



## FAMILY SELF-SUFFICIENCY PROGRAM

### Application for Partial Withdrawal of FSS Escrow Account Funds

Revised February 3, 2017

An application for a partial/interim withdrawal of funds from an FSS escrow account will be considered on a case-by-case basis by the FSS staff, based on the following policies:

1. A partial withdrawal of FSS escrow funds may only be used to pay for activities or services consistent with the goals of the applicant's FSS Contract of Participation.
2. The applicant must be actively working on the goals in their FSS plan, and current documentation (dated within the past 30 days) verifying these goal-related activities must be provided with the partial withdrawal application.
3. The total amount of funds in the escrow account may not be withdrawn for an interim disbursement.
4. All interim escrow disbursements must be approved by the Self-Sufficiency Manager or his/her designee.

### Procedures and Timeline

**Step 1. Submit application and documentation.** Complete the application on page 2 and submit it, along with documentation of activities toward meeting the goals in your FSS plan, to:

**FSS Program  
Columbus Metropolitan Housing Authority  
880 East 11th Avenue  
Columbus, OH 43211**

**Step 2. Application approval or denial.** You will receive a decision regarding approval or denial of the partial withdrawal request by mail within 14 calendar days.

**Step 3. Payment timeline.** Payments for partial withdraws are processed twice a month. Requests must be date-stamped or postmarked by the FIRST of the month for payment mid-month, or the FIFTEENTH of the month for payment by the end of the month.

**Step 4. Documentation of use of interim withdrawal funds.** A participant who receives a partial withdrawal of funds is required to provide the FSS Coordinator with documentation of payment to a vendor or service provider within 10 calendar days after the requested funds have been utilized by the participant.



**FOR OFFICE USE ONLY**

**Client Name/Tenant ID #** \_\_\_\_\_

**Yes    No**

Tenant is in good standing with CMHA.

Family is working toward achieving FSS goal(s).

Request for funds is consistent with FSS goal(s).

Request Approved     Request Denied

\_\_\_\_\_  
FSS Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Self-Sufficiency Manager

\_\_\_\_\_  
Date