



Process for Volunteering with VITA Program

1. Submit Volunteer Application

- Volunteers will give their information and preferences. Volunteers will indicate their availability and hourly commitment per week. Home Start will schedule weekly recurring volunteer shifts for the 12-week program.

2. Complete Background Check through LiveScan

- To complete a background check, you'll need to print and complete the first page of the attached LiveScan Request form. Take the completed form to a LiveScan location to be fingerprinted. Finally, submit the completed form to the Home Start Volunteer Program .
- After clearance has been received, volunteers will be invited to a training session.
- LiveScan typically cost about \$25 to complete up front, but VITA will reimburse you for the expense with a saved receipt. Locations can be found in the link below, but we recommend AAA LiveScan to volunteers and staff.
 - LiveScan Locations: <https://tinyurl.com/LiveScanSD>

3. Attend Virtual Orientation and Training Session - Required

- RSVP and attend **one** virtual training session
 - **Monday January 11** 9AM-4PM
 - **Saturday January 16** 9AM- 4PM
- This time is set to walkthrough the essentials of the VITA Program and the essentials of filing taxes on behalf of a client. We'll also complete Home Start Volunteer Onboarding with more information about organization policies and expectations.

4. Complete IRS Trainings through Link & Learn Website

- Site Access: <https://www.linklearncertification.com/>
- Sign in or create an account with the IRS Link & Learn site.
- Once logged in-select "**Advanced**" tab at top of page, and complete listed exams. (3 total)
 - Please note there are only two chances to pass per exam. VITA Volunteers are not asked to complete HSA Exam.
- Submit following Certifications (3) to Volunteer Program one week prior to program start.
 - "Volunteer Standards of Conduct Exam,"
 - "Intake/Interview and Quality Review Exam"
 - "Advanced Exam."

5. Attend in person training session at the Jacobs Center- Recommended

- We recommend volunteers plan to attend their first shifts at the Jacobs Center prior to working remotely. This is not required, but recommended.
- To ensure understanding of the program, volunteers are asked to complete their first shift under supervision at the Jacobs Center. Supervisors will review the process for remotely meeting with clients and ensure volunteer preparedness.
- Volunteers will then begin contacting clients and assisting with filing.