



FAC Spotlight:
Tax Filing Season is Here
 Some free tax preparation help available

Free Tax Return Preparation Assistance

The Volunteer Income Tax Assistance (VITA) program offers free tax help to people who generally make \$54,000 or less, persons with disabilities, the elderly and limited English speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

In addition to VITA, the Tax Counseling for the Elderly (TCE) program offers free tax help for all taxpayers, particularly those who are 60 years of age and older. AARP also offers tax preparation and filing assistance.

To Find a Site Near You

VITA and TCE sites are generally located at community centers, libraries, schools and other convenient locations across the state.

To locate the nearest VITA or TCE site near you, call 800-906-9887.

To locate the nearest AARP TCE Tax-Aide site between January and April call 888-227-7669.

IRS Website

Additionally, taxpayers may use the IRS Site Locator tool to find nearby sites by typing "VITA sites" in the search box on www.irs.gov.



CHECK OUT Dell's President's Day Presale Offer for State Employees. [Click here.](#)

Win an iPad in KHEAA Drawing

Kentucky residents have another chance to win a new iPad from the Kentucky Higher Education Assistance Authority (KHEAA) in a sweepstakes being held through Facebook in February. The contest runs from 12 a.m. on Feb. 1 through 12 a.m. on March 1.



To enter, a Kentuckian must visit the KHEAA Facebook page, click on the orange graduate icon on the KHEAA Facebook page and answer one question about college. KHEAA will not share or sell any personal information to a third party.

Only Kentucky residents are eligible. Employees of KHEAA or its sister agency, the Kentucky Higher Education Student Loan Corporation (KHESLC), and their immediate family members are not eligible. Prior winners are also not eligible.



The drawing will be held in early March, and the winner will be notified by email. The winner must respond by email within three calendar days to receive the iPad with Retina display. If no response is received within three days, another winner will be drawn.

KHEAA administers the Kentucky Educational Excellence Scholarship (KEES), need-based grants and other programs to help students pay their higher education expenses.

To learn how to plan and prepare for higher education, go to www.gotocollege.ky.gov. For more information about Kentucky scholarships and grants, visit www.kheaa.com; write KHEAA, P.O. Box 798, Frankfort, KY 40602; or call 800-928-8926, ext. 6-7214.

Transportation Cabinet Adds New Website Feature Just in Time for Tax Season
Check out details on Page 2

Transportation Web Site Makes 2015 Vehicle Property Taxes Readily Available

The Kentucky Division of Motor Vehicle Licensing has introduced a new feature on their website that makes it easier for motorists to access their 2015 vehicle property taxes for the upcoming tax season.

Now, individuals who normally would contact their county clerks for this information can access it directly at <http://drive.ky.gov>.

Motorists can look up the taxes paid on any of their vehicles simply by entering their Vehicle Identification Number (VIN). No personal information is released, only the taxes that were paid for each VIN entered.

Any vehicle having a VIN that had taxes paid in 2015 will be in the database. Next year, motorists will have access to taxes paid in 2016. The system only keeps the information active for one year. Boats or manufactured homes are not included in the search.

Kentucky Interactive (KI) developed the program and is making it available on the Department of Vehicle Regulation's new website.

For more information, please contact the Department of Vehicle regulation at 502-564-1257 or visit <http://drive.ky.gov>.

Emergency Action Plans: Quick Reference Guide for Employee Response to Emergencies

Danny Brooks, safety coordinator with the Department for Facilities and Support Services, has put together a quick reference tri-fold brochure that employees can [easily print](#).

This quick reference guide covers actions for employees to take during:

- Fire Emergencies
- Building Evacuation
- Severe Weather
- Earthquake Procedures
- Suspicious Mail
- Workplace Violence
- Medical Procedures
- Active Shooter
- Code Adam (missing child)
- Hazardous Materials

**24-Hour Facilities
Emergency Alert Number
502-564-2652**

Variety of Free Training Webinars Available in February

A resource offered by the state library

It's time to sign up for February's webinars. They are free and available to state government employees. Class sizes are limited so [sign up](#) early if you are interested. For assistance with your library account number or questions, contact the reference desk at 502.564.8306 or 800.928.7000 (choose option 3). You can also use the [Ask a Librarian](#) service to reach the library by email.

Tuesday, Feb. 9, 2 – 3 p.m. ET

Mindfulness: Managing the Emotional Brain. Emotional regulation is our ability to adapt to a given situation effectively, so that we experience minimal negative impact to our moods and limit behaviors that we might later regret. This is a skill we all strive for, but know is difficult to master. Mindfulness may play a big role in the acquisition of this ability. The first part of this workshop is a basic introduction to mindfulness and covers the possible wide ranging impact it has on stress management, chronic pain, improved brain functioning and mental health. The second part will review the resources and services available to state employees from the State Library.

Thursday, Feb. 11, 10 – 11:30 a.m. ET

Understanding Bullying in the Workplace. Workplace bullying can create negative work environments and significantly impact productivity and morale. In this workshop participants will learn what constitutes bullying, how it affects agencies and employees and what actions can be taken to address bullying behaviors. Resources and services from the State Library will also be presented.

Wednesday, Feb. 17, 10 – 11 a.m. ET

Happiness at Work. Positive feelings lead to improved work performance. There are things we can do even in stressful times to increase our happiness factor in our work. In the first part of this webinar, Susan Gaffield from the Kentucky Employee Assistance Program (KEAP) will present ten strategies that boost contentment and happiness on the job. In the second part, KDLA staff will review the State Library's services and resources on this topic.

Wednesday, Feb. 24, 10 – 11:30 a.m. ET

Transforming Conflict to Collaboration. What starts out as differences of opinion or different choices can escalate to conflict. Then you have to figure out what to do about it. Unfortunately, because of all sorts of factors, it is often hard to know what to do. This session will provide information on how to overcome conflict by regarding it as a problem to be resolved—by identifying the source of the problem and applying appropriate problem-solving techniques.

Friday, Feb. 26, 2 – 3 p.m. ET

Budgeting is the foundation for an overall healthy financial picture. Zack Culver from the Kentucky Employee Assistance Program (KEAP) will teach different ways to develop a budget so that you will feel more confident with your spending habits and hopefully reach the goal of saving money for the future. The second part of this class will review the State Library's resources concerning money management that are available to all state employees.