



To: Individual Development Account Administrators **Program Guidance: IDA-020-04**
From: Community Programs Division
Release Date: January 4, 2021
Effective Date: January 4, 2021
Subject: Return of Funds and Match Claim Tool Update

Beginning January 4, 2021, the following IHEDA guidance is in effect for all IDA Administrators:

Returning Unused IDA Match Funds

When an IDA Administrator has claimed match funds for an IDA Participant and those funds go unused, either because the Participant doesn't complete the program or completes the program but does not use all of the funds, those funds must be returned to IHEDA.

When returning unused IDA match funds, IDA Administrators must utilize the following process:

1. Complete an Account Closeout Form with the Participant.
2. Submit a claim in IHEDAOnline on the award that the Participant was assigned to, using the Account Closeout Form as supporting documentation.
 - a. If the Participant left the program without using any of the Match funds, the claim should be a Repayment claim, so the IDA Administrator can reuse the funds.
 - b. If the Participant used some but not all their Match funds, the claim should be a Return of Funds claim.
3. Close the Participant's accounts at the Financial Institution using the Account Closeout Form. The funds in the Participant's savings account must be returned to them.
4. The Match funds must be returned to IHEDA with a check AND a **copy of the receipt for the claim** that the IDA Administrator submitted. Send both to IHEDA Attn: Financial Operations, 30 S. Meridian Street, Suite 900, Indianapolis IN 46204.

Without the claim receipt, IHEDA staff may not be able to deposit the check. If an Administrator consistently fails to include the claim receipt with the checks that are sent for their closed Participant accounts, they may face reduced IDA awards in future program rounds.

Match Claim Tool Update

Starting on the date of this guidance, when an IDA Administrator submits a claim for match funds for a Participant, they **MUST** use the Match Claim Tool 2.0 as supporting documentation. All participants that an Administrator has opened an account for under a specific award should



ADDRESS 30 South Meridian Street, Suite 900, Indianapolis, IN 46204
PHONE 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** www.iheda.IN.gov

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Suzanne Crouch



be listed on the Tool submitted for that award, even if a Participant is not receiving match for that claim or has left the program as a graduate, nongraduate or reassigned participant.

Please direct all questions regarding this guidance to Veronica Watson at ida@ihcda.in.gov.