



**Economic
Opportunity
Program, Inc.**

Strengthening the fabric of our community

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12/16/2021

Dear Learner,

Literacy Volunteers of Chemung/Schuyler Counties has been requested by our federal government funding sources (CSBG) to collect income information data about all learners who receive services from our programs and classes. This information is needed to determine income levels of our learners to satisfy CSBG requirements. This information can be collected quickly and easily by providing copies of one of the following kinds of documentation:

Services

Birth to Five School
Readiness Program

Center of Excellence
(New Day Program)

Community Food for Jobs
Program & Bistro

Energy Services Bureau

Ernie Davis Community
Center

Family Support Services

Libertad-Elmira Veteran and
Family Program

Literacy Volunteers of
Chemung & Schuyler
Counties

- 2020, 2021 Federal Income Tax Return
- 2020, 2021 W2 Statements
- Copy of NYS Benefit card (if applicable)
- Current SSI award letter
- Two current paystubs
- Checking account statement with income or SSI included

As with all program information submitted, any income information collected will be kept in the strictest confidence. It should be stated that if we are unable to collect this information, the program is in danger of being out of compliance, thereby ceasing to operate.

If you have any questions regarding this matter, please do not hesitate to contact me. Thank you in advance for your attention to this matter.

Respectfully,

Wendy Jackson, MSED
Program Director
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