

N08 Site Review Guide

AARP Foundation Tax-Aide National Technology & Security Committee

Revised 7/13/2022

Summary

This document lists what AARP Foundation Tax-Aide volunteers bring to a host site, and what we require in order to provide tax preparation service.

AARP Foundation Tax-Aide Volunteers provide:

- 1) for members of the community, free assistance and filing of federal and state taxes
- 2) trained & IRS-certified counselors
- 3) all posters and flyers required by the IRS
- 4) (optional) flags and banners to designate exactly where taxpayers should go
- 5) all necessary equipment, including laptops, printers, scanners, and network routers
 - a) we'll provide a cross-cut shredder if the site doesn't have one for us to use
- 6) staff, including a Local Coordinator, counselors, client facilitators, and greeters, at a schedule and with working hours to be mutually determined
- 7) COVID protection: all our volunteers are vaccinated. We wear masks, and can make masks available to taxpayers
- 8) post-season statistics if desired

We need from our Site Host:

- 1) a non-discriminatory location available to everyone, including handicap accessibility
 - a) if possible, interpretation as required (ASL, locally important languages)
- 2) for a Drop-Off service model: non-portable locked storage where we have the key
- 3) desirable, but not required: host ability to provide appointment scheduling
- 4) desirable, but not required: access to a cross-cut shredder
- 5) information about your COVID or other safety precautions that we will follow
- 6) space to allow privacy and security for counselors working with taxpayers, and adequate to allow for taxpayers who are waiting
- 7) network: access to the Internet
 - a) we prefer to attach our router via ethernet cable (RJ-45 jack)
 - b) as second choice, we can access your Internet wirelessly
 - c) bandwidth sufficient to support our requirements (> 10 mbps is good)
 - d) for a WISP router: signal strength better than -80 dBm (-40 dBm preferred)
 - e) if there are Captive Portal or Rogue Access Point checks, we may need your explicit network configuration to permit our router to attach properly

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Revision History

Version #	Date	Initials	Comments
1	8/1/2022	JB	NTSC Reorganization/Standardization