2 Forms, if received)
 - A blank check for direct deposit of your refund (If you don't have a checking account, bring your bank account name, number and the 9-digit American Bankers Association (ABA) routing number. Contact your bank if you need assistance identifying the ABA number.)
- Health insurance documentation:
 - Form 1095-A, if you or anyone on your tax return had coverage through the Health Insurance Marketplace
 - Form 1095-B or 1095-C, if you or someone on your tax return had coverage from another source (Note: sending these forms is optional for 2014, so everyone with insurance will not receive one)
 - A list of who on your tax return had health insurance coverage in 2014 and for which months they were covered (provide this if you didn't receive Form 1095-B or 1095-C)

If any of the following apply to you, take documentation with you:

- Child care expenses, including the provider's address and federal tax ID #
- Mortgage company statements
- Adoption expenses
- Alimony paid or received
- Any notices received from the IRS, state tax office, or Health Insurance Marketplace
- Property tax bills
- College tuition and student loan interest statements
- Additional forms of income such as:
 - Prizes and awards
 - Scholarships and fellowships
 - Lottery/ gambling winnings

If you lost or do not have all of these items, you can still get your taxes prepared. Call the IRS helpline at 1-800-829-1040 to find out what you need to do and how to obtain replacement documents.

¿Por qué pagar cuando le pueden preparar su declaración de impuestos gratis?



Más de la mitad de todos los contribuyentes le pagan a un preparador de declaraciones de impuestos para presentar sus declaraciones. Antes de utilizar a un preparador comercial de declaraciones de impuestos, investigue si existe un sitio de **Asistencia Voluntaria al Contribuyente del Impuesto sobre el Ingreso (Volunteer Income Tax Assistance: VITA)** cerca de usted que pueda ayudarle a preparar su declaración de impuestos gratuitamente.

- Los preparadores comerciales de declaraciones de impuestos en promedio cobran \$100 para preparar una declaración que incluya el Crédito por Ingreso del Trabajo (Earned Income Credit: EIC). Puede pagar hasta \$100 más si obtiene un Préstamo de Anticipación al Reembolso (Refund Anticipation Loan: RAL).
- A veces los RAL se anuncian como “efectivo rápido” o como un “reembolso de impuestos rápido.” Los RAL son préstamos con tasas de intereses extremadamente altas. Si existe un error en la declaración de impuestos y el IRS no envía el reembolso, usted tendrá que repagar el préstamo. Evite a los preparadores comerciales de declaraciones de impuestos que le presionen para que firme un préstamo.
- Algunas veces los RAL son promocionados por medio de agencias de autos, mueblerías o joyerías que ofrecen preparar su declaración de impuestos y que intentan convencerle para que use préstamos de reembolso para compras en el establecimiento.
- Los RAL proporcionan un préstamo en efectivo rápido (de 1 a 2 días) de su reembolso de impuestos, pero solicitar que el IRS deposite directamente el reembolso en una cuenta bancaria sólo toma alrededor de 7 a 10 días. ¿Vale la pena pagar \$200 o más?

Si gana menos de \$50,000, puede obtener ayuda gratis para preparar su declaración de impuestos por medio del programa VITA o del programa de Asesoramiento Tributario para los Ancianos (Tax Counseling for the Elderly: TCE), los cuales son patrocinados por el IRS. Ambos programas pueden proporcionar declaraciones de impuestos electrónicas y rápidas. Los voluntarios comunitarios reciben capacitación aprobada por el IRS para asistir a personas individuales con sus declaraciones de impuestos. Algunos sitios de VITA pueden ayudarle a abrir una cuenta bancaria si no tiene una. Llame al IRS al 1-800-906-9887 para encontrar la ubicación más cercana de VITA, así como los días y el horario de operación. Se encuentra disponible asistencia en español.

Pautas para elegir a un preparador de declaraciones de impuestos

Si no puede encontrar un sitio de VITA o si elige usar los servicios de un preparador comercial de declaraciones de impuestos, asegúrese hacer lo siguiente:

- **Seleccione a un preparador de declaraciones de impuestos con quien pueda comunicarse después** en caso de que el IRS tenga preguntas sobre su declaración de impuestos.
- **Verifique la reputación del preparador de declaraciones de impuestos** con otras personas en la comunidad. También puede investigar al preparador de declaraciones de impuestos con la organización local de Better Business Bureau (www.bbb.org) para ver si se ha presentado alguna queja.
- **Pregunte sobre las cuotas para la preparación de su declaración de impuestos** antes de programar una cita. Asegúrese de preguntar si existe cualquier cuota para anexos o formas adicionales, como el anexo EIC, el cual se usa para obtener el Crédito por Ingreso del Trabajo.
- **No deje documentos originales** con un preparador de declaraciones de impuestos si necesita trabajar en su declaración de impuestos cuando usted no esté presente.
- **Evite a un preparador de declaraciones de impuestos que le sugiera mentir** o inventar información. Usted será responsable por cualquier error, NO el preparador.
- **No firme una declaración de impuestos en blanco** ni una declaración llenada a lápiz. Firme una declaración de impuestos con tinta, sólo después de que la haya revisado. Verifique los nombres, direcciones, números de Seguro Social e información de salarios. Haga preguntas para entender la razón de cualquier reembolso que reciba o impuestos que adeude.
- **Verifique que el preparador de la declaración de impuestos firme dicha declaración con pluma.** La ley federal requiere de la firma, dirección y Número de Identificación de Preparador de Declaraciones (Preparer Tax Identification Number: PTIN) de quien prepare la declaración en dicha declaración. El PTIN indica que el preparador se ha registrado con el IRS.
- **Solicite una copia de su declaración de impuestos completada.** Anote el número de teléfono del preparador en caso de que en el futuro tenga preguntas adicionales sobre su declaración de impuestos.

Lista de verificación 2015 de VITA cómo obtener ayuda para preparar su declaración de impuestos: lo que debe llevar consigo



Si necesita ayuda para completar los formularios de impuestos, un sitio de Asistencia Voluntaria al Contribuyente del Impuesto sobre el Ingreso (Volunteer Income Tax Assistance: VITA) cerca de usted puede ayudarle.

Llame al 1-800-906-9887 para encontrar la ubicación más cercana (se encuentra disponible asistencia en español). Cuando vaya a un sitio de VITA, o si elige utilizar a un preparador comercial de declaraciones de impuestos, esté listo(a). **Lleve los siguientes artículos consigo:**

- Identificación con foto válida
- Copia de la declaración de impuestos 2013 (de tenerla)
- Tarjetas de Seguro Social, cartas de verificación del número de seguro social o Números de Identificación Personal del Contribuyente (Individual Taxpayer Identification Numbers: ITIN) para usted, su cónyuge y cualquier hijo(a) que haya nacido antes del 31 de diciembre de 2014.
- Documentación de ingresos, incluyendo:
 - Formulario W-2 de todos los empleos trabajados en el 2014
 - Todos los formularios 1099 que muestren otro ingreso recibido en el 2014
 - Ingresos totales del año 2014 de cualquier persona que usted planea declarar como dependiente en su declaración de impuestos (lleve consigo los formularios W-2, si los recibieron)
 - Un cheque en blanco anulado para el depósito directo de su reembolso (si no tiene una cuenta de cheques, lleve consigo el nombre y número de su cuenta bancaria, así como el número identificador del banco de 9 dígitos (American Bankers Association: ABA). Comuníquese con su banco si necesita ayuda para identificar el número ABA).
- Documentos de seguros de salud:
 - Formulario 1095-A, si usted o cualquier persona en su declaración de impuestos tuvo cobertura por medio del mercado de seguros de salud (también conocido como el "Health Insurance Marketplace")
 - Formulario 1095-B o 1095-C, si usted o cualquier persona en su declaración de impuestos tuvo cobertura de salud de otra fuente (Nota: enviar estos formularios es opcional para 2014, así que no todas las personas con seguro de salud recibirán uno)
 - Una lista de quién en su declaración de impuestos tuvo cobertura de seguro de salud en 2014 y para cuáles meses estuvieron cubiertos (proporcione esto si no recibió el Formulario 1095-B o 1095-C)

Si cualquiera de los siguientes casos se aplica a usted, lleve consigo la documentación:

- Gastos de cuidado infantil, incluyendo la dirección y el número de identificación para impuestos federales del proveedor
- Estados de cuenta de la empresa hipotecaria
- Gastos de adopción
- Manutención para los hijos pagada o recibida
- Cualquier notificación recibida de parte del IRS, una oficina estatal de impuestos o del mercado de seguros de salud (también conocido como el "Health Insurance Marketplace")
- Facturas de impuestos sobre la propiedad
- Estados de cuenta de colegiatura de universidad y de intereses de préstamos estudiantiles
- Formas adicionales de ingreso tales como:
 - Premios y recompensas
 - Becas y becas de investigación
 - Ganancias de lotería y/o apuestas

Aún si perdió o no tiene todos estos artículos, su declaración de impuestos puede ser preparada. Llame a la línea de ayuda del IRS al 1-800-829-1040 para enterarse de lo que necesita hacer y cómo obtener documentos de reemplazo.

CAPPA Certified Lactation Educator Training (CLE™)

Sponsored by Sherman County Health
Department & Kansas State WIC Program.

CAPPA
Certified Lactation
Educator
Training (CLE™)



April 22 - 24
Goodland, KS

Stephanie Henry
IBCLC, MT(ASCP), CLE,
WIC Breastfeeding Peer Counselor

- ❖ **Goals & Roles of the Lactation Educator**
- ❖ **Historical Views of Breastfeeding**
- ❖ **Anatomical, Physiological & Hormonal Aspects of Lactation**
- ❖ **Risks of Formula Feeding**
- ❖ **Ten Steps to Successful Breastfeeding**
- ❖ **Working in the Hospital**
- ❖ **Maternal/Infant Challenges**
- ❖ **When and Who to Refer Breastfeeding Moms for Additional Help**

Students who complete the CLE Course will qualify as trained Lactation Educators and will receive a Certificate of Attendance upon completion of the training.

Students who desire to become Certified Lactation Educators (CLEs) are required to enroll in CAPPA Academy and become a CAPPA Member (separate fees apply). Memberships can be purchased at CAPPA training or at www.cappa.net

Stephanie, IBCLC, MT(ASCP), CLE owns Midwest Lactation Academy in Chanute, Kansas.

She works with prenatal moms and breastfeeding families in Neosho County through the Woman, Infant, Children (WIC) program.

She serves as a board member for the Kansas Breastfeeding Coalition and has a passion for helping build a strong mom and baby bond.

This passion led her to become an International Board Certified Lactation Consultant and she is by far her patient's greatest advocate!

TRAINING BY

Midwest Lactation Academy

Phone: 620-433-1471
14970 Arkansas Street
Chanute, Kansas 66720

<http://breastfeedin1.wix.com/mwla>



Register online at

<http://breastfeedin1.wix.com/mwla>

For additional information

ONLINE log onto our website

<http://breastfeedin1.wix.com/mwla>

Early Bird Pricing if registered
by March 9th

**CAPPA 20 Hour CLE™
Training fulfills the
requirements for :
The Baby Friendly Hospital
Initiative,
US Core Competencies
& CAPPA Lactation
Education Course**

register online too!

<http://breastfeedin1.wix.com/mwla>

You owe it to yourself and to the moms you serve....

Individuals looking for a course that will take them to the next level in lactation or those desiring to become Certified Lactation Educators should attend the CLE™ Training.

This course is perfectly suited for anyone who works with prenatal or postpartum moms. The maternal/child professional as well as the community volunteer will benefit from this well-rounded breastfeeding education course.

Mail this completed registration form, along with payment, by March 9th to
Midwest Lactation Academy
14970 Arkansas Street
Chanute, Kansas 66720

Thanks in part to
our sponsors Sherman County
Health Department & Kansas
State WIC program!

Email confirmation will be sent
once registration has been
received.

Have Questions? Please feel free to call or me Stephanie
(620) 433-1471 mshenry@winexus.net

Registration Information

Register On-line or by Mail by March 9th to receive early bird pricing!!

****If registering by mail please complete the form below.**

Training Date: 4/22/2015 - 4/24/2015

Contact Information (please print clearly)

Name_

Mailing_Address

Phone (primary) Cell

Email:

Referred by:

Training Location: Wolak Emergency Building 1006 Center St. Goodland, KS 67735

Training Date: 04/22/2015 - 04/24/2015

Student has completed online registration (check mark if completed)

Please make selection (Put a check mark next to the option)

\$330 Early Bird **WIC attendee ONLY Certified Lactation Educator Training**

****This package is for WIC attendees only and includes CAPP A Lactation Educator Course, Materials, CAPP A Academy PLUS one year CAPP A membership which is required to take the CLE certification exam.**

****Please Note that this price is for WIC attendees ONLY and includes certification.**

Must receive payment on or before March 9th for this early bird pricing.

\$385 Early Bird **Non WIC attendee Certified Lactation Educator Training with Certification**

This package is for non WIC attendees (if WIC attendee see above registration and ticket) and includes CAPP A Lactation Educator Course, Materials, CAPP A Academy PLUS one year CAPP A membership which is required to take the CLE certification exam. **Please****

Note that this price does include certification.

Must receive payment on or before March 9th for this early bird pricing.

\$285 This package is for the **CAPP A Lactation Educator course CLE training portion**

ONLY. This package does not include certification or CAPP A Academy. It does include your manual and the 3-day training workshop Must receive payment on or before March 9th for the pricing.



The KWIC system servers are moving from KDHE IT offices in Topeka to Springfield, IL where CQuest, our computer contractor, is located. That means that all staff will need to uninstall the KWIC dashboard (and all KWIC applications) on all computers and reinstall KWIC with a new link after the move is complete.

The actual move of the data will take place over the weekend of April 11 and 12, 2015. When you come to work on Monday, April 13, there will be a new link, distributed through email, which every staff will need to click on to load KWIC onto your computer.

We wanted to give you notice of this change so staff can schedule lightly that Monday morning (April 13). We want everyone to have a chance to get the application installed and ensure everything is working correctly before the first appointments of the day.

Testing will be done the weekend of April 11 and 12 to ensure that all the connections are correct. We do not anticipate any problems but sometimes things happen so allowing a little extra time in the morning on April 13 will ensure this move does not affect service to clients.

More details will be sent out as we get closer to these dates but please inform all WIC staff and your County IT staff.

Please call Sandi Fry at 785-296-1327 if you have any questions.

