

ORR IDA Program Form Descriptions by ISED

Stage of Program	Program Form Title		Description	Relative Importance
				E = Essential, H = Helpful
Before program launches; updates may occur throughout grant	Program Operating Procedures: including MIS IDA instructions		A document that informs the MIS-IDA user how to enter data throughout the participant's time within the program. Very helpful for reducing training time for new MIS IDA users.	E
Marketing and Recruitment	Program Flyer		Spreads awareness of the program; primarily to be displayed or distributed where potential participants live, work or shop	H
Marketing and Recruitment	Program Description Simple		Very simple program flyer to attract interest; primarily for refugees with very little English proficiency	H
Enrollment	IDA Participant Application		Application form to show whether participant is eligible to enroll in IDA program	E
Enrollment	Household Member Verification		A form to help verify the size of household and household income	E
Enrollment	Prospective Participant Yes or No Letters		Letters that communicate whether an applicant has been accepted into the IDA program	H
Enrollment	Net Worth Assessment		A tool to calculate the entire household's net worth to assess asset eligibility.	E
Enrollment	Homeownership Assessment		An assessment of the likelihood that the	E

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			participant will be able to purchase a home within the program timeframe	
Enrollment	Education Assessment		An assessment of the likelihood that the participant (or 18-year old dependant) will be able to pursue post-secondary education (or recertification) within the IDA program timeframe.	E
Enrollment	Business Assessment		An assessment of the likelihood that the participant will be able to capitalize a microenterprise during the program timeframe	E
Enrollment	Vehicle Assessment		Assess the necessity of a vehicle for employment and/or education	E
Enrollment, before participant opens IDA at bank	Savings Plan Agreement: --Family --Individual		Serves as the contract between the IDA participant and IDA program about program responsibilities and expectations	E
Enrollment, before participant opens IDA at bank	Savings Plan Worksheet		Simple version of the Savings Plan Agreement to ensure participants understand their contract.	H
Enrollment, before participant opens IDA at bank	Beneficiary Form		Clarifies the designee of IDA participant's savings (not the match) in case of death. A named Beneficiary can be included in the Savings Plan Agreement rather than a separate form.	E

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Opens IDA at Bank	Bank Letter		A letter that the newly enrolled IDA participant takes to the bank to open his/her IDA	E
After participant enrollment	Casefile Checklist		A list to place in each participant file that checks off participant's status in program and notes the inclusion of all required documents	E
At beginning of IDA program	Training Requirement Form		Communicates the training requirements to IDA participants	H
During training	Missed Workshop Notice		A letter or email that informs the participant that he/she missed a training for which he/she signed up. Should include what to do to reschedule training.	H
Whenever goals are changed	Changing Goals Form		Codifies the understanding that a participant has changed approved savings goals.	E
Whenever needed	Emergency Withdrawal Form		Codifies that participant has withdrawn IDA savings due to approved emergency. Also codifies what the IDA participant must do to replenish the savings/remain in the IDA program.	E
Before first participant completes savings; may be updated throughout grant	Qualified Withdrawal Procedures		Specifies what the IDA program will do to cut the match check for the allowable asset purchase. Clarifies time frame that match check will be available and amount.	E

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Prior to home closing	Sample Letter to Mortgage Lender		Communicates to mortgage lender how the savings and match funds will be presented (typically cashiers or certified check). Clarifies allowable uses for IDA and match funds. Specifies time frame that these funds will be available for closing.	H
Prior to cutting match check	Qualified Withdrawal Letters for each approved savings goal: --Home --ME --Education --Vehicle		Specifies to internal agency staff that IDA program staff have approved and requested a match check for the IDA asset purchase.	E
Participant Exit, receipt of match check, closing of IDA at bank	Exit Interview / Evaluation for IDA graduates		Allows participant to exit IDA program and provide feedback on the quality of the program and the impact the program made on his/ her ability to improve economically.	H
6-months, 9 months, 1 year, or 2 years following successful participant exit	Post-IDA evaluation tools – All Assets, Home, Microenterprise, Post-Secondary Education, Vehicle		A tool to assess the longer-term impact of the IDA program, such as continued asset ownership and maintenance, improved household income, improved assets, improved financial management, more robust banking relationships.	H

NOTE:
There are terrific forms and program procedure tips at CFED's website. The specific URL is <http://www.cfed.org/focus.m?parentid=374&siteid=374&id=391>.