Clean Slate Declaration Process

Remember that you can go back and review the training or set up a 15-minute office hours appointment with Michele or Nora anytime you need help!

1. You should have received an email from Michele with your client assignment.

2. Contact client to set up interview appointment. Video is preferable, but if client can't do it, phone is fine.

3. Prep for interview by reviewing:

    a. Declaration Interview Outline.
    b. Sample Declarations
    c. Check the tips section of the Declaration Training Slides (Slides 24-18)

4. Interview the client.

5. Be sure to give client their "homework":

    a. Ask for letters of support
    b. Look for certificates, transcripts, honors, or any other documents that will support the declaration

6. Draft declaration.
    a. Check in with your partner supervisor at your firm.
    b. Send draft declaration to Michele@AccessProjectCA.org for review.
    c. Set up office hours appointment to discuss.
    d. Make any recommended changes.

7. Send draft to client for review and schedule follow-up discussion.

8. Collect client letters of support and/or supporting documentation.

9. Send final declaration with supporting documents to Michele@AccessProjectCA.org.