

Name:

Email:

Phone:

Please number your documents as below and submit in order. Thank you! 😊

Complete?	Step 1 – Eligibility and Program Requirements:	County Notes
	1. AFI Pre-Screening Tool (Am I ready to Enroll?)	
	2. Read Program Guidelines. Submit signed IDA Program Guidelines Acknowledgement on page 11.	
	Step 2a – Application:	
	3. Completed Program Application (CCCS/HHS Application for Service, 8 pages).	
	a. Include TANF acceptance letter if page 6 answer is Yes and easier than income.	
	b. Check Acknowledge box and sign and date p. 8 Participant Acknowledgment.	
	4. Photo ID (Copy of Driver’s License.)	
	5. Proof of Address (Current utility bill or Driver’s License if same address as application).	
	Step 2b – Income Verification:	
	6. Most Recent Federal Tax Return.	
	7. 2 Months’ Worth of Pay Stubs in date order.	
	8. 2 Month’s Checking Account Statements in date order.	
	9. 2 Months Savings Account Statement in date order.	
	Step 3 – Program Agreements:	
	10. Signed/Dated IDA Savings Plan and Participation Agreement.	
	11. Signed/Dated IDA Program Evaluation Release Form.	
	12. Signed/Dated Disclaimer and Waiver of Liability.	
	13. Signed/Dated Authorization for Release of Confidential Information.	
	14. Signed/Dated IDA Program Photo Release.	
	15. Signed/Dated Citizenship Verification Form.	
	a. Bring ID with you and have County staff verify ID and sign form.	
	16. Signed/Dated Beneficiary Form-including witness signature.	
	Step 4 – Business IDA Applicants:	
	17. Credit Report (score not needed, go to https://www.freecreditreport.com/)	
	18. Approved business plan (not needed to enroll, but at the time you withdraw your IDA savings to receive match grant)	

Bring the completed application, required documents and signed forms to the 2nd floor of Coconino County Health and Human Services at 2625 N. King St. Flagstaff, AZ 86004 If you have questions, call Scott Neuman at 928-679-7463.