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Letter of Agreement Between Mid America Assistance Coalition and Every Dollar Aide Fund

Agency Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

E-Mail Address: _____

The above-named agency has been approved to continue to receive utility funds for the 2024 funding year. There are certain expectations by the Mid America Assistance Coalition (MAAC) regarding each respective agency’s responsibilities. As a recipient agency, you agree to the following terms:

- All required data for each eligible client will be entered into MAACLink and the agency will print the Standard Intake Form (SIF) at the time of entry and keep it in the client file along with copies of utility bills, client income and client identification.
- Each agency will keep a copy of the SIF signed by the client and supporting documentation on file in agency offices for at least 5 years from the date of service.
- Each agency will understand that the MAAC Fund Management team will have final approval authority for grants from each respective fund.
- Each agency will send at least one MAACLink user to the mandatory annual training.
- Site visits and electronic review by the MAAC Fund Management team will review the agency process and applicable files and offer guidance if needed.
- Each agency will remain active in MAACLink in order to remain eligible to receive the funds.
- Each agency will update MAAC with new contact information to ensure effective communication.

MAAC agrees to provide the following services to the above agency:

- Timely disbursement of funds. Disbursements are based on the receipt of funds within each utility program. When funds are available, allocations will be made available on MAACLink on the first business day of each month.
- Intake workers may schedule training whenever needed with the MAACLink data team or fund management administrator.
- Prompt e-mail or phone communication with agency staff if an entry in MAACLink is problematic.
- A MAACLink report and/or screen balance showing the agency's fund balance(s).

Agency Representative Signature

Date:

Agency Representative Title

MAAC Representative Signature

Date: