

## **2.1 Participant File Folder Organization**

Left side: top to bottom

ILP/Waiver

IL Evaluation & Summary

Peer Support

Referral Form (taken from NetCIL)

Right side: top to bottom

Application

Participant Rights

Eligibility

Contacts/Agencies

TAD: Service Request Form, Conditions of Acceptance & PR

HMAD: Statement of Economic Need, PR, Conditions of Acceptance, contractor bids, Landlord Approval letter, Lead based paint testing

Correspondence

Participant Service Record Instructions