

SVdP - Mini Loan Program (MLP)
Step-by-Step Instructions for Conference MLP Coordinators
Simplified Version - (please see the MLP webpage for the full detailed version)

- The SVdP local Conference Home Visit Team discovers that one of our “Neighbors in Need” is trapped in a predatory payday or title loan. One of the Home Visit Team contacts their Conference MLP Coordinator for help.

- The local Conference MLP Coordinator contacts the applicant by phone and completes the Screening Interview form to see if they might qualify. If it appears that they might be a qualified applicant, a 2nd home visit is scheduled – inform individual that the application is not a guarantee that the loan will be approved.

- Conference MLP Coordinator completes the Monthly Budget Spreadsheet with the applicant and decides whether they appear to be a good credit risk. The Conference MLP Coordinator obtains copies of all the necessary documentation from the applicant (discusses the case details with the local Conference President to obtain their approval and notes the approval in the MP record).

- If approved, the Conference MLP Coordinator then initiates a new record in the MLP database by completing the online MLP Screening Form. Conference MLP Coordinator then uploads copies of all the necessary forms:
 - Acceptable form of ID (see MLP webpage for list)
 - Voided personal check (or bank routing number and checking account number)
 - Monthly Budget Spreadsheet
 - Completed bank loan application form
 - Predatory loan documentation – loan and payoff amount
 - SVdP Promise Letter
 - Bank authorization form
 - Don't forget to ask the questions – how much were your monthly payments and how many did you make?, put this information in the comments section on the participant's record.**

- Conference MLP Coordinator contacts their District MLP Representative to request review of the loan file. If the District Representative approves he/she notes the approval in the record

- The Council MLP Coordinator (Louise) will then contact the selected bank and schedule the new loan closing date.

- The Conference MLP Coordinator will accompany the applicant to the bank to witness both the loan closing and also the predatory loan payoff. Obtain a copy of the paid off receipt from the predatory loan company and upload the receipt to the applicant's record on the database.

- Upon successful payoff of the MLP loan, the Conference MLP Coordinator will schedule a celebratory meeting with the recipient at the bank to open a savings account with a \$50 deposit provided by the conference, presents them with a certificate of completion and a savings encouragement letter. This will improve the long-term financial health of the applicant's family.

- The conference coordinator will also ask they family to complete the MLP survey and upload the completed survey to the participant's record on the database.

- Congratulations, you have assisted one of our “Neighbors in Need” to escape the cycle of debt and perhaps set them on the road to financial independence, no longer needing continued SVdP assistance. **Rev 2/20/18 Louise**