**Files returned to PW must be accompanied with a list of names included, date, and coach signature. Closed files are collected at annual site visit. File must contain at least the following.**

|  |  |
| --- | --- |
|  | **Coaching Contacts –** Phonelogs, emails, notes, etc. |
|  | **Photo Release Form** |
|  | **IDA Participation Application -** Verification of earned income, house hold income, net worth, and work sheet that shows figures to get annual income for household, software print out page, or the following to support eligibility:  Check stubs, taxes, employer letter, employment verification sheet, self-verification form for employment, CRS filing (if required), bank statements, Kelley Blue Book values, business valuation worksheet, retirement funds, stocks, bonds etc., verification of all liabilities listed and used as counter assets to qualify. |
|  | **Supporting Documentation for Eligibility** - Verification of age in the form of driver’s license, state ID, birth certificate, passport, or tribal card. |
|  | **New Mexico Resident** - Lease agreement, utility bill, tribal card, voter’s card, or government mail sent to current address. |
|  | **Citizenship** - State birth certificate, passport, or tribal card. |
|  | **Participation Agreement(s) -** If any participation agreements were updated, then all of them should be updated and sent to PW to show the process and progress. |
|  | **Account Open Letter** |
|  | **First Deposit Report and 14 Savings and Match Statements -** This verification can be entered into the contact log stating that they were sent out on a specific date, or it can be a copy of the statement sent out placed in file. |
|  | **Financial Education Certificate** - This could be a certificate, a class schedule showing the class was completed, or a letter provided by the Instructor providing the class. |
|  | **Personal Budget developed to support a successful savings goal** |
|  | **Self-Advocacy Portfolio** |
|  | **Asset Plan** (or plans if updated throughout their savings time). |
|  | **Account Withdrawal Packet/s -** Invoices, class schedule to prove enrollment, good faith statement, address of house being purchased, business license, verification of banking account, invoices/proof of purchase from vendor. |
|  | **Signed Check Receipt Form - There** should be a signed form for each check received. |