

Saver, Partner, and CASA Administrator Responsibilities:

This agreement outlines your responsibilities as a participant (Saver) in the VIDA program or the Matched College Savings Program (MCSP). Please read this document carefully with your IDA specialist. Compliance with the policies below and the guidelines in the saver handbook is required in order to qualify for matching funds. Rules effective as of July 27, 2021.

Definitions essential for understanding this agreement:

- Savings: Amount I deposit into a custodial savings account hosted at an approved financial institution, referred to as my Individual Development Account (IDA), or IDA.
- Match Funds: Amount of match funds CASA provides at the time of my purchase. These funds are kept by CASA and do not get deposited into my IDA.
- IDA Funds: Combined balance of my savings and match funds.
- Savings Period: Total amount of time I choose to make deposits toward my savings goal, usually between 6 months to 36 months.
- Savings Goal: Maximum amount of money I choose to save in my IDA.

1. IDA savings account & savings progress:

- I agree to open my IDA at the financial institution I selected on my application within two months of receiving the letter of authorization.
- I understand that I am required to make progress toward my savings goal as outlined in my Savings Plan Agreement.
- I agree to set up automatic bill pay for my IDA unless my IDA specialist determines I do not have a compatible source of funds, or if my financial institution does not allow it.
- I understand my financial institution may have fees associated with making less frequent deposits.
- I agree to update my address and contact information with **both** CASA and my financial institution where I have my IDA.

2. Required workshop participation and form completion:

I agree to complete at least **10 hours** of financial education and at least **6 hours** of asset-specific education offered by the partner organization I am working with, or by referral through a third party. I understand that I must complete these requirements and submit a certificate of completion prior to my first withdrawal in order to qualify for match funds. Additionally, I agree to complete a personal development plan (PDP) detailing how I will achieve my savings goal and identify potential barriers to its completion. The PDP must be completed before I can access funds.

3. Withdrawing funds:

By signing the Savings Plan Agreement Worksheet, you agree to and understand the following:

- I cannot withdraw funds without saving for at least 6 months.
- I understand that I may have the option to **save and spend**, and that I must save for at least 6 months before I can spend any funds and that the amount I can spend is limited based on how much I have saved, and how long I have been in the program.
- I understand that I cannot access more than \$3000 match in a 12 month period and that I must complete all of my requirements before accessing any funds. Once I begin spending I am still expected to make deposits until I reach my savings goal.
- Funds cannot be withdrawn until all program requirements have been met.
- The minimum amount I can withdraw is \$100.
- I can only request withdrawals for the specified asset goal in this agreement and for the purposes stated in my personal development plan.
- I am required to turn in receipts showing all funds have been applied to my previous withdrawal request before requesting additional purchases.
- I am required to withdraw a portion of my IDA savings as authorized with each matched withdrawal within 60 days from the date the authorization is issued. Not withdrawing the savings portion will require reimbursement to CASA of Oregon and a pattern may result in early exit from the program.

- If matching funds are returned to CASA from a vendor within 60 days from when I have completed the program, I will be notified and given another 30 days to spend the money. If the funds are returned after the 60 days, or I'm unable to spend them within 30 days, I will no longer have access to the matching funds. Any of my own money that is returned to CASA will be sent to the last address I have on file with CASA or will be sent as [unclaimed property](#) to the State of Oregon.
 - I understand that in the absence of a beneficiary - in the case of my death - my savings will be released to my estate.
 - I understand that in the case of an emergency I can request up to \$1000 in savings and up to \$3000 in match. These funds cannot be re-saved, and it will mean a smaller available amount to be used toward your asset purchase.
 - I understand that my IDA savings and interest earned on those savings may be subject to garnishments.
 - I understand that I must spend my IDA funds in accordance with my Savings Plan Agreement and PDP.
 - I understand my IDA funds cannot be used to reimburse me for past purchases or to pay for debts, other than those approved by the program.
4. Change of asset goal: I understand that I may change my asset goal while I am in the IDA program. If I change my asset goal I will need to amend my savings plan and complete additional asset specific education.
5. Program evaluation:
- I understand that I will be asked to participate in a program evaluation at the end of the program, and occasionally during my savings period, depending on my asset goal. I understand that:
- Participation in the evaluation will include an exit interview upon program completion and two confidential surveys, one when leaving the program, and another twelve months later. The exit interview will come from CASA of Oregon, while the two confidential surveys will come from Neighborhood Partnerships.
 - The results of the program evaluation may be published, but my name and identity will remain confidential, unless CASA is expressly given permission. CASA of Oregon may seek out a formal success story to be shared upon completion.
6. Matching funds: If I satisfy all of the requirements of the IDA program, CASA of Oregon will match three dollars for every dollar in the VIDA Program or five dollars in the MCSP program. I understand that if I switch between programs the match rate reverts to that of the program I am enrolled in. I understand that the matching funds will not be deposited into my IDA account and that these funds will be held on my behalf by CASA of Oregon.
7. Account statements: CASA of Oregon will normally send quarterly statements by mail showing my savings and any match I have earned. All deposits are recorded within 30 days. Emailed statements are available upon request. To view your savings and match balance, please request an eSaver log in from your specialist.
8. Disbursal of matching funds: Matching funds will generally be paid directly to the vendor via a third-party business check (or electronic transfer in certain cases) and must be used after the savings period end date. I understand that it is my responsibility to confirm that a vendor accepts third-party checks and that these checks will be processed within 7-10 business days, in most cases.
9. Amendments to this agreement: CASA of Oregon has the right to amend the program rules pertaining to this agreement at any time. Updates to this agreement, and the date they are effective will be posted at: casaoforegon.org/for-individual/learn-about-idas/ida-program-rules/
10. Actions that may prevent me from receiving match funds, or be cause for early exit from the program:
- Not opening my savings account by the date specified in the welcome letter
 - Not maintaining Oregon residency
 - Not completing the required financial education, asset training and personal development plan
 - Withdrawing funds from my IDA account without prior approval from CASA of Oregon
 - Not making progress toward my savings and spending goals
 - Not communicating with my IDA specialist or responding to requests from my IDA specialist
 - Other non compliance with the requirements of the program, as determined by CASA of Oregon or as established by the partner organization.