

# VITA/TCE Scope and Product Change Requests

## for SPEC Partners

### Background

The target demographic of the Volunteer Income Tax Assistance (VITA) program is low- to moderate-income taxpayers (defined as those within the Earned Income Tax Credit income threshold), persons with disabilities, those with limited English proficiency, and Native Americans. The Tax Counseling for the Elderly (TCE) program also offers free tax help, primarily to individuals who are 60 or older.

### VITA/TCE Programs Scope Change Request Process

Occasionally, issues arise where there may be a need to consider changing the scope of the programs.

Partners can submit proposed changes to the scope of the VITA/TCE programs to their local IRS-SPEC contact. The local IRS-SPEC contact will coordinate the due date for submitting the request.

### VITA/TCE Programs Product Change Request Process

VITA/TCE training materials are reviewed annually to determine if updates are needed due to new tax laws and other pertinent changes.

This process allows SPEC employees and partners to submit recommendations, corrections, or requests to clarify information in the VITA/TCE training materials. These materials include publications and forms used specifically for training.

- Complete **Form 15247**, Product Review Feedback for SPEC Products. Partners can download the form or request a copy from their IRS-SPEC contact.
- Attach any documents that are relevant to the change. Note: Incomplete requests will not be considered.
- Send the completed Form 15247 to the IRS-SPEC contact.
- Partners should obtain the due date for submitting the requested change from their IRS-SPEC contact.