



Lexington-Fayette Urban County Government
DEPARTMENT OF SOCIAL SERVICES

Jim Gray
Mayor

Beth Mills
Commissioner

MEMORANDUM

TO: Mayor Jim Gray
Richard Moloney, CAO
Members of the Council

FROM: Beth K. Mills
Beth Mills, Commissioner of Social Services

DATE: November 3, 2011

SUBJECT: Sponsor Agreement for Volunteer Income Tax Assistance ("VITA") and Civil rights Assurance with Internal Revenue Service

The Central Kentucky Empowerment Project (CKEEP) provides free tax preparation and filing for households with incomes below \$42,000.

The LFUCG will be providing space at the Central Kentucky Job Center and the Family Care Center for this program. The Internal Revenue Service requires that the entity providing the locations sign a document assuring that there will be no discrimination at the sites they provide.

Further, the Sponsor Agreement insures that all information obtained in the preparation of the income tax returns will be kept confidential and all computer data will be deleted at the end of the filing season.

We are requesting authorization for Mayor Gray to approve these documents.