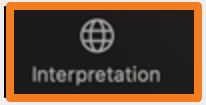
Statewide Campaign Briefing

We'll begin in a couple minutes to give people time to log on.

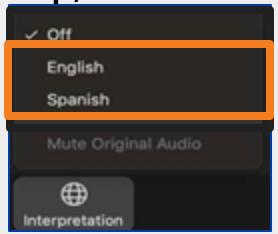
Interpretation / Interpretación

Computer (Computadora)

Step/Paso 1:



Step/Paso 2:

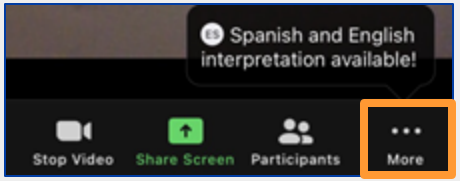


- **Spanish Interpretation** - To access interpretation, click on the "Interpretation" button on the bottom of your screen and select "Spanish"

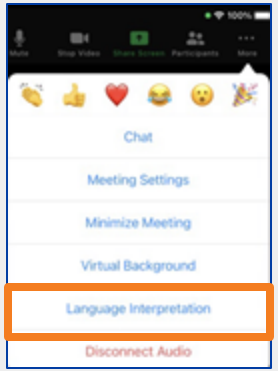
- **Interpretación en Español** - Para acceder interpretación en Español, presione el botón que dice "Interpretación" en la parte inferior de su pantalla y seleccione "Spanish"

Tablet & Smartphone (Tableta y Celular)

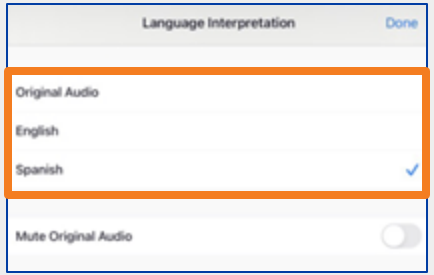
Step/Paso 1:



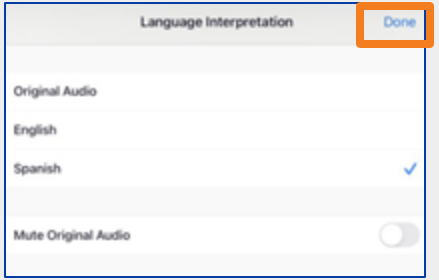
Step/Paso 2:



Step/Paso 3:



Step/Paso 4:



Welcome

REMINDER - Meeting Requirements

Grantees must attend all required meetings:

3rd Friday of the Month



Statewide Briefings: OCPSC's Statewide Partner Monthly Briefing to support high level situational awareness of campaign operations, key updates, and administrative requirements

Monthly



Collective Impact Tables: OCPSC organized Collective Impact Tables (typically monthly and virtual) to receive updates from the State, foster continued collaboration by region, recognize excellent service delivery and explore good practices that can/should be replicated or scale

ACTION ITEM

Please enter your questions in the Zoom Q&A feature at the bottom of your screen.

Agenda

9:00 am	Welcome
9:02 am	Heat Ready CA Month of Action - Recap
9:05 am	Sunne McPeak
9:08 am	Individual Taxpayer Identification Number (Application Process Training & Assets)
9:35 am	Q&A
9:50 am	CORD Reporting & Administrative Updates
10:00 am	Closing

Heat Ready CA Month of Action - Recap

Lori Hanley, Public Education
Office of Community Partnerships and Strategic Communications

Heat Ready CA Month of Action Recap

Ethnic Media Forums
- English/Spanish
- **20** Black/AA and AAPI journalists
- **6** Spanish media outlets
- **2** media interviews

Legislative Outreach
- **16** meetings with district offices, plus the Assembly Democratic Caucus Office of Communications & Outreach
- **24,620** printed pieces ordered by **48** district offices
- **16** community events

Heat Ready CA Materials
- Month of Action guide
- Month of Action press release
- Month of Action virtual backgrounds
- EH factsheet (**13** languages)
- Heat illness infographics (**13** languages)
- Social media graphics (**2** languages)
- Social media messaging for animated videos
- EH talking points (revised)

CBO Outreach
- **44** events
- **17** pitched to media

Partner Outreach
- Heat Ready CA messaging at **170+** DMV offices
- Inclusion in **2** state agency and **2** legislator newsletters
- CA Surgeon General collaboration

Heat Ready CA Month of Action Results

Social Media

100s* of posts by:

- CBOs
  42% on Instagram, **41%** on Facebook
- Statewide nonprofits
- Faith-based organizations
- Local health jurisdictions
- OCPSC
- State agencies/departments
- And more!

**unofficial, unscientific*

Presentations

- Statewide Briefing
- State Agency Work Group
- CDPH LHJ Climate & Health CoP

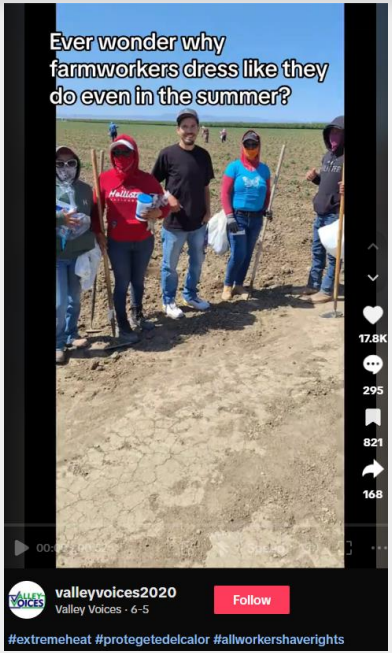
Learnings

- Heat Relief for LA Campaign Launch
- CDPH Heat Safety at Schools
- OEHHA Extreme Heat Ranking System Work Group

Heat Ready CA Month of Action Results







Individual Taxpayer Identification Number (ITIN)

Cynella Aghasi, OCPSC Partnerships

ITIN Campaign Objectives

Through collaboration and coordination with other state agencies, OCPSC helps equip CBOs with information to engage their communities and raise awareness on ITIN, in an effort to reduce the racial wealth gap in California.

CBO's in the Trusted Messenger Network will engage communities to raise awareness on ITIN by learning

- ➔ What an ITIN is
- ➔ Who is eligible
- ➔ What are the benefits
- ➔ Where to refer eligible applicants
- ➔ What resources are available in your region





Activities:

- Attend regional informational workshops
- Coordinate community workshops
- Disseminate ITIN materials
- Refer eligible applicants to partner organizations for additional resources and support

Resources

OCPSC Internal Reference Guides (*Available on CORD DAL)*

- ITIN FAQ List (English, Hmong, Simplified/Traditional Chinese, Spanish, Tagalog, Vietnamese)
- ITIN Talking Points (English, Hmong, Simplified/Traditional Chinese, Spanish, Tagalog, Vietnamese)
- ITIN Regional Resource List



Subject Matter Expert Assets (*Available on CORD DAL)*

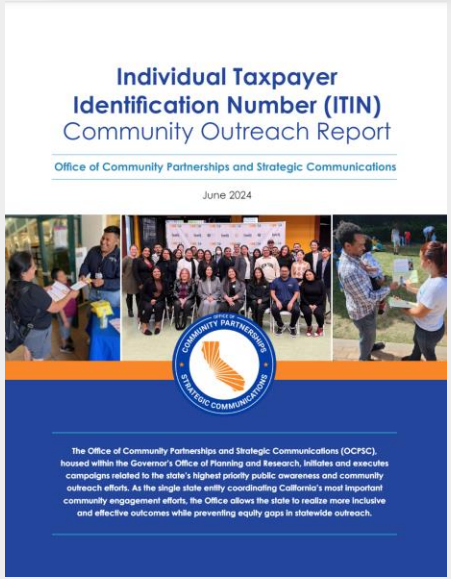
- Informational flyers, brochures, videos, social media toolkits & more.







ITIN Community Outreach Report









To access full report visit: https://ocpsc.ca.gov/itin-2/

Upcoming

- The Partnerships Team will be working with Regional Program Managers to support workshops in each region depending on CBO need
- ITIN discussions at Collective Impact Table (CITs) meetings
- Periodic ITIN presentations at Statewide Briefings



Contact

- The OCPSC Partnerships Team will be working with partners to provide information and resources from ITIN experts
- Please communicate questions and feedback on ITIN outreach with your Regional Program Manager
- Send any questions about ITIN resources on CORD DAL and any Free CAAs to be added to the Regional Resource list to Cynella Aghasi, cynella.aghasi@opr.ca.gov

ITIN Application Process Training

Jaonah Her, IRS Senior Stakeholder Relationship Tax Consultant
Debb Torres, IRS *Senior* Stakeholder Relationship Tax Consultant

ITIN Policy Section

Internal Revenue Service presents

Individual Taxpayer Identification Number Acceptance Agents Training

Publication 5726 (Rev. 1-2024) Catalog Number 93632K Department of the Treasury **Internal Revenue Service** www.irs.gov

ITIN Acceptance Agents Training

Before beginning the training module, we recommend that you print or view copies of the following forms and publications available at www.irs.gov in English and in Spanish:

- Form W-7 and Instructions, *Application for IRS Individual Taxpayer Identification Number*
- Publication 1915, *Understanding Your IRS ITIN*
- Publication 4327, *Enabling Participation in the Tax System*

Role of the ITIN Acceptance Agentsand the ITIN Process

What is an ITIN?

An ITIN is a tax processing number issued by the IRS to certain resident and nonresident aliens, their spouses, or dependents.

It is available to persons required to have a taxpayer identification number for federal tax purposes but who do not have and are not eligible to obtain a Social Security Number (SSN).

Role of the ITIN Acceptance Agents and the ITIN Process

As an ITIN Acceptance Agent, you are responsible for determining if your client is eligible for an SSN **before** completing Form W-7.

If your client **is eligible** for an SSN, you **must** advise them to apply for one at the Social Security Administration (SSA). If the SSA will not issue your client an SSN, the client **must** obtain a denial letter to attach to their Form W-7.

Role of the ITIN Acceptance Agents and the ITIN Process

If you are unsure about your client's eligibility for an SSN, refer to the Social Security Administration Web site at www.ssa.gov for additional information.

Remember, an individual who is eligible for an SSN is not eligible for an ITIN.

Completing Reason You're Submitting Form W-7

Once you establish that your client needs an ITIN, you will begin the process of completing Form W-7.

Note: Spouses and dependents shouldn't apply for, or renew, an Individual Taxpayer Identification Number (ITIN) unless they are filing their own return or claimed for an allowable tax benefit. The individual must be listed on an attached U.S. federal tax return with the schedule or form that applies to the allowable tax benefit.

Completing Reason You're Submitting Form W-7

Determine your client's "tax status." While they may be a "nonresident alien" for non-IRS purposes, they may be a "resident alien" for tax purposes.

Completing Reason You're Submitting Form W-7

Select the category or reason for applying by checking the box ("a" – "h") that describes your client's reason for submitting Form W-7.

If more than one box applies to your client, check the box that best explains the reason for submitting Form W-7.

If you choose box "a" or "f" you **must** provide tax treaty information on the lines provided **below** box h.

Completing Reason You're Submitting Form W-7

The following is taken from Form W-7.

Reason you're submitting Form W-7. Read the instructions for the box you check. **Caution:** If you check box **b, c, d, e, f,** or **g, you must file a U.S. federal tax return with Form W-7 unless you meet one of the exceptions** (see instructions).

- **a** ☐ Nonresident alien required to get an ITIN to claim tax treaty benefit
- **b** ☐ Nonresident alien filing a U.S. federal tax return
- **c** ☐ U.S. resident alien **(based on days present in the United States)** filing a U.S. federal tax return
- **d** ☐ Dependent of U.S. citizen/resident alien — If **d,** enter relationship to U.S. citizen/resident alien (see instructions) ▶ _____
- **e** ☐ Spouse of U.S. citizen/resident alien — If **d** or **e,** enter name and SSN/ITIN of U.S. citizen/resident alien (see instructions) ▶ _____
- **f** ☐ Nonresident alien student, professor, or researcher filing a U.S. federal tax return or claiming an exception
- **g** ☐ Dependent/spouse of a nonresident alien holding a U.S. visa
- **h** ☐ Other (see instructions) ▶ _____

Additional information for **a** and **f**: Enter treaty country ▶ and treaty article number ▶

(Continued)

Completing Reason You're Submitting Form W-7

Box h. Other. If the reason for your client's ITIN request is not described in boxes "a" through "g", check box "h" and describe in detail the reason your client is requesting an ITIN and attach supporting documents.

The next lesson provides information about claiming an exception to the tax return filing requirement. If applicable, enter the exception number, alpha subsection (if applicable) and category on the line beside box "h".

Completing Form W-7 Exceptions

If you claim an Exception to the requirement to submit a valid original U.S. individual income tax return with Form W-7, you must submit proof of your claim in lieu of the tax return.

For more information about Exceptions and to view examples of completed entries see Publication 1915, *Understanding Your IRS ITIN on* www.irs.gov. Also available in Spanish under catalog number 35265T.

ITIN Documentation

There are two categories of documentation:

1. **Supporting Identification Documentation**
   Proves “foreign status”, “identity” and, if applicable, “residency”.

2. **Exception Documentation**
   Proves that an exception to the requirement to attach a valid U.S. federal individual income tax return to Form W-7 is met.

ITIN Documentation

Supporting Identification Documentation.

- IRS accepts 13 documents as shown in the Appendix section of this training module.

- A valid (unexpired) passport is the only stand-alone document to prove both identity and foreign status*.

Note: Additional rules apply for certain dependents. See following slide.

ITIN Documentation

If a passport is not provided, submit at least two other documents, with one containing a photograph *(except for dependents or students under 18 years of age).

*Documentation for a dependent or student under 18 years of age **must** include a Civil Birth Certificate, unless a passport is provided.

ITIN Documentation

Supporting Identification Documentation must be:

- Original, or
- Certified copies from the issuing agency

Note: Certified copies from the issuing agency are not the same as Notarized documents. Notarized documents are not accepted.

(Continued)

ITIN Documentation

As of June 22, 2012, the IRS no longer accepted copies notarized by U.S. Public notary or certain Foreign Notary Publics, authorized to certify documents under the Hague Convention.

A listing of Supporting Identification Documentation can be found in the Appendix at the end of this training module.

Appendix
Supporting Documentation

Type of Supporting Documentation	Foreign Status	Identity
PASSPORT (the only stand-alone document)	X	X
United States Citizenship and Immigration Services (USCIS) Photo Identification	X	X
Visa issued by the US Department of State	X	X
United States Driver's License		X
United States Military Identification Card		X
Foreign Driver's License		X
Foreign Military Identification Card	X	X

(Continued)

Appendix
Supporting Documentation

Type of Supporting Documentation	Foreign Status	Identity
National Identification Card (must contain name, photograph, address, date of birth and expiration date)	X	X
U.S. State Identification Card		X
Foreign Voter's Registration Card	X	X
Civil Birth Certificate	X *	X
Medical Records (valid only for dependents under age 6)	X *	X
School Records (valid only for a dependent under age 18, if a student)	X *	X
* May be used to establish foreign status only if the documents are foreign.		

(Continued)

ITIN Documentation

There are two types of Acceptance Agents:

- Acceptance Agents (AA)
- Certifying Acceptance Agents (CAA)

The types of Acceptance Agents are outlined in Revenue Procedure 2006-10.

Acceptance Agents (AA) review **supporting identification documentation** proving foreign status and identity and **attach original or certified copies from the issuing agency** to Form W-7.

ITIN Documentation

Certifying Acceptance Agents (CAA) review and validate **supporting identification documentation** proving foreign status and identity except for foreign military identification card and identify them on their **Form W-7(COA), *Certificate of Accuracy***.

Copies of documents for primary and secondary applicants must be sent to the IRS with the W-7(COA). **For dependents, CAAs may verify the passport and birth certificate only. Copies of the documents must be attached to W-7(COA)**.

ITIN Assets

Espe Greenwood, Golden State Opportunity (GSO)

Printed ITIN Outreach Material



Brochure: **Learn About the Benefits of ITIN**
(English, Spanish)



Flyer: **ITIN & Cash-back Tax Credits**
(English, Spanish, Tagalog, Simplified Chinese)

Visit CalEITC.org for additional ITIN info and resources

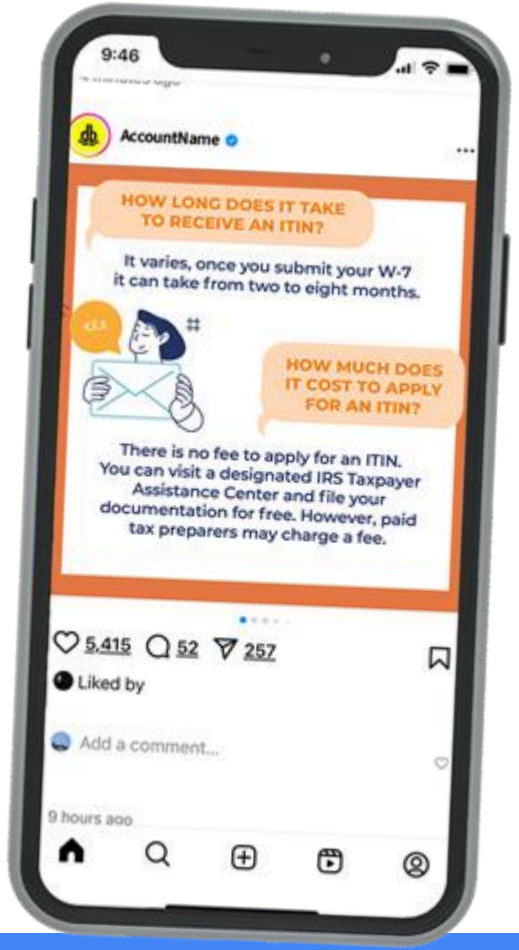
ITIN Social Media

1. Vertical video for TikTok and Stories (English, Spanish)
2. Standalone Images (English, Spanish)
3. Instagram Carousel (English, Spanish)









Visit CalEITC.org for additional ITIN info and resources

Questions