

## ***IDA Program Name***

### Program Design Checklists

The following checklists can help ensure you are addressing all important issues when establishing an IDA program.

IDA programs should establish written **policies** addressing the following program issues:

- Participant eligibility (including the definition of *household* and *income*)
- On-going participation requirements (frequency of IDA deposits, for example)
- Qualified withdrawals
- Emergency withdrawals
- Leave of Absences
- Participant terminations
- Staff confidentiality
- Acceptable IDA permissible uses

IDA programs should establish written **procedures** for the following program events:

- Participant applications and interviews<sup>†</sup>
- Participant IDA account openings\*
- Monthly account activity data collection\*
- Production of monthly participant account statements
- Qualified withdrawals\*<sup>†</sup>
- Emergency withdrawals\*<sup>†</sup>
- Requests for and administration of leave of absences
- Participant terminations and IDA closings\*

\* *These procedures must involve financial institution partner(s)*

<sup>†</sup> *These procedures should address documentation requirements*

IDA programs should have written **agreements** for the following program components:

- Participants' acceptance of program participation requirements
- Participants' authorization for release of financial institution information
- Participants' authorization for release of information to program evaluators
- Partner financial institutions' participation
- Partner community organizations' participation
- Commitment of "non-federal" match funds (AFIA supported programs only)

IDA programs should have paper **forms** of the following types:

- Prospective participant program application
- Participant IDA beneficiary designation
- Qualified withdrawal request
- Emergency withdrawal request
- Leave of absence request
- Participant personal information periodic update

IDA programs should undertake the following **design processes** while in development:

- Assess the feasibility of sponsoring an IDA program
- Define program objectives
- Establish a target audience
- Select IDA permissible uses
- Establish IDA account structure
- Design a match structure
- Design personal finance and money management training
- Design asset-specific training
- Choose a record keeping and/or MIS system
- Design mechanisms for on-going participant support
- Establish a protocol for program evaluation
- Secure adequate administrative and match funding