



## **Fast Track IDA Program**

### **Application**



A grassroots program to promote self-sufficiency

## **Fast Track Program**

Applicants may request to be accepted into the “Fast Track Program” which allows for a shorter savings period and quicker matching of savings toward the asset purchase. The maximum match for the Fast Track Program is \$1,000 from the WWBC which would result in total savings of \$2,000 for the asset purchase.

**Please review the terms and conditions for utilization of the Fast Track Program provided in the next several pages prior to applying to insure you qualify. If an applicant requires a larger savings match he/she will be directed to apply for the WWBC IDA Program and review the associated terms of that program prior to acceptance.**

## **Program Summary**

The Wyoming Women’s Business Center (WWBC) Individual Development Account (IDA) Program is designed to help low to moderate income and low to moderate wealth individuals and families leverage a modest income into long lasting prosperity and provide a roadmap for lasting social and economic stability. IDA’s are matched savings accounts generally used to encourage individuals with low incomes to save money toward continuing their education, starting or expanding their own business, or purchasing or repairing a home.

The WWBC IDA Program is available to all Wyoming residents and primarily consists of women, people of color, people with disabilities and individuals with low to moderate incomes and low wealth. The WWBC is particularly committed to working with parents of young children and people with disabilities to improve their overall quality of life through savings and financial literacy in conjunction with assisting individuals to start and expand small businesses within the State of Wyoming.

IDA program participants are required to complete personal financial education as well as training related to the asset for which they are saving (i.e., participant would be required to complete a business planning/management class if they are saving to start or expand a small business). It is expected that participants will develop a habit of life-long saving in addition to becoming familiar with mainstream financial products and services while participating in the WWBC IDA Program.

It is the goal of the IDA program for each participant to set and achieve realistic savings goals, develop a household budget and spending plan, understand cash flow and how to plan for “unexpected” expenses, establish a financial recordkeeping system, and understand basic financial products including checking accounts, savings accounts, credit cards, installment loans, and their credit scores.

The WWBC’s regular IDA program currently matches the first \$2,000 of participants’ savings, dollar-for-dollar. This can result in a participant having \$4,000 in funds for their asset purchase (\$2,000 from WWBC and \$2,000 from the participant). Once the participant completes the designated training courses and reaches the savings goal the WWBC matching funds are paid directly to the asset vendor and the ownership of the asset is transferred to the participant.

**If a participant requires the larger savings amount (up to \$4,000) to achieve the desired asset purchase they should request the “regular” IDA application and associated program policies rather than this Fast Track Program packet.**

## **Permissible Use of Fast Track Program Matching Funds**

The following savings goals are permissible for Fast Track Program Matching Funds.

***Transportation*** (purchase of vehicle to assist in their business or facilitating financial self-sufficiency) Participants may utilize IDA funds for the purchase of a vehicle but must demonstrate a need for said vehicle in conjunction with increasing household income (i.e., participant cannot get to work without it) or it is a necessary purchase for their business and is outlined in their business plan.

All participants requesting IDA funds for purchase of a vehicle must demonstrate an ability to maintain liability insurance and annual vehicle registration/licensing from personal or business financial resources after purchase.

### ***Credit building or improvement***

Applicant's business must have been in operation for at least 2 years prior to being approved for the Fast Track Program. Applicant's last two years of business and/or personal tax returns will be required prior to acceptance into the Fast Track Program.

Participants may use IDA savings and matching funds to restore their credit and in turn increase their credit scores in an effort to become bankable and to become eligible for a business loan.

Funds may be used to reduce excessive debt obligations or for actions resulting in positive credit building activities as agreed upon by the participant and WWBC IDA Program staff. Funds may be used for any agreed upon action which will result in an increase in the credit score or to help right any negative item reported on the credit report (i.e. discrepancies or inaccurate information showing on the report).

Participants using funds for Credit Improvement will be required to provide their business plan prior to acceptance into the Fast Track Program and must be requesting assistance to improve their credit score and financial position for the purpose of obtaining a business loan in the foreseeable future.

### ***Expansion of Existing Business***

The applicant's business must have been in operation for at least 2 years prior to being accepted for the Fast Track Program. Applicant's last two years of business and/or personal tax returns will be required prior to acceptance into the Fast Track Program.

Participants saving for the purpose of expanding a small business in Wyoming may utilize IDA funds to purchase equipment, inventory, business vehicles, or leasehold improvements for expansion of the business. Participants may also use their savings and matching funds for tuition and related educational expenses to obtain skills or certifications necessary for their business development. Funds may be used for expenses such as tuition, a computer, books, and class activity/lab fees.

Participants must submit a comprehensive business plan which clearly outlines the use of IDA funds and how the funds will contribute to the success of the business prior to being approved for the Fast Track Program. All purchases must be for business use according to the participant's business plan and designated savings goals.

Participants requesting funds to attend classes will be required to provide a written explanation outlining the courses they will take and how they plan to utilize their education to increase their business success. Classes must be offered by an accredited post-secondary educational institution or approved vocational

program and written acceptance from the educational institution will be required prior to any matching funds being awarded.

Generally, IDA funds should not be used to replenish inventory or cover other on-going operating expenses (such as payroll or rent/lease costs) unless such expenditures are part of a specific and well-reasoned plan to return an ailing business to viability within a reasonable time frame. The strategic plan to implement and return the business to viability must be clearly defined in a comprehensive business plan which is to be approved by WWBC IDA staff prior to acceptance into the Fast Track Program. Under no circumstances will IDA funds be used to delay the closing of a business that has no reasonable prospect of survival.

## **Fast Track Eligibility Requirements**

Participants must meet the following guidelines to qualify for participation in the WWBC IDA Fast Track Program. Participants will be asked to provide W-2's, tax records, paycheck stubs as proof of employment, and verification of residency prior to final approval into the program. The WWBC IDA Program reserves the right to waive requirements based on funding availability and/or changes in funder requirements as deemed necessary and prudent for the program and its participants.

### ***General Requirements***

Participants must be at least 18 years of age, have a social security number, and be a Wyoming Resident for at least 3 months prior to submitting their application.

Applicants must have been in business for at least 2 years prior to applying for the Fast Track Program unless the purpose of the asset savings is for Transportation. All other savings goals for the Fast Track Program require existing business verification.

If an applicant currently is or has participated in any other IDA program they are unqualified to participate in the WWBC Fast Track IDA Program. No more than 2 members of a household may participate in the WWBC IDA program at any time.

### ***Employment***

Participants must have earned income either from employment or self-employment. Participants enrolled in the Fast Track Program may not be unemployed during participation. Verification of employment may be requested at anytime and must be provided within 30 days of request by the participant.

If a participant has seasonal work he/she must provide documentation of their work history for the last 2 years in addition to their ability to maintain financial stability during their off-season (i.e. income earned during seasonal work is saved and available to sufficiently cover expenses during off-season). The WWBC IDA Program staff will review all documentation and determine if the participant will be allowed to participate in the Fast Track Program.

### ***Income***

To qualify for participation in the WWBC IDA Program participants must:

- ✓ Be eligible for Temporary Assistance for Needy Families (TANF) at the time of application
- OR**
- ✓ Have an adjusted gross household income equal to or less than 300 percent of the Federal poverty line

**OR**

- ✓ Are eligible for the Federal Earned Income Tax Credit

Income received from employment must not exceed the annual household income guidelines which correspond to the Federal Poverty Line outlined as determined by the WWBC IDA staff.

Participant IDA deposit funds cannot come from rental income, investment income, unemployment insurance, workers compensation, social security, TANF, or other unearned income sources. Deposits must be made from earned income derived from employment or self-employment and proof of said employment may be requested throughout the participants' enrollment in the WWBC IDA Program. Failure to provide proof of employment may result in removal from the program and loss of matching funds.

***Assets***

Participants must be members of households whose net financial assets total less than \$10,000. Participant(s) primary dwelling and one motor vehicle per household are excluded from the net financial asset calculation. WWBC IDA Program staff will assist in determining net financial assets for each IDA applicant.

**Establishing an IDA Savings Account for Fast Track**

***Participant's IDA Account***

Each IDA participant is responsible for establishing a savings account in their own name (i.e. the IDA applicant will be the sole owner of the IDA account) and must be opened at any bank located within the State of Wyoming. The IDA account will be used only for the IDA program (no other transactions will be allowed).

The participant may request for the bank to send a monthly statement directly to the WWBC IDA Program in addition to the participant to eliminate the need for the participant to make a copy and forward a statement to the WWBC on their own. If the bank is unable/unwilling to provide this service the participant is required to submit the monthly account statement to the WWBC IDA Program within 15 days of receiving the statement. This can be done via email, mail, or fax.

**Fast Track Matching Rate**

The Fast Track Program match rate is 1:1 and therefore the maximum savings plus match that can be earned utilizing the Fast Track option is \$2,000. This means that for every one dollar saved by the participant, within the guidelines of this program, one additional dollar will be contributed by the WWBC. Participants' savings goals must be achievable with \$2,000 or less, or the participant must have a written plan for how they will come up with the additional funds necessary to reach their asset purchase goal within the eleven (11) month savings period.

**Fast Track Savings Time Period**

Participants may save over a period of time ranging from 3 – 11 months. The WWBC also offers longer savings periods for those who do not qualify for the Fast Track Program.

Participants must save for a minimum of three (3) months before any withdrawal will be approved.

## **Fast Track Monthly Deposit Requirement**

Participant(s) will be required to deposit a minimum of \$100 every calendar month from earned income (income from working to earn wages or from self-employment) and in most cases will need to deposit additional funds (beyond \$100/month) to meet their savings goal within the eleven (11) month time frame.

Each participant is allowed one (1) “missed deposit” during the Fast Track Program. All IDA deposits must be made no later than the 16<sup>th</sup> of the month. Deposits made after the 16<sup>th</sup> may be considered a “missed deposit”. In addition, failure to deposit the minimum savings amount of \$100 each month will be considered a “missed deposit”. Participants may be subject to removal from the IDA program if they have more than one (1) “missed deposit”. If a participant is removed from the program all WWBC matching funds will be forfeited.

If a participant’s employment or source of earned income is seasonal they may request a different savings schedule to meet their savings requirements. WWBC IDA Program staff will assist the participant in determining their monthly savings requirements in order to reach their savings goal within the time they desire. Any deviation from the agreed upon savings plan may result in removal from the program and loss of matching funds.

## **Fast Track Training Requirements**

### ***Financial Literacy Training***

All WWBC IDA Fast Track Program participants, regardless of the use of funds, will be required to complete the Personal Financial Management Training Course within the first month of participation in the program. Failure to complete the training course within the designated time may result in removal from the program and loss of matching funds.

## **Fast Track Asset Purchase / Withdrawal**

Participants must save for a minimum of three (3) months before they will be allowed to make a withdrawal for the purchase of the pre-designated asset. Withdrawal for purchase of assets will not be allowed until all training requirements have been completed.

Participants have three (3) months from the scheduled end date of their savings goal to make their asset purchase. If participants meet their savings goal early, they are not penalized as the three (3) month time period will not start until the scheduled end date occurs. Participants who achieve their savings goal in full and have completed their training must purchase the asset within the three (3) months of the scheduled end date or they will forfeit all matching funds.

Participants must submit the “Withdrawal for Asset Purchase Form” in order to receive matching funds. The matching funds will be provided directly to the vendor (not the participant) and will be included with the funds saved by the participant.

## **Fast Track Emergency Withdrawals**

Emergency withdrawals will not be granted for participants enrolled in the Fast Track Program.

## **Fast Track Leaves of Absence**

Leaves of Absence will not be granted for participants enrolled in the Fast Track Program.

## **Participant Removal or Withdrawal**

Participants who do not fulfill the requirements of the WWBC Fast Track IDA Program, or who voluntarily choose to cease their participation in the program, must withdraw all remaining funds from their IDA account and close the account within 30 days of program removal/withdrawal.

The allocated matched portion of the savings account will not be given to the participant; the funds will instead be made available to assist other potential IDA participants.

If the participant is removed or chooses to withdraw from the program and wishes to participate in the program in the future, he/she must reapply and his/her application will be considered in the order in which it was received.

## **Data Collection and Reporting**

The WWBC will survey and/or follow-up with participants for up to 3 years following completion of the program to monitor and evaluate continued savings, financial growth, and program effectiveness. The WWBC uses client data for statistical reporting in the aggregate to its funders.

# WWBC Fast Track IDA Application

Note: all information provided in conjunction with this application will be held confidential within the Wyoming Women's Business Center, partner organizations and evaluators.

Application Date \_\_\_\_\_

## Applicant Information

\_\_\_\_\_  
First Name Middle Last Name

\_\_\_\_\_  
Birth date (MM/DD/YYYY)

\_\_\_\_\_  
Social Security No

Are you currently a Wyoming Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street or PO Box City State Zip

Physical Address \_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Home Phone Cell Phone Work Phone Email Address

## Marital / Housing Status

**Marital Status:** Single \_\_\_\_\_  
Married \_\_\_\_\_  
Partnered \_\_\_\_\_  
Widowed \_\_\_\_\_  
Separated \_\_\_\_\_  
Divorced \_\_\_\_\_

**Housing:** Own \_\_\_\_\_  
Rent \_\_\_\_\_  
Homeless \_\_\_\_\_  
Live with Friend \_\_\_\_\_  
Live with Relative \_\_\_\_\_  
Other \_\_\_\_\_

Are you a single parent? Yes \_\_\_\_\_ No \_\_\_\_\_

## IDA Information

What asset are you hoping to save for and purchase? (refer to description on pages 2-4)

- \_\_\_\_\_ Home Ownership through WFHOP
- \_\_\_\_\_ Starting or expanding a small business
- \_\_\_\_\_ Transportation
- \_\_\_\_\_ Credit building and/or improvement

How much could you save every month and still pay for all of your regular expenses (rent, food, gas, utilities, clothes, daycare, etc)? \$ \_\_\_\_\_

### Household Information

How many adults (18 yrs and older) currently live in your household? \_\_\_\_\_

How many dependent children (under 18 yrs) currently live in your household? \_\_\_\_\_

Have you been employed in the past 2 years?      Yes \_\_\_\_\_      No \_\_\_\_\_

Have you ever owned your own business?      Yes \_\_\_\_\_      No \_\_\_\_\_

### Applicant's Assets and Liabilities

Part of determining program eligibility for the WWBC IDA Program is based on an applicant's net worth (assets minus liabilities). Please fill out the following chart and if you have any questions please give us a call.

Assets (Items you Own)	Liabilities (Loans or Debts)
Cash on hand (in home, purse, etc)      \$ _____	Credit Card(s)      \$ _____
Cash in Checking Accounts      \$ _____	Student Loan(s)      \$ _____
Cash in Savings Accounts      \$ _____	Medical Bill(s)      \$ _____
Value of Stocks, Bonds, Investments      \$ _____	Outstanding Bill(s)      \$ _____
Value of Retirement (401K's etc)      \$ _____	Loans Due to Family      \$ _____
Value of Primary Car/Truck Owned      \$ _____	Primary Car Loan      \$ _____
Describe Auto: (Model, Year)	
Value of Other Cars/Trucks Owned      \$ _____	Other Auto Loan(s)      \$ _____
Describe Autos:	
Value of ATV's/Snowmobiles/Etc.      \$ _____	ATV etc, Loan(s)      \$ _____
Describe:	
Value of Home if Owned      \$ _____	1st Home Loan      \$ _____
Value of Business if Owned      \$ _____	2nd Home Loan      \$ _____
Value of Other Real Estate Owned      \$ _____	Other Real Estate      \$ _____
Describe other Real Estate:	Business Loan(s)      \$ _____
Other Asset(s) Valued over \$250?      \$ _____	Describe:
Describe:	Other Loan(s)      \$ _____
	Describe:
<b>Total:</b> \$ _____	<b>\$ _____</b>

**Applicant Self-Employment Information**

Are you operating your own business now? Yes \_\_\_\_\_ No \_\_\_\_\_

When did you start your business? \_\_\_\_\_ (month/year)

What is the name of your business? \_\_\_\_\_

What product/service does your business provide? \_\_\_\_\_

What was the net income (sales less all expenses) from your business last year?

_____ \$0 - \$5,000	_____ \$20,001 - \$50,000
_____ \$5,001 - \$10,000	_____ \$50,001 - \$75,000
_____ \$10,001-\$20,000	_____ \$75,001 +

**Applicant Employment Information**

Are you employed by someone else now? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you working:

\_\_\_\_\_ Part-time \_\_\_\_\_ # of Hours per Week

\_\_\_\_\_ Full-time \_\_\_\_\_ # of Hours per Week

When did you start this employment? \_\_\_\_\_ (month/year)

\_\_\_\_\_  
Name of Employer \_\_\_\_\_ Your Job Title / Position \_\_\_\_\_

Work Address \_\_\_\_\_  
Street City State Zip

Supervisor Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**Applicant Other Income / Earned Tax Credit Information**

Do you receive any other income? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, from what source? \_\_\_\_\_

What amount is received? \$ \_\_\_\_\_ How Often? \_\_\_\_\_

Did you file a Federal Income Tax Return Last Year? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you eligible for the Earned Income Tax Credit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been a recipient of TANF? Yes \_\_\_\_\_ No \_\_\_\_\_

## Household Monthly Income Summary

List monthly income (before taxes) of all household members. Your household includes all of the people living with you that are your relatives, plus anyone who depends on you for income (like children away at college or elderly family members living in nursing homes) plus anyone you depend on for income (like a spouse) whether or not they live with you. You should count all of these people in the total number of individuals in your household on the previous page.

<b>Source/Description of Income</b>	<b>Total Household \$:</b>
-------------------------------------	----------------------------

Self Employment (from business described previously or income from applicant or household members including income from doing laundry, sewing, childcare, etc)

Applicant	\$ _____
Members of Household	\$ _____

Monthly Wages (paid by another to applicant or other members of the household)

Applicant	\$ _____
Members of Household	\$ _____

Government Assistance (please provide monthly income for all household members)

Refugee Assistance	\$ _____
TANF	\$ _____
Food Stamps	\$ _____
SSI or SSD	\$ _____
Social Security Retirement	\$ _____
Unemployment Insurance	\$ _____
Veteran's Benefit	\$ _____
Housing Voucher or Subsidy	\$ _____

Other Sources:

Pensions or Retirement Income	\$ _____
Child Support / Alimony Payments Received	\$ _____
Monthly Cash or Gifts from Friends/Family	\$ _____
Rent Paid to You by Others	\$ _____
Investment / Interest Income	\$ _____
Other (please specify) _____	\$ _____

Are you required to pay child support and / or alimony?                      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how much is required for payment each month?                      \$ \_\_\_\_\_

