|  |  |
| --- | --- |
| **Request For MISA Emergency Withdrawal** |  |

**I, CMS#** request approval to withdraw

funds from MISA Account # for the following emergency withdrawal.

|  |  |
| --- | --- |
| **QUALIFYING EMERGENCY WITHDRAWAL for the following reason:** |  |
| * Necessary medical expenses | $ |
| * Expenses to avoid eviction of the participant from the participant’s residence * Expenses to avoid foreclosure of the participant from the participant’s residence | $ |
| * Essential expenses to maintain or sustain employability after a job loss, such as phone and living expenses | $ |
| * Expenses related to transportation for employment, including car payments, repairs, bus passes, gas, & car insurance when other transportation options are unavailable | $ |
| * Childcare expenses (see policy for further clarification) | $ |
| * Home addition and expansions | $ |
| * Unexpected household repair impacting program participation | $ |
| * Urgent household moves or significant life changes impacting participation | $ |
| Exact Amount to be Withdrawn | $ |
| Other Requirements Met (if applicable)   * If qualifying asset has already been purchased, attach documentation | |
| **Specific Purchase:**  **Justification of Need:**  **Reason for Exceptions & Special Cases (if needed):** | |

Vendor\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Phone # or email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The asset or investment purchase detailed above is approved for funding and/or reimbursement.**

Trainer Approval Executive Approval

**\*(If more than one vendor, complete another form)**

|  |
| --- |
| **PARTICIPANT FILE CHECKLIST – DOCUMENTATION NEEDED**  Vendor Documentation & Location Verification Attached |
| Payment issued to Vendor:  Transfer Documentation attached with transfer date, destination, and amount |
| Payment Issued to Participant:  Copy of check to participant, details of fund transfer, deposit receipt showing deposit to participant’s account |
| Exceptions & Special Cases – Small Business or Individuals as Institution or Vendor  Document reason for exception and documentation of purchase |