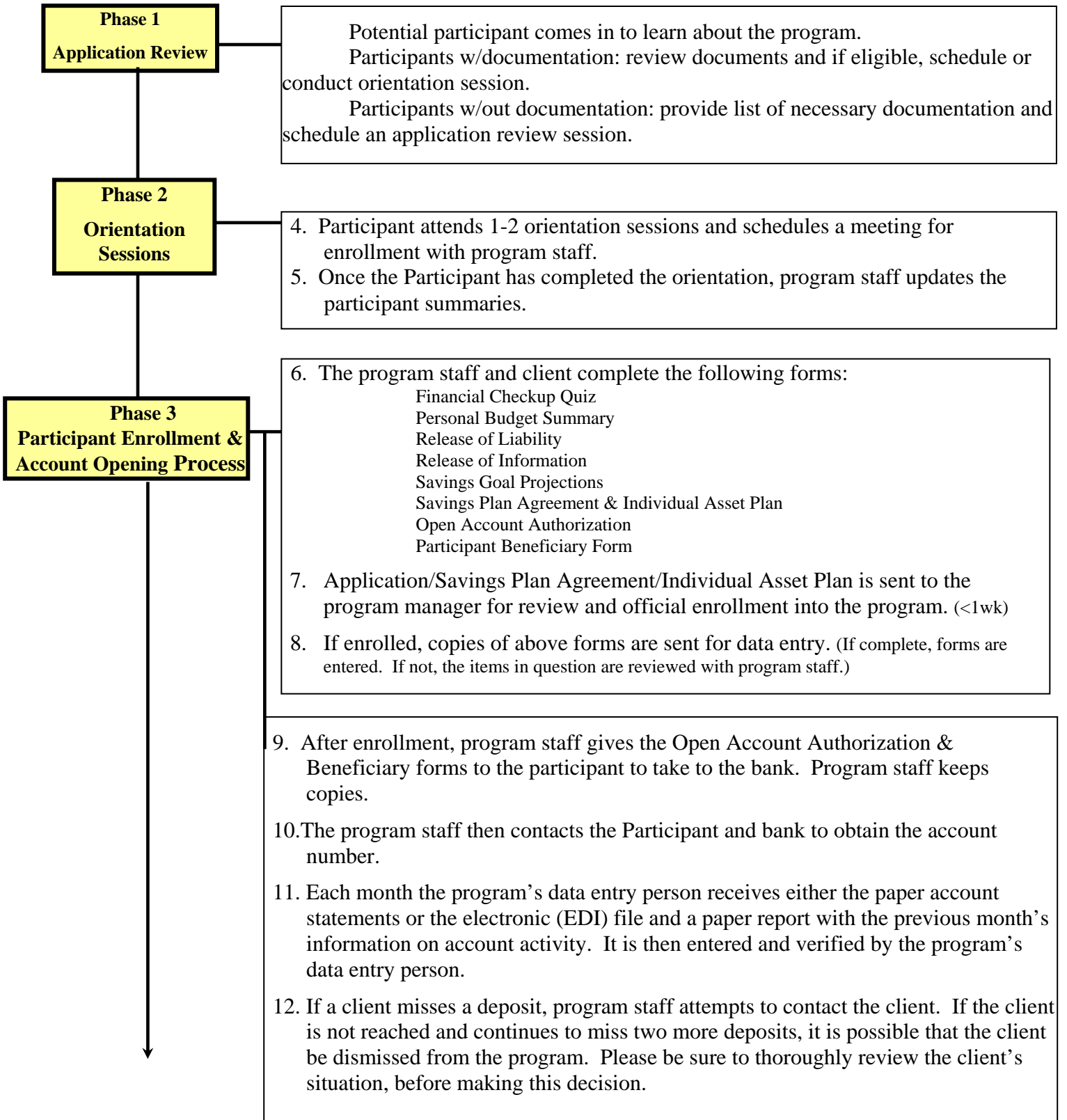


**Michigan IDA Partnership Program
Appendix F.
Flowchart of Client Paperwork**



**Phase 4
Financial Education &
Asset Specific Training**

13. Once the participant has completed a training, program staff update the participant summaries and the data entry person is given a report of those who completed training.

**Phase 5
Asset Purchase**

Purchase of Asset!

14. PROGRAM SITES:

- Program site submits a copy of a Qualified Withdrawal Request Form and Notification to Financial Institutions/MIDAP Form to RCO
- RCO verifies that all signatures are in place and helps assure that appropriate funds (TANF, non-TANF, private) are being used.
- RCO forwards the above forms to MIDAP.
- MIDAP writes check for TANF-related match funds to vendor and sends it to the program site for disbursement to the vendor.
- RCO writes a check for Non-TANF-related match funds to vendor and sends it to program site for disbursement to the vendor.
- Program Site sends a Notification to Financial Institution Form to its participating bank.

FOR REGIONAL COORDINATORS:

RCO (as a program site) verifies that all signatures are in place and helps assure that appropriate funds (TANF, non-TANF, private) are being used.
RCO forwards Qualified Withdrawal Request Form and Notification to Financial Institutions/ MIDAP Form to MIDAP.

- MIDAP writes check for TANF-related match funds to vendor and sends it to the program site for disbursement to the vendor.
- RCO writes a check for Non-TANF-related match funds to vendor and sends it to the vendor.

15. Process Request for Participant Savings (for Program Sites and RCOs)

Participant and staff complete the Qualified Withdrawal Request Form and Notification to Financial Institutions/MIDAP Form.
Participant takes Notification to Financial Institution Form to the appropriate financial institution.
Financial institution writes a check for the savings amount in the name of the vendor.

Note: At this point, Program Sites and RCOs can decide if:

- The financial institution gives the check to the Participant who gives it to vendor or Program Site.
- The financial institution mails the check to the vendor or Program Site

**Phase 6
Program Exit**

16. After the Participant has made the asset purchase or has been dismissed from the program, program staff completes the exit program form, which is given to the data entry person.

17. If the program manager dismisses a Participant from the program, the program manager either meets with the Participant or sends a notification of dismissal.

**Phase 7
Follow-up**

18. After the Participant has made the asset purchase and been exited the case manager follows-up with to ask about their experiences with the program.