

Agency/Program Name

Casefile Order

(forms will be listed top to bottom)

Section 1 (left inside cover)

Case Notes

Section 2

Casefile Checklist (also called Eligibility Checklist)

Application Form

Income Verification Worksheet

Net Worth (assets/liabilities) Worksheet

Refugee Status/Identification Documentation (i.e. I-94's, Social Security cards, W-2, Tax Return, Pay Stubs, Food Stamp letter, ID)

Section 3

Savings Plan Agreement

Section 4

Participant Bank Statements (oldest on bottom, most recent on top)

Section 5

Training Attendance

Section 6

Agency Communications to Participant

Section 7

Disbursement / Qualified Withdrawal Information

Section 8

Exit materials

Bank Account Closure confirmation