



## Guide to the MESA Application for Partner Schools

### Enrollment Summary

Once a student has been identified as being eligible and ready for enrollment, please work with the applicant to complete the MESA Application Package, which contains the following elements:

- Application Checklist
- Intake
- Savings Plan Agreement
- Participant Support Plan
- Program Evaluation and Consent
- Authorization and Consent to Obtain Credit Report for Program Evaluation
- Privacy Policy

This overview will provide information about each piece of the MESA Application Package. The MESA Application Package must be submitted in its entirety to be considered complete; it will not be processed until all forms have been submitted and information is received. Because some of the terms in the Application Package may be unfamiliar to the applicant, *you must review the entire package before submitting it to CASA*. Ideally, the Application Package should be completed in the company of the MESA School Contact or party familiar with the MESA College Initiative.

Application Checklist: This form provides a list of the required forms in the MESA Application Package and serves as a tool *for you to complete after enrolling a student*. The Application Checklist summarizes the general eligibility (income and net worth) and acts as a mechanism to ensure that all information is complete before it is sent to CASA of Oregon.

Beginning in 2009 the State of Oregon is requiring that all fiduciary organizations in the IDA Initiative pull the credit score of all participants at entrance and at exit. The inquiry is a soft pull and will not adversely affect a student's credit. The \$10 application fee covers the cost of accessing these reports.

Intake Form: The intake form gathers demographic and financial information about the applicant and the applicant's household. If the applicant does not wish to answer demographic questions, s/he must write "declined to respond" or the intake will be considered incomplete. While most questions like race, ethnicity or gender are geared towards the applicant, there are some questions that ask information about the entire household, such as housing type. Please guide the applicant accordingly.

The net worth calculation poses the greatest challenge to many applicants, as many are not familiar with the concept or even know their household information. Students may need to consult their household (including parents or guardians) before completing this section.

Savings Plan Agreement: This agreement outlines the roles and responsibilities of the participant, CASA and the partner school. The agreement contains important information about the rules of the program, as well as the savings schedule. There are two types of Savings Plan

Agreements, the traditional and the Save & Spend. The traditional model is designed for students who will access their savings and match in one disbursement at the end of their savings period of up to thirty-six months; the Save & Spend model allows students to access their savings and accrued match once every twelve-month period for up to three periods, thus yielding up to three disbursements. This model works best with students currently enrolled in an institution for more than one more year of study.

Participant Support Plan: On this form *you* will detail the financial education curriculum, entity responsible and estimated completion date. The post-secondary education training is also known as the asset-specific training, and includes components such as academic planning and/or career planning, depending on the student. Usually, this training is completed throughout the student's tenure at a college or university and is provided by various entities within an institution. It must be completed before any disbursements may occur.

Program Evaluation and Consent/ Authorization and Consent to Obtain Credit Report:

All applicants must read and sign this agreement in order to participate in MESA. It gives CASA permission to collect data about the participant, including his or her credit score, demographic information and experience in the program.

Income Calculation Worksheet: This worksheet calculates an applicant's income by source and provides a snapshot of the applicant's current financial situation. If students cannot document their household income through recent tax returns, they must submit documentation according to this income calculation worksheet. *The worksheet is a tool for MESA schools to evaluate the income eligibility of an applicant.*