



### **Waitlist Guidelines**

- ☑ Effective May 27, 2008, applicants will be placed on a waitlist in the order that their complete applications are received. If information is missing (including signatures or supporting documentation), the VIDA Specialist will be notified and the applicant will not be placed on the waitlist until all information is present.
- ☑ A complete application includes the most recent VIDA application with supporting income information. No other documents are required until the applicant is invited to submit a full application including application fee.
- ☑ CASA of Oregon is required by law to assess participant eligibility at the time of enrollment, applicants' eligibility is determined once they are invited to submit a full application and thus move off the waitlist.
- ☑ Applicants will be invited to submit a full application (the regular application package) as their turn arrives on the waitlist. Applicants will have ten days to submit their complete application package to CASA of Oregon. If they do not respond with a complete application package in that timeframe, they will lose their place on the waitlist and have to reapply.
- ☑ All questions regarding the waitlist from applicants should be directed to the VIDA Specialist. Applicants should not contact CASA of Oregon to check on their application status.