



COVERSHEET FOR TEAM MEMBER PIN ASSIGNMENT

PLEASE TURN IN TO MMAAP, INC. **6 WEEKS** PRIOR TO INITIAL TRAINING

COORDINATOR COMPLETES

DATE REQUESTED		TEAM MEMBER SITE	
TEAM MEMBER NAME			
Service County (can only put in one)		Service County ZIP	
Orientation Training Date			
Expected Initial Training Dates			
COMPENSATION STATUS Check one (required)		<input type="checkbox"/> Volunteer <input type="checkbox"/> In-Kind (<i>Works with an organization that pays their wage but allow the team member to provide MMAAP services</i>) <input type="checkbox"/> MMAAP Paid (<i>receives at least \$1 of MMAAP funds in their wage</i>)	

Each Team Member is required to attend a 2 hour MMAAP Orientation Training before receiving a PIN. A signature on the "Coversheet for Team Member PIN Assignment" sheet submitted satisfies the attendance documentation. The training sheet(s) along with the completed "Team Member Packet for PIN Assignment" sheet should be included in one envelope to reduce the potential for lost documents, and mailed to MMAAP, Inc. or faxed to 517-886-1305 for processing and PIN assignment.

Each request for a Team Member PIN must include a "COVERSHEET FOR TEAM MEMBER PIN ASSIGNMENT" to serve as a checklist for the sender and to confirm the required documents are in the packet.

The documents listed below are required for any new Team Member to receive a PIN number or for any returning Team Member to renew a PIN number. Any requests for an exception must be submitted in writing to MMAAP, Inc.

COORDINATOR COMPLETES

<u>Required Documentation Checklist</u>	
<input type="checkbox"/>	"Coversheet for Team Member PIN Assignment" sheet with TM signature
<input type="checkbox"/>	MMAAP Application
<input type="checkbox"/>	Team Member Agreement Form
<input type="checkbox"/>	Disclosure Authorization and Release of Information Form (may be submitted by Coordinator or Team Member, directly to MMAAP, Inc. by mail or fax) (<i>Copy accepted</i>)
<input type="checkbox"/>	Identity Verification , such as a Driver's License, State ID, or Other Picture ID (<i>Clear copy Required</i>)
<input type="checkbox"/>	I want a generic badge at end of class, and have enclosed a picture

Team Member Signature _____

<input type="checkbox"/>	Processor's Initials	Application Date _____
		PIN # Assigned _____

Purpose:

- Request the creation of a PIN and submit to MMAP, Inc. for processing.
- Serves as a checklist of REQUIRED documentation for the Coordinator sending in the request
- Serves to document any special notes for the PIN assignment

Completion Instructions: Completed by the Coordinator and submitted to MMAP Inc. for processing. Retain a copy or the original at the regional/site office for your records.

Remember: Anyone exiting the program **must** return their badge, which the Regional Coordinator must return to MMAP, Inc.

[illegible]