

Mass Workforce Issuance

Workforce Issuance No. 07-13

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: March 26, 2007

Subject: **New HCTC Program Kit for the Trade Adjustment Assistance Programs**

Purpose: The success of the Health Coverage Tax Credit (HCTC) Program comes from a focus on meeting the needs of HCTC candidates. To better serve them, new versions of the HCTC Program Kit and Registration Form have been developed by the IRS/HCTC contractor (Accenture).

Background: Last fall, the IRS partnered with communication specialists at Accenture to re-write the HCTC Program Kit and Registration Form. The specialists conducted executive interviews with internal and external program stakeholders, held intensive writing sessions with program experts, and tested the documents with potentially eligible individuals. The resulting new versions of the Program Kit and Registration Form are more clear, concise and interactive.

Important Changes

These enhancements should not affect day-to-day operations. However, two fundamental terms of the HCTC Program have changed:

- The credit individuals register to receive each month, formerly called the advance tax credit, is now referred to as the **monthly HCTC**.

- The **yearly HCTC** is the new term for the credit individuals receive when they file for the credit on their federal tax return.

The HCTC Registration Form has also been revised and will have reworded and re-ordered questions. For instance, individuals will now check a box to confirm they *are not* eligible for Medicare; the previous version instructed individuals to check a box to confirm they *are* eligible for Medicare. Also, to comply with the legislative requirement for a non-group/individual plan the new Registration Form asks for the name of the employer that made the individual eligible for TAA, ATAA or PBGC benefits, the last paid day of work for that employer, and the start date of the non-group/individual plan.

New versions of the HCTC Program Kit are attached. The documents are in un-editable PDF format for internal DCS use only. The final version of the Program Kit may also be viewed on the Internal Revenue Service website. Since the HCTC Program is responsible for distribution of these documents, DO NOT distribute these to any potentially eligible individuals. Registration will be denied to individuals attempting to register with a printed copy of the Registration Form.

Note: the HCTC Program will continue to accept the previous Registration Form until further notice.

Schedule for Changing Other Collateral

Other HCTC communications will reflect the changes made to the HCTC Program Kit and Registration Form. The new collateral will be rolled out in the following phases:

- March 2007 – HCTC correspondence, including letters and invoices
- March 2007 – The HCTC portion of the IRS website: www.irs.gov (Keyword/Search: HCTC)
- April 2007 – HCTC Brochure

Some individuals may receive new HCTC communications along with previous versions during the transition period. *The HCTC Customer Contact Center* will be ready to answer any questions individuals might have. That number is 1-866-628-HCTC (4282) TDD/TTY 1-866-626-4282.

Action

Required: Please assure that all appropriate organizations and staff are informed of the content of this issuance. Again, however, since the HCTC Program is responsible for distribution of these documents, please DO NOT distribute these to any potentially eligible individuals. If individuals attempt to register with a printed copy of this Registration Form, their registration will be denied.

Effective: Immediately.

Inquiries: Please email all questions to Beth Goguen at bgoguen@detma.org . Also, indicate Issuance number and description.