**IDA Participant Files**

**Beginning October 1, 2018 IDA administrators must upload all of the IDA participant’s documents into Outcome Tracker.** In addition, please keep a hard file for the client to meet retention period requirements.

**Pocket 1- Applicant Assessment Documents**

* Fully executed IDA completed Participant Application
* Fully executed Savings Plan Agreement
* Fully executed IDA Financial Institution Release of Information (if applicable)
* Income Verification documentation
* Proof of Residency: Copy of Participant’s Driver’s License (or state issued ID) or other approved document
* Proof of Social Security Number (commonly a social security card) or other approved document
* Participant Readiness Assessment
* Applicant Notification letter

**Pocket 2- Financial Summary**

* IDA Income Calculation Worksheet
* 2 most recent and consecutive pay stubs for everyone in the household
* Prior Year Income Tax Return
* Credit Score (or documentation stating the participant has no Credit Score)
* Personal Budget

**Pocket 3- Participant Readiness (Coaching/Counseling/Training)**

* IDA Training Log(s)
* Certificate(s) of Completion of Financial Literacy Trainings
* Certificate(s) of Completion for Asset Goal Specific Trainings
* Credit Counseling (i.e. credit history assessment, credit repair & credit stability)
* Case Management documentation (if applicable)
* Additional provided financial coaching /counseling (if applicable)

**Pocket 4- Savings History (Deposits/ Match Funds)**

* Proof of Deposits: banking statements, deposit slips, etc..

**Pocket 5- Withdrawals**

* Asset Purchase Withdrawal Forms *(ordered sequentially)*
* Attached Original Receipts for Purchases
* Request for Emergency Withdrawal (if applicable)
* Duplicate Copy of any Check (if provided by Financial Institution)
* Supporting Documentation

**Pocket 6- Communication**

* Copy of any Communication with the IDA Participant such as Quarterly statements, Email Communications, Letters Sent via U.S. Mail, etc..
* Signed Affidavit Reassigning Participant to another AFI grant (if applicable)
* Case Notes

**Pocket 7 – Closeout**

* Post Financial Skills Assessment
* Post Credit Score
* Close-Out Form when the Account is Closed