

Your Money, Your Goals

A Financial Empowerment Toolkit



Consumer Financial
Protection Bureau

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Your Money, Your Goals

Opening Activity

Money and me: Opening activity

List all of the words, phrases, sayings, songs, or other associations you have with the word **money**.

Money and me: Opening activity

money

any generally accepted medium
of exchange

Money: What does it mean?

- Where do associations about money come from?
- How do these associations reflect attitudes and feelings about money?
- How are attitudes and feelings related to behaviors and actions?
- What does this mean when we are working with the people we serve?

Native Communities Tool: Using values to set goals

WORKING WITH YOUR CLIENT

Using values to set goals

What to do:

Values are the things that people consider most important in their lives. They can be individual principles or shared beliefs within a community or culture. Depending on the individual you are working with, values may be an appropriate place to begin the financial empowerment discussion. A reflection on traditional values may make the information and tools on goal-setting and related topics in module 1 feel more relevant.

What to say:

"Values provide a foundation for your goals. Before you write down goals, reflect on traditional or community values, as well as your own personal values. Doing so can help you steward your resources in ways that uphold those values."

Native Communities Tool: Using values to set goals

- What are some traditional values shared by the members of your community?
- How do these traditional values influence you?
- How do these traditional values influence your goals?

Using values to set goals

- Values are the things that people consider most important in their lives.
- A reflection on traditional values may make the information and tools on goal-setting and related topics in module 1 feel more relevant



NATIVE COMMUNITIES TOOL

Using values to set goals

Fill out this tool to understand and identify your own values and the values of your community. This exercise can help you use your resources, including money, to uphold those values.

What are some traditional values shared by the members of your community?

How do these traditional values influence you?

How do these traditional values influence your goals?

Native Communities Tool: Using values to set goals

Use the following tool to identify the top five values most important to you. Rank them in order of most important, from 1 to 5. Put a "1" by the value that is most important to you, a "2" by the value that is the next most important, and so on.

- | | |
|---|--|
| <input type="checkbox"/> Comfortable life | <input type="checkbox"/> Inner harmony |
| <input type="checkbox"/> Courage | <input type="checkbox"/> Leisure time |
| <input type="checkbox"/> Culture and traditions | <input type="checkbox"/> Living in harmony with nature |
| <input type="checkbox"/> Family and clan | <input type="checkbox"/> Professional achievement |
| <input type="checkbox"/> Financial security | <input type="checkbox"/> Respect for and from others |
| <input type="checkbox"/> Freedom | <input type="checkbox"/> Self-determination |
| <input type="checkbox"/> Happiness | <input type="checkbox"/> Self-respect |
| <input type="checkbox"/> Health | <input type="checkbox"/> Social recognition or status |
| <input type="checkbox"/> Independence | |

Your Money, Your Goals

Overview of the training and introductions

Training purpose

- To provide you with:
- An orientation to *Your Money, Your Goals*, a financial empowerment toolkit;
- An overview of the training for service providers;
- Strategies for using the toolkit, and
- The tools, knowledge, and confidence to use the toolkit and provide training on the use of the toolkit to your staff or partners in your community or state.

Training objectives

- By the end of the training, you will be able to:
- Describe ways to approach integration of Your Money, Your Goals into your work including how to use the toolkit as a complementary resource to other financial capability training and materials.
- Describe the purpose of the Consumer Financial Protection Bureau (CFPB) and its rationale for developing Your Money, Your Goals.
- Explain the overall organization and content of Your Money, Your Goals.
- Explain the tools and resources you have to plan and implement the training for Your Money, Your Goals.
- Describe the overall flow of the training, including key activities and methodologies used throughout the Your Money, Your Goals training.

Training objectives

By the end of the training, you will be able to:

- Increase your knowledge about effective and engaging ways to deliver training.
- Explain key financial empowerment concepts presented in *Your Money, Your Goals*.
- Access and use tools and materials available at www.consumerfinance.gov.
- **Take action to equip frontline staff and volunteers with *Your Money, Your Goals* through your own trainings and one-on-one instruction**, so that they can use the toolkit in their work.

Introduction activity

- Use the chat function to type:
 - Share name
 - Organization
- What are the common money topics that come up in your work with consumers?
- What do you expect or hope to get from this training?

Training presenter

The Consumer Financial Protection Bureau created the Your Money, Your Goals toolkit for consumers, as well as the training materials presented today. These materials are being presented to you by a local organization. The organizations or individuals presenting these materials are not agents or employees of the CFPB, and their views do not represent the views of the Bureau. The CFPB is not responsible for the advice or actions of these individuals or entities. The Bureau appreciates the opportunity to work with the organizations that are presenting these materials.

Welcome housing, workforce staff

- ☐ Welcome, training purpose, objectives, agenda topics , how to use this information with clients and consumers
- ☐ Special Invited Guest, Joseph B. Diehl, Deputy Director, National American Indian Housing Council on the importance of personal money management topics for Indian Country
- ☐ Money & Me interactive exercise
- ☐ The CFPB Your Money, Your Goals and Focus on Native Communities guide topics
- ☐ Financial Empowerment Self-Assessment and My Money Picture Client Assessment ; Goal setting ; Savings for emergencies, irregular bills, short and long-term goals ; ☐ Earned Income Tax Credit ; Making ends meet through cash flow budgeting

Next week's agenda

- ❑ Welcome
- ❑ Review of Part I takeaways; ❑ Training purpose, objectives, agenda topics
- ❑ Debt: tracking, debt to income ratio, reducing debt with snowball and highest interest rate methods, medical debt, student debt
- ❑ Credit: how to read credit reports, pulling and fixing credit reports, FICO credit score
- ❑ Financial services and products, according to what we need
- ❑ Consumer protection, especially identity theft
- ❑ Bringing financial empowerment topics to front line staff, children, grandchildren
- ❑ Next steps and adjourn

Your Money, Your Goals

Introduction to the CFPB and financial
empowerment

Introduction to the CFPB



Consumer Financial
Protection Bureau

- Consumer Financial Protection Bureau
- The CFPB's mission is to make markets for consumer financial products and services work for Americans.

CFPB's work



Empower



Enforce



Educate

Office of Financial Empowerment

- Part of the CFPB's Division of Consumer Education and Engagement
- Serves populations who lack full, affordable access to financial services
 - Low- to moderate-incomes
 - Low wealth
 - Otherwise financially underserved or vulnerable

Your Money, Your Goals

Your Money, Your Goals

Your Money, Your Goals is a set of financial empowerment materials for organizations that help people meet their financial goals by increasing their knowledge, skills, and resources.

Whether you're helping people get a job, find a place to live, or deal with a legal problem, money always comes up. You can use these tools to start the conversation.

▶ Featured video

Behind on bills? Start with one step.

Colorful, compact, and easy to use, *Behind on bills* offers tools that can help you work through issues with people who are having a hard time making ends meet.



About us

The CFPB is an independent federal agency built to protect consumers. We write and enforce rules that keep banks and other financial companies operating fairly. We also educate and empower consumers, helping them make more informed choices to achieve their financial goals.

CONNECT WITH US

Subscribe for email updates on new consumer resources and guides.

Email Address

[View Privacy Act statement](#)

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Getting the toolkit

Resources for the people you serve

Your Money, Your Goals materials can be used in many different settings. From legal aids to housing authorities, faith-based groups to universities, if you're working with people to help set goals and solve financial problems, you'll find helpful tools and information here.



Toolkit

The toolkit has information that helps you have the money conversation with the people you serve. Use the tools to help achieve goals and work through challenges.

[Access the toolkit](#)



Issue-focused tools

Use these bright, interactive booklets to easily help people begin to address common financial stressors.

[Discover issue-focused tools](#)

Companion guides

Companion guides have specific information for populations with unique needs.

[See companion guides](#)

Online resources

We've consolidated the websites referenced in the Your Money, Your Goals materials to make them easier to access and share.

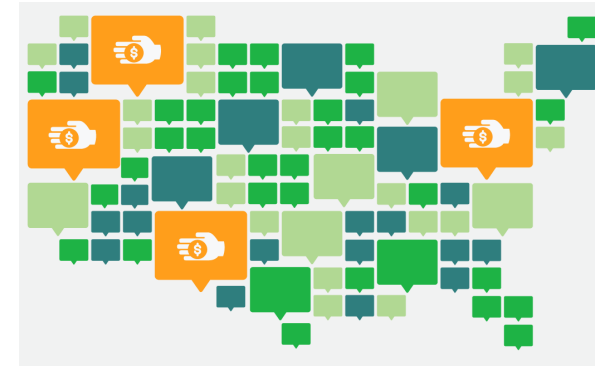
[View online resources](#)

Training and implementation

We have everything you need to bring Your Money, Your Goals to your organization. Review our Implementation Guide, watch the trainer videos, adapt the training slides, and you're on your way.

[Get started bringing these tools to your organization](#)

Debt Collection Stories



Tell your story.

The more we hear from you, the more insight we gain into what's happening in the financial world and how it's affecting you. Your experience will help inform how we work to protect consumers to create a fairer marketplace.

Both consumers dealing with debt collection, and front-line staff that work with them to help solve issues, are invited to share their stories and *add their voice*.

[Tell your story today ➔](#)

Debt Collection Stories



After losing her job, Danieshia explains that she was unable to pay her debts and soon found herself being threatened with jail by a debt collector.

[Watch Danieshia's Story](#)



Danieshia
■ DETROIT, MI

"There were a few [debt collectors] that were calling and making threats. I had one that was telling me that I was going to jail."

cfpb Consumer Financial Protection Bureau

Learn more about Danesia's story at cfpb.gov/debt-collection-stories

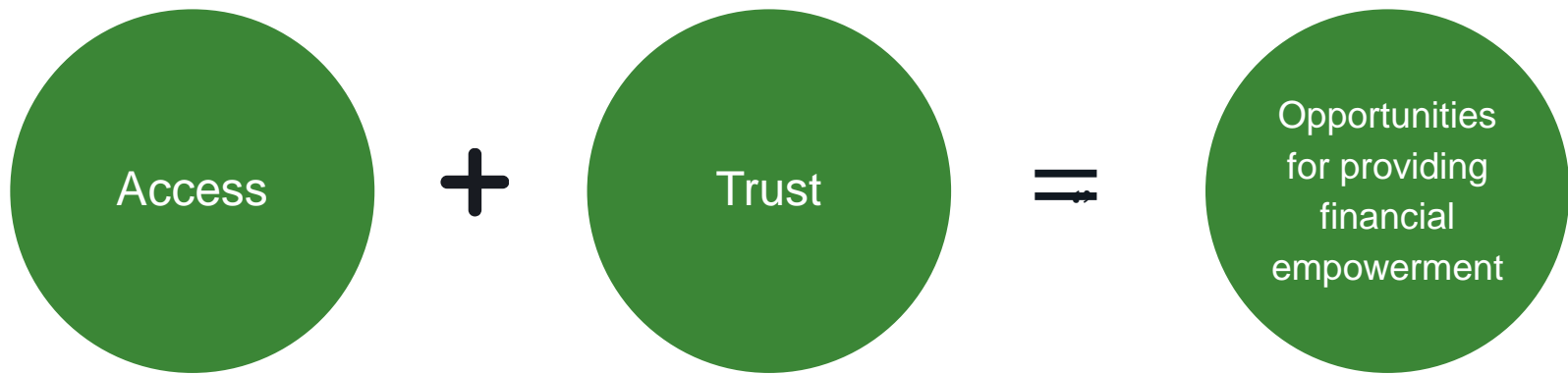
Financial empowerment

What is financial empowerment?

How is it different than financial education, financial literacy, financial capacity, or other commonly used terms?



Financial empowerment and service providers



Debate

Team 1

- As service providers, we *should* provide financial empowerment information and tools to the people we serve.

Team 2

- As service providers, we *should not* provide financial empowerment information and tools to the people we serve.

Benefit / Cost analysis

What are the *benefits* of financial empowerment

- For you?
- For the people you serve?
- For your program?

What are the *costs* of financial empowerment

- For you?
- For the people you serve?
- For your program?

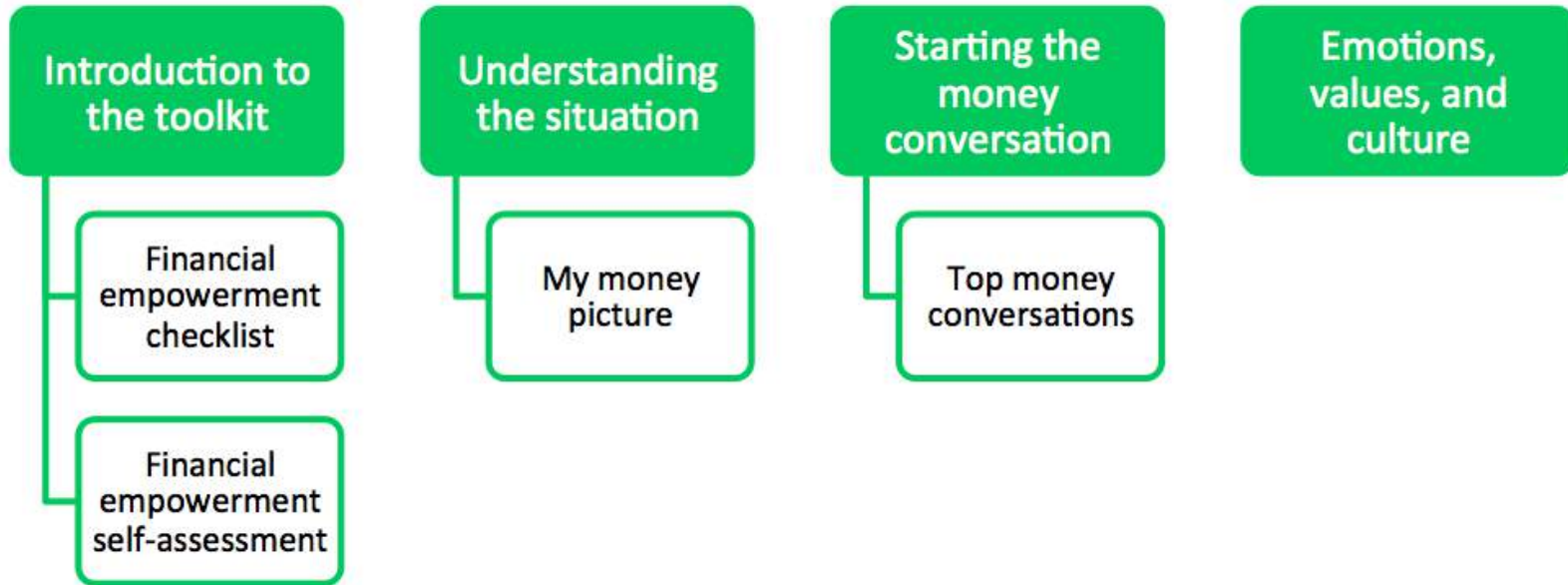
Your Money, Your Goals

An orientation to the toolkit and the
training

Organization of *Your Money, Your Goals*

- Introductory modules
 - Introduction Part 1: Introduction to the toolkit
 - Introduction Part 2: Understanding the situation
 - Introduction Part 3: Starting the money conversation
 - Introduction Part 4: Emotions, values, and culture: What's behind our money choices?

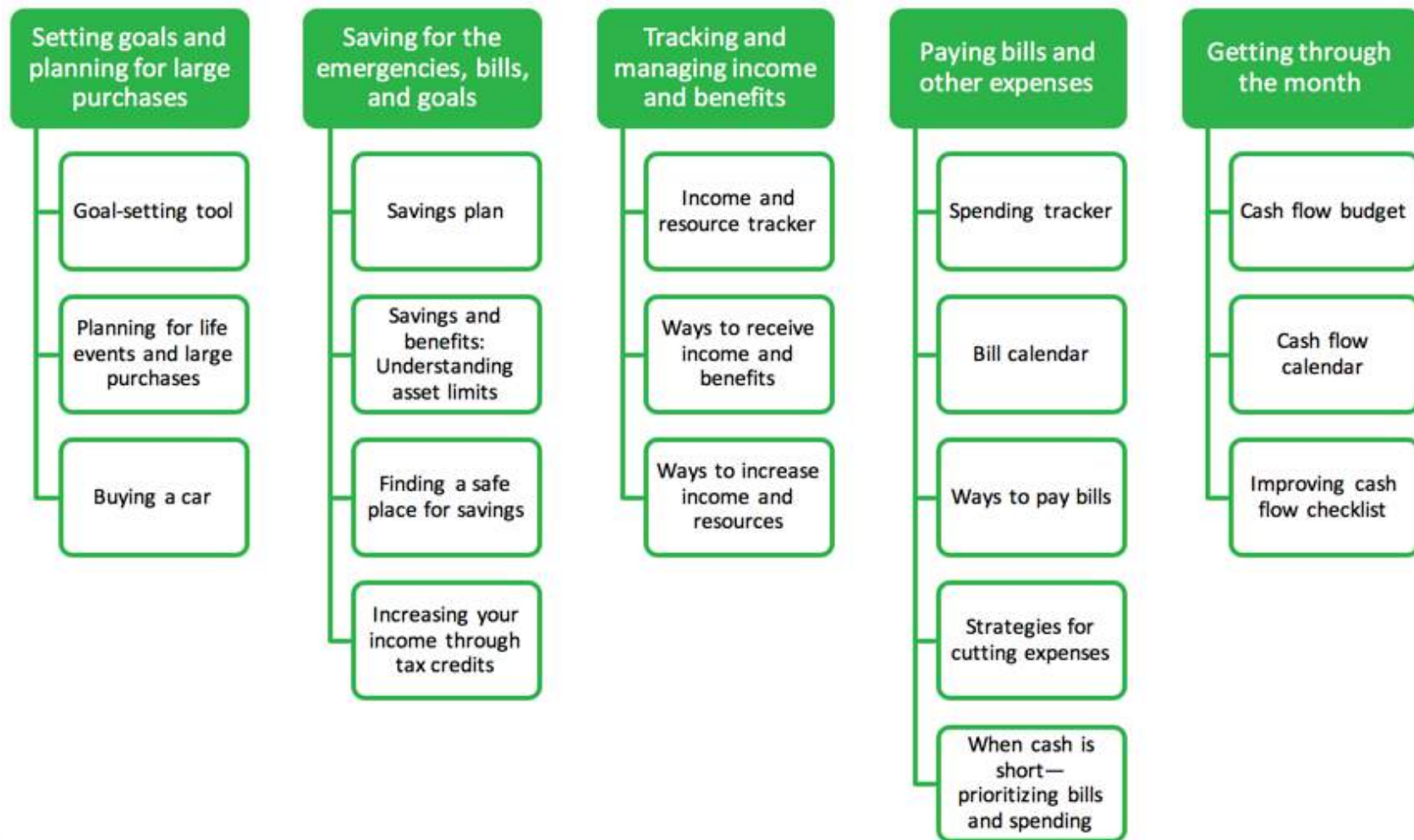
Organization of *Your Money, Your Goals*



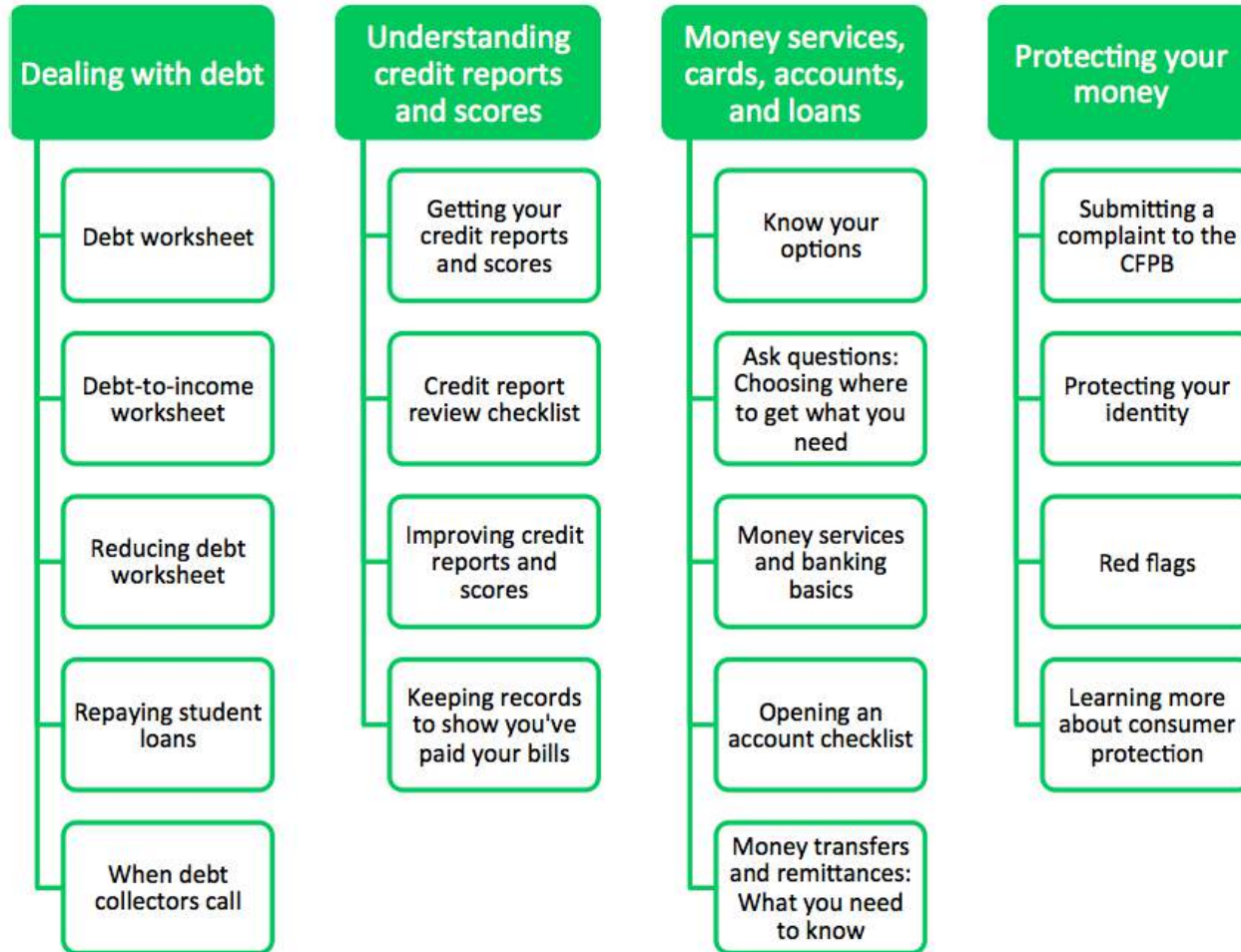
Organization of *Your Money, Your Goals*

- Content modules
 - Module 1: Setting goals and planning for large purchases
 - Module 2: Saving for the emergencies, bills, and goals
 - Module 3: Tracking and managing income and benefits
 - Module 4: Paying bills and other expenses
 - Module 5: Getting through the month
 - Module 6: Dealing with debt
 - Module 7: Understanding credit reports and scores
 - Module 8: Money services, cards, accounts, and loans: Finding what works for you
 - Module 9: Protecting your money
- Resources

Organization of *Your Money, Your Goal*



Organization of *Your Money, Your Goals*



What would you do if someone...

1. Wants to file for bankruptcy?
2. Wants to know how to respond to a creditor's threat to sue?
3. Is facing eviction?
4. Is facing foreclosure?
5. Is not able to provide enough food for herself and other members of her household?
6. Is in danger of losing her car due to nonpayment?
7. Wants to take out a debt consolidation loan?
8. Wants to know how to finance her child's college?

Creating a Referral Guide

Area of assistance	Possible referral partner	Contact information
Cash flow budgeting	<ul style="list-style-type: none"> Financial education provider Housing counseling agency: http://www.makinghomeaffordable.gov/get-started/finding-the-right-program/Pages/default.aspx Community action agency: http://www.communityactionpartnership.com/ Nonprofit credit counseling organization: http://www.nfcc.org Tribal organization Other community-based nonprofit organization Community college 	
Benefits screening	<ul style="list-style-type: none"> Community action agency: http://www.communityactionpartnership.com Other community-based nonprofit organization Tribal organization Community college Local social services network Social Security Administration: http://www.ssa.gov and benefits management through <i>My Social Security</i> at http://www.ssa.gov/myaccount 	
Income tax preparation and filing	<ul style="list-style-type: none"> Local VITA site: http://www.irs.gov/Individuals/Find-a-Location-for-Free-Tax-Prep Public library Local social services network 	

Financial empowerment checklist

- The goal is not to cover all of the tools with each person.
- Instead, find the right module or tools based on:
 - Their most pressing financial empowerment problem
 - The area in which they've expressed an interest in getting more help

Intro Part 1, Tool 1: Financial empowerment checklist

Print off and keep
with an individual's
file if appropriate

Use to connect
meetings you've had

Module 1: Setting goals and planning for large purchases

Ask yourself: Does the person have clear goals? Is the person satisfied with her financial situation?

Covered it	Tool	Notes and referral information
	Goal-setting tool	
	Planning for life events and large purchases	
	Buying a car	

Module 2: Saving for emergencies, bills, and goals

Ask yourself: Does the person have money set aside for emergencies or unexpected expenses?

Covered it	Tool	Notes and referral information
	Savings plan	
	Savings and benefits: Understanding asset limits	
	Finding a safe place for savings	
	Increasing your income through tax credits	

Your Money, Your Goals

Understanding the situation and starting
the money conversation

Financial empowerment self-assessment

Complete Tool 2: Financial empowerment self-assessment

Reflection Questions

- How did you feel about completing this assessment?
- Were there topics you knew more about than you thought you would?
- What topics would you like to learn more about?
- How can you learn more about them?

Introduction Part 2, Tool 1: My money picture

If you could change one thing about your financial situation, what would it be?

Question	Yes	No	I don't know
1. Do you have dreams for you or your children that require money to make them happen?			
2. Are you behind on rent, car payments, or your mortgage?			
3. Are you behind on utility payments?			
4. Can you count on having about the same amount of income every week?			
5. When unexpected expenses or emergencies happen, do you have some money set aside to cover them?			
6. Do your money, benefits, and other resources cover all of your bills and living expenses each month?			
7. Do you have student loans or other debts you're having trouble paying?			
8. Has your credit history made it hard to get a car, insurance, a phone, or a job?			

Introduction Part 2, Tool 1: My money picture

Question	Response	Quick Tips
1. Do you have dreams for you or your children that require money to make them happen?	If <i>No</i> or <i>I don't know</i> , see Module 1.	<ul style="list-style-type: none">▪ Brainstorm a list of your hopes, wants, and dreams.▪ Pick one and turn it into a goal with a timeframe. Make it specific and measurable.▪ Figure out how much you need to save or set aside each week (or month) to reach your goals.
2. Are you behind on rent, car payments, or your mortgage?	<p>If <i>Yes</i>, call 211 or local emergency assistance center. For homeowners, call 888-995-HOPE.</p> <p>See Module 4, <i>Tool 5: When cash is short: Prioritizing bills and planning spending.</i></p>	<ul style="list-style-type: none">▪ Call 211 or local emergency assistance center. By dialing 211, people in need of assistance are referred, and sometimes connected, to appropriate agencies and community organizations.▪ For homeowners, call 888-995-HOPE or CFPB at 855-411-CFPB (2372). You can find contact information for certified housing counselors on CFPB's website at http://www.consumerfinance.gov/find-a-housing-counselor.
3. Are you behind on utility payments?	If <i>Yes</i> , call 211 or local emergency assistance center.	

Your Money, Your Goals

Module 1: Setting goals and planning for large purchases

SMART goals

- Specific
- Measurable
- Able to be reached
- Relevant
- Time-framed

Hopes, wants, and dreams vs. strong goal

Hopes, wants, and dreams

Strong goal

I'd like to buy a new television.



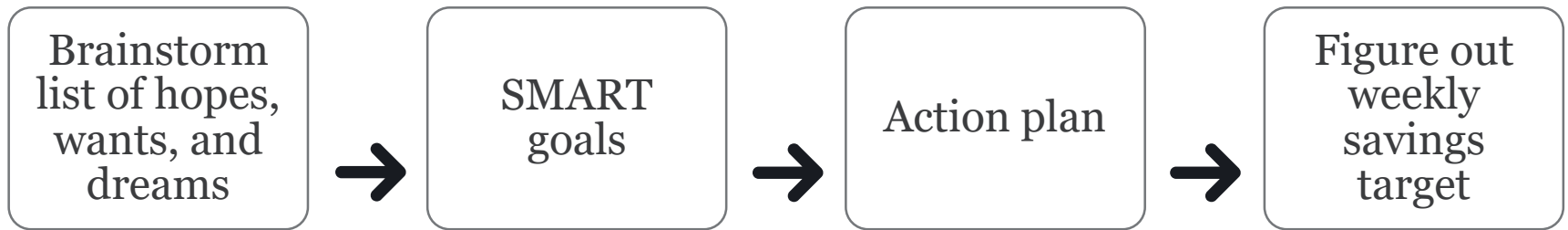
I will save \$400 and purchase a new television in six months.

I want to get out of credit card debt.



I will pay down \$1,000 of my debt over the next 18 months.

Goal-setting tool



Becomes part of cash flow budget

May become the purpose for the cash flow budget

Action plan

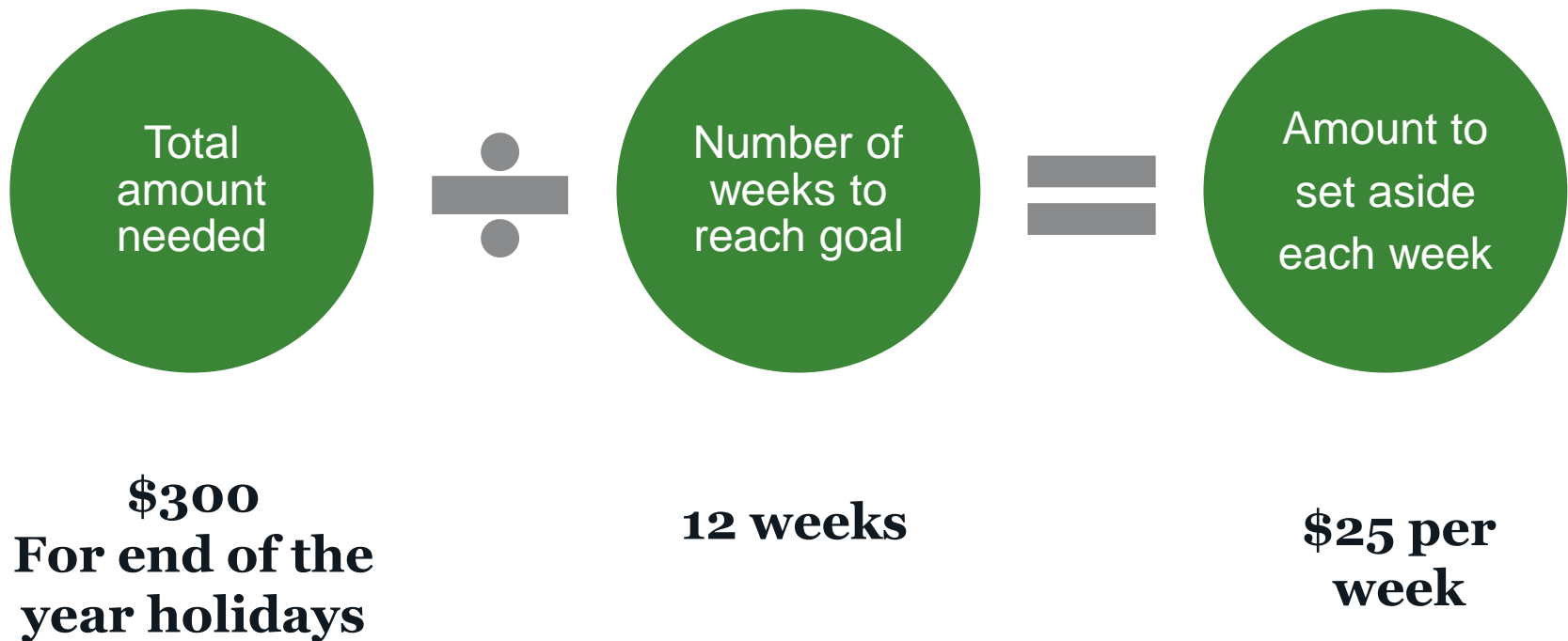
Goal: _____

Action step	Resources needed	Date to complete step	✓ Completed

Calculating weekly savings target



Calculating weekly savings target



Life cycle events and large purchases

What is a life cycle event likely to cost?

Everyone is different, but here are some estimates we have seen:

- Out of pocket childbirth expenses for women with insurance coverage—\$3,400
- Out of pocket expenses associated with breast cancer—\$712/month
- Quinceañera—coming of age celebration for 15-year old girls in Latino families—\$15,000 to \$20,000
- Typical cost for final expenses—\$10,000

Planning for life events and large purchases

- **Group 1:** 18-year old graduating from high school. Plans to attend trade school to become a skilled welder.
- **Group 2:** 28-year old food services manager at a state university diagnosed with cancer. He is married and has an infant.
- **Group 3:** 36-year old mother who is getting divorced. She has two children ages 4 and 8. Must find a job for the first time in 9 years; before having children she was a math teacher in the public school system.
- **Group 4:** 45-year old man being downsized out of manufacturing job. Married with one child who is 15 years old. The child has plans to go to college out of state.
- **Group 5:** 56-year old long-haul truck driver who would like to retire in 6 years. Has saved minimally for retirement. Children are grown and out of the house; however, one has lost his job and has plans to return home with his two preschool children.

Planning for life events and large purchases

- What are the reasons for thinking about and anticipating life events and large purchases?
- Do most people do this? Why or why not?
- How does an exercise like this empower individuals?
- How can an exercise like this backfire?
- What did you learn from this exercise?

Tool 2: Planning for life events and large purchases

Timeframe	Large purchase or life event	Total cost	Ways to pay	Ways to cut expenses
Within 1 year				
1-2 years from now				
2-5 years from now				

Tool 3: Buying a car

1. Be prepared before you shop for an auto loan
2. Know what you can negotiate
3. Avoid long-term loans if you can
4. Review your loan contract before signing

Module 1: Opportunities for Financial Empowerment

If you have a 10-minute session...	If you have a 30-minute session...	If you have multiple sessions...
<ul style="list-style-type: none">▪ <i>Tool 1: Goal-setting tool</i>	<ul style="list-style-type: none">▪ <i>Tool 1: Goal-setting tool</i>▪ <i>Tool 2: Planning for life events and large purchases</i>	<ul style="list-style-type: none">▪ Follow up to see if goals were written down.▪ Follow up to see if any steps have been made toward reaching goals.▪ Consider using <i>Tool 3: Buying a car</i> (if this is a goal).

Your Money, Your Goals

Module 2: Saving for emergencies, bills,
and goals

Saving

- What is savings?
- **Savings is money you set aside today from your income for use in the future**
- What are examples of unexpected expenses or emergencies?

Cost of unexpected auto repair = \$350

	Emergency savings	Credit card	Payday loan
Amount needed	\$350	\$350	\$350
Annual Percentage Rate (APR)	None	15.99 percent APR	\$15 for every \$100 borrowed for 14 days. This means a 391 percent APR
Repayment terms	None	Must pay at least a certain amount each month. For the purposes of the example, we are choosing a fixed monthly payment of \$25	Must pay back loan amount (\$350) plus fee (\$52.50) within 14 days.
Total interest and fees	\$0	\$40 over 16 months	\$52.50 for each 14 day loan
Time to repay	None	16 months ¹¹	14 days
Total cost of auto repair	\$350	\$390	\$402.50

Tool 1: Savings plan

Savings goal	Total amount needed	Months to reach goal	Monthly amount to save	Strategies for saving and amount saved per month	Safe and secure place for savings
Example: To save \$1,000 in an emergency fund within 10 months	\$1,000	10	\$100 (total amount needed ÷ months to reach goal)	Cut back to basic cable, \$40 Cut out one fast food meal per week for family, \$60 Total saved per month, \$100	Savings account at a bank or credit union (will generally require a minimum deposit)

Tool 2: Savings and benefits

What are the reasons this tool is included?

Benefit	Asset limits as of October 2016	How to get more information
<input type="checkbox"/> I get SNAP: Supplemental Nutrition Assistance Program	<p>While the states have discretion, the Federal Asset Limits for SNAP benefits are up to \$2,250 in countable resources (bank account) or \$3,250 if one household member is over 60 or disabled.¹⁷</p> <p>States using broad-based categorical eligibility have no asset limits.¹⁸ This means that if an individual qualifies for TANF, SSI, or General Assistance, he automatically qualifies for SNAP.</p> <p>In 22 states and the District of Columbia, there are no asset limit tests for SNAP. In an additional 12 states, households with seniors or people with disabilities who have gross income under 200 percent of poverty do not face an asset limit.¹⁹</p>	<p>To get information about SNAP benefits in your state, call your state hotline number. You can find the hotline number by visiting http://www.fns.usda.gov/snap/state-informationhotline-numbers.</p>
<input type="checkbox"/> I get TANF: Temporary Assistance for Needy Families	<p>\$1,000 to \$3,000 in most states</p> <p>Nevada's limit is \$6,000.²⁰ Alabama, Colorado, Hawaii, Illinois, Louisiana, Maryland, Ohio, and Virginia have no asset limits.²¹</p>	<p>To find out more about your state or tribal TANF program, visit http://www.acf.hhs.gov/programs/ofa/help.</p>



Savings and asset limits

This worksheet will help you understand tribal benefits available to your community. Use the information in the "Contacts for tribal benefits programs" column to find out about the available federal benefits for Native Communities. Use the third column to understand the restrictions and asset limits that are specific to your tribal social services system or community.

Native Communities Tool: Savings and asset limits in Native Communities

Benefits and asset limits list for your community

Benefit	Contacts for tribal benefit programs	Information about asset limits specific to your tribe or community
Food programs		
TANF - Temporary Assistance for Needy Families		
Public housing		
LIHEAP - Low Income Home Energy Assistance Program		
Indian health services		
Other tribal benefit:		
Other tribal benefit:		

Native Communities Tool: Savings and asset limits in Native Communities

Additional resources:

- To get specific information about the Food Distribution Program on Indian Reservations (FDPIR) in your community, visit: www.fns.usda.gov/fdd/food-distribution-contacts
- To find out more about your state or tribal TANF program, visit: www.acf.hhs.gov/programs/ofa/help
- For a list of tribal TANF program contacts, visit: www.acf.hhs.gov/programs/ofa/resource/tribal-tanf-program-contacts
- To find your regional office for the Department of Housing and Urban Development's Office of Native Programs, visit: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/ih/codetalk/tribalhousing#OSD
- For a list of tribal LIHEAP program contacts, visit: www.acf.hhs.gov/programs/ocs/liheap-tribal-contact-listing
- To find Indian Health Services in your community, visit: www.ihs.gov

Tool 3: Finding a safe place for savings

- Where can you keep money you save?
- What are the benefits?
 - A benefit is something that provides you with an advantage. A benefit is something that is good for you.
- What are the risks?
 - A risk is any chance for loss. Where there is risk, there is uncertainty in the outcome or result.

Tool 3: Finding a safe place for savings

Safe place to keep your money	Benefits	Risks	Other important information
A secret place in your home	No costs to maintain it Easy to access Convenient	Can be lost, stolen or destroyed in a fire or natural disaster Might put you at risk of a home invasion crime	
With a family member or friend	No costs to maintain it	Can be lost, stolen or destroyed in a fire or natural disaster Might put your friend or family member at risk of a home invasion crime May put your money at risk if your friend or family member betrays your trust	

Banking history reports

- Information about prior accounts, such as routing transit number and account number
- The date information was reported about an account
- The reason for the report, such as an unpaid overdraft balance
- Whether your prior banking institution suspected you of committing fraud
- Information on returned checks from retailers and other businesses

Tool 4: Increasing your income through tax credits

Household size	Income limit if filing as single, head of household, or qualified widower	Income limit if married filing jointly	Maximum tax credit
Three or more qualifying children	\$47,955	\$53,505	\$6,318
Two qualifying children	\$44,648	\$50,198	\$5,616
One qualifying child	\$39,296	\$44,846	\$3,400
No qualifying children	\$14,880	\$20,430	\$510

For the 2017 tax season, these income limits apply for the EITC.

All information regarding tax credits from the Internal Revenue Service at www.irs.gov.

Tool 4: Increasing your income through tax credits

Note: Starting in 2017, the IRS will be required to do additional verification of information on tax returns claiming the EITC and the CTC. This may cause some delay in the receipt of refunds which include these tax credits.

For more information go to <https://www.irs.gov/for-tax-pros/new-federal-tax-law-may-affect-some-refunds-filed-in-early-2017>.

Module 2: Opportunities for financial empowerment

If you have a 10-minute session...	If you have a 30-minute session...	If you have multiple sessions...
<ul style="list-style-type: none">▪ <i>Tool 1: Savings plan</i>	<ul style="list-style-type: none">▪ <i>Tool 2: Savings and benefits: Understanding asset limits</i>	<ul style="list-style-type: none">▪ <i>Tool 3: Finding a safe place for savings</i>▪ <i>Tool 4: Increasing your income through tax credits</i>

Your Money, Your Goals

Module 3: Tracking and managing income and benefits

Income, benefits, and wage garnishments

Income

- Regular income
- Irregular income
- Seasonal
- One-time occurrence

Benefits

Wage garnishments

Tool 1: Income and resource tracker



Income for the Month of: _____

Source of income / benefits	Frequency	Week 1 ____/____/____	Week 2 ____/____/____	Week 3 ____/____/____	Week 4 ____/____/____	Total by source
Job	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Second job	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Self-employment Income	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SNAP	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TANF	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Social Security / SSI	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Disability Insurance (SSDI)	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> One-time <input type="checkbox"/> Seasonal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Tool 2: Ways to receive income and benefits

- Cash
- Paychecks
- Direct deposit
- Payroll cards
- EBT

Tool 2: Ways to receive income and benefits

Paper check

Definition	Benefits	Risks	Tip
A paper check for salary, wages, or benefits made out to an individual	<p>Income can be deposited to a checking or a savings account or onto a prepaid card.</p> <p>If you do not have a bank account, some banks and credit unions do not charge a fee to cash “on us” checks that are written from accounts that are held with their institution. Otherwise, you may have to pay a check cashing service to cash them.</p>	<p>Bank and credit union accounts are sometimes the only cost-free way to cash paychecks.</p> <p>If you don’t have an account, unless your employer’s bank or credit union cashes “on us” checks for free, you may have to pay to cash them at a bank, credit union, or check cashing service.</p> <p>If you deposit a paycheck in a bank or credit union account or onto a prepaid card, you may not be able to access all the funds immediately.</p> <p>May not be offered by all employers or government agencies</p>	<p>If you cash your checks at a check cashing store, these stores may try to offer you a payday loan. This can be very expensive – if you’re considering one, make sure you understand the costs.</p>

☐ Paper check is an option that works for me

Tool 3: Ways to increase income and resources

- Review this tool on Pages 133 – 136
- Think about the people that you serve.
- Which strategies listed do you think are most feasible for them?
 - Circle these.
- What strategies are missing?
 - Add these.

Tool 3: Ways to increase income and resources

One-time activity

This might work	Strategy for increasing income	Next Steps
	Hold a yard sale/garage sale.	
	Sell items online.	
	Claim tax credits if you qualify.	
	Other:	

Regular income

This might work	Strategy for increasing income	Next Steps
	Seek a raise or additional hours at current job.	
	Change tax withholding (if you generally receive a large tax refund).	
	Get a part-time job.	

Module 3: Opportunities for financial empowerment

If you have a 10-minute session...	If you have a 30-minute session...	If you have multiple sessions...
<ul style="list-style-type: none">▪ <i>Tool 1: Income and resource tracker</i>	<ul style="list-style-type: none">▪ <i>Tool 2: Ways to receive income and benefits: Know your options</i>▪ <i>Tool 3: Ways to increase income and resources</i>	<ul style="list-style-type: none">▪ All three tools

Your Money, Your Goals

Module 4: Paying bills and other expenses

Paying bills and other expenses

Spending

- Money you use to pay for a wide range of basic needs, your financial obligations, and other things you may want.

Needs, wants, and obligations

- Needs are things you must have to live.
- Wants are things you can survive without.
- Obligations are things you must pay because you owe someone money (a car loan) or have been ordered to pay someone (child support).

Tool 1: Spending tracker

 Analyze Your Spending: Week _____ for the Month of _____

On this worksheet, enter each amount from your receipts into its matching category column. Take care to make sure the entry also matches the correct date. Add each column. Add the total of all of the columns to get total spending for the week. Print and complete multiple copies of this sheet to analyze spending over the period of a month or longer.

[illegible]

Analyze spending

- **Spending that cannot be cut**
- **Spending that can be eliminated**
- **Spending that can be reduced**

Spending that <u>cannot be cut</u>	Reason

Are there items that **can be completely eliminated**? If yes, the money you spend on these items can be used on other things like saving for emergencies or goals or paying down debt.

Spending that <u>can be eliminated</u>	Steps to eliminate

Are there items that can be **realistically reduced**? If yes, list them below. Set new spending targets for these items and include them in your cash flow.

Spending that <u>can be reduced</u>	New spending target

Tool 2: Bill Calendar

 Month: _____

SUN ____	MON ____	TUE ____	WED ____	THUR ____	FRI ____	SAT ____	Total bills for week
SUN ____	MON ____	TUE ____	WED ____	THUR ____	FRI ____	SAT ____	Total bills for week
SUN ____	MON ____	TUE ____	WED ____	THUR ____	FRI ____	SAT ____	Total bills for week
SUN ____	MON ____	TUE ____	WED ____	THUR ____	FRI ____	SAT ____	Total bills for week

Tool 3: Ways to pay bills


Bill payment method	Advantages	Disadvantages
Cash	<p>Easy to understand</p> <p>When you pay cash directly to the company there are often no additional costs. Buying or using a special product such as a money order or a prepaid card may cost money.</p>	<p>May be inconvenient as this requires in-person payment of bills</p> <p>Bill payment services may charge you fees to make a cash payment.</p> <p>May be difficult to prove payment unless you have a receipt</p> <p>Cost of traveling to the businesses you are paying money to</p> <p>Your cash can be lost or stolen when you are on the way to pay your bills.</p>

Tool 4: Strategies for cutting expenses

- Review this tool on Pages 155 - 159.
- Think about the people you serve.
- Which strategies listed do you think are most feasible for them?
 - Circle these.
- What strategies are missing?
 - Add these.

Tool 4: Strategies for cutting expenses

Cut back on regular (recurring expenses).

 This might work	Expense	Strategy	Estimated savings
	Television	Check with your provider about lower cost plans or discontinue cable.	
	Internet	Check with your provider about lower cost plans.	
	Phone	Check if you qualify for a “Lifeline” phone rate. ³⁴	
	Cell phone plan	<p>Review prepaid or fixed call plans. Check if you qualify for a “Lifeline” phone rate.</p> <p>If you’re using a smartphone, check to see if there are cheaper data plans. Keep track of your data usage to make sure you don’t go over your limit.</p>	

Consequences of skipping bills

Group 1:

- a. Consequences of paying rent late.
- b. Consequences of missing multiple rent payments.

Group 2:

- a. Consequences of making car payment late.
- b. Consequences of missing multiple car payments.

Group 3:

- a. Consequences of being late with electricity bill.
- b. Consequences of multiple late electricity bill payments.

Group 4:

- a. Consequences of missing payday loan payment.
- b. Consequences of missing credit card payment.

Tool 5: Prioritizing bills

Focus area	Your expense
<p>Protect your income.</p> <p>If you need a car to get to and from work, stay current on your car payment and insurance.</p> <p>Maintain other expenses needed to keep your job, such as paying for the tools you need or required licenses.</p>	
<p>Protect your shelter.</p> <p>Whether you rent or have a mortgage, the costs of losing your home are big. Remember to include the taxes, condo fees, and mobile home lot payments you need to stay housed.</p> <p>If possible, maintain your utilities. They are difficult to live without, and reconnection is expensive.</p>	
<p>Pay your obligations.</p> <p>Examples include: child support, income taxes, student loans, etc.</p>	
<p>Protect your assets and health.</p> <p>Don't let essential insurance coverage lapse; this includes auto, renter's, homeowner's, and health insurance premiums. Include the cost of your co-pays and needed prescriptions.</p> <p>Not having insurance may mean you cannot drive your car, and it puts your assets, including your health/your family's health, at risk.</p>	

Module 4: Opportunities for financial empowerment

If you have a 10-minute session...	If you have a 30-minute session...	If you have multiple sessions...
<ul style="list-style-type: none">▪ <i>Tool 1: Spending tracker</i>	<ul style="list-style-type: none">▪ <i>Tool 3: Ways to pay bills: Know your options</i>▪ <i>Tool 4: Strategies for cutting expenses</i>▪ <i>Tool 5: When cash is short: Prioritizing bills and planning spending</i>	<ul style="list-style-type: none">▪ <i>Tool 2: Bill calendar</i>

Your Money, Your Goals

Module 5: Getting through the month

Getting through the month

- What is a cash flow budget?
- How is it different from a regular budget?
- What do you think may be the benefit of this approach?

Cash flow budget

	Week 1	Week 2
Beginning balance for the week	\$37.00	\$122.37
Sources of cash and other financial resources		
Income from job	\$305.34	\$290.80
SNAP	\$280.00	
Public housing voucher	\$650.00	
Total sources of cash and other financial resources	\$1,272.34	\$413.17
Uses of cash and other financial resources		
Savings	\$20.00	\$20.00
Housing	\$650.00	
Utilities	\$59.97	\$95.50
Groceries	\$180.00	\$80.00
Eating out (meals and beverages)		
Transportation	\$240.00	\$60.00
Total uses of cash and other financial resources	\$1,149.97	\$255.50
Ending balance for the week	\$122.37	\$157.67

**Ending balance
from previous
week**

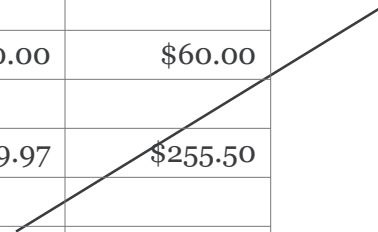
**To get a
starting
balance, total
your cash,
debit card ,
and account
balances.**

Cash flow budget

	Week 1	Week 2
Beginning balance for the week	\$37.00	\$122.37
Sources of cash and other financial resources		
Income from job	\$305.34	\$290.80
SNAP	\$280.00	
Public housing voucher	\$650.00	
Total sources of cash and other financial resources	\$1,272.34	\$413.17
Uses of cash and other financial resources		
Savings	\$20.00	\$20.00
Housing	\$650.00	
Utilities	\$59.97	\$95.50
Groceries	\$180.00	\$80.00
Eating out (meals and beverages)		
Transportation	\$240.00	\$60.00
Total uses of cash and other financial resources	\$1,149.97	\$255.50
Ending balance for the week	\$122.37	\$157.67

**Total sources
minus total
uses**

**This becomes
your
beginning
balance for
next week.**



Reading a cash flow budget: Scenario overview

- Rafael is a single parent with two children.
- He is often late with his rent and other bills, because he does not have the money when he needs it.
- After tracking his spending, he developed a cash flow budget with an educator at a parenting class he takes through Cooperative Extension in his community.
- Using the cash flow, make some recommendations to Rafael so he can make ends meet.

Managing cash flow scenario

	Week 1	Week 2	Week 3	Week 4
Beginning Balance for the Week	\$257.00	-\$361.00	\$65.52	-\$463.22
Sources of Cash & Other Financial Resources				
Income from Job		\$990.00		\$990.00
Income from Part-Time Job	\$220.00	\$220.00	\$220.00	\$220.00
SNAP	\$412.00			
Total Sources of Cash & Other Financial Resources	\$889.00	\$849.00	\$285.52	\$746.78
Uses of Cash & Other Financial Resources				
Debt Payments				
Credit Card Payments			\$90.00	
Personal loan payments				\$100.00
Student Loan		\$235.00		
Savings	\$0.00	\$0.00	\$0.00	\$0.00
Housing (Rent including utilities)	\$845.00			
Utilities				
Television		\$63.48		
Internet Service			\$22.74	
Phone and Cell Phone Service			\$86.00	
Household Supplies & Expenses		\$25.00		
Groceries	\$200.00	\$80.00	\$100.00	\$80.00
Eating Out (Meals and Beverage)	\$25.00	\$25.00	\$25.00	\$25.00
Transportation				
Car Payment			\$245.00	
Fuel	\$60.00	\$60.00	\$60.00	\$60.00
Auto Insurance		\$175.00		
Childcare	\$70.00	\$70.00	\$70.00	\$70.00
Misc.	\$50.00	\$50.00	\$50.00	\$50.00
Total Uses of Cash & Other Financial Resources	\$1,250.00	\$783.48	\$748.74	\$385.00
Ending Balance for the Week (Sources - Uses)	-\$361.00	\$65.52	-\$463.22	\$361.78

Cash flow analysis questions

1. When does Rafael run out of money?
2. What can he do (or try to do) to better match the timing of his income and his expenses?

Develop a prioritized list.

3. How does the SNAP benefit factor into the cash flow?
4. The next month is not included in the example. What will Rafael's situation be at the beginning of next month? How much cash will he have? What bills will he have? What should he do now to prepare for the following month?

Developing a cash flow budget

1. Use information from:

- ❑ *Tool 1: Income and resource tracker from Module 3: Managing income and benefits*
- ❑ *Tool 1: Spending tracker from Module 4: Paying bills and other expenses.*
- ❑ Spending analysis section of *Tool 1: Spending tracker from Module 4: Paying bills and other expenses.*

to understand your current situation.

Developing a cash flow budget

2. Review your goals.
3. Review Planning for life events and large purchases worksheet if completed.
4. Choose format for cash flow. *Tool 1: Cash flow budget* or *Tool 2: Cash flow calendar*.
5. Write the following in the approximate week you expect each item to happen:
 - Projected income, benefits, and others resources, and
 - Spending that cannot be cut.

Developing a cash flow budget

6. Set targets for spending to help create savings for goals, life events, and large purchases.
 - Spending that can be **eliminated**
 - Spending that can be **reduced**
7. Fill in savings for goals, life expenses, and large purchases.

Tool 1: Cash flow budget

	Week 1	Week 2	Week 3	Week 4	Week 5
Beginning balance for the week					
Sources of cash and other financial resources					
Income from job					
Income from part-time job					
Income from self-employment					
TANF					
SNAP					
Public housing voucher					
Other:					
Total sources of cash and other financial resources					
Uses of cash and other financial resources					
Credit card payments					
Payday loan payments					
Personal loans					

Tool 2: Cash flow calendar

1. Beginning balance: \$130 (from week before)

2. What came in (Income / Benefits / Resources)

SUN 16	MON 17	TUE 18	WED 19	THUR 20	FRI 21	SAT 22	Total
	SNAP: \$280					Pay: \$305	\$585

3. What went out (Bills / Spending)

SUN 16	MON 17	TUE 18	WED 19	THUR 20	FRI 21	SAT 22	Total
	Food: \$180 Phone bill: \$60			Gas: \$30		Car payment: \$180	\$450

4. Ending balance

Beginning balance: \$130

+

Total sources: \$585, including SNAP

-

Total uses: \$450

=

Ending balance: \$265, including \$100 in SNAP

Tool 3: Improving cash flow checklist



Increase sources of cash, income, or other financial resources, including accessing public benefits and applying for tax credits for which you qualify.




Decrease your spending or uses of cash and other financial resources.



Match timing of sources and uses of income where possible.



Tool 3: Improving cash flow checklist

 This might work	Strategy	Helpful tips	Next steps
	Negotiate new due dates for bills to better line up with when you get income.	Start with businesses where you have a long-standing relationship.	
	Negotiate splitting a monthly payment into two smaller payments.	For example, if a \$700 rent payment is due the first of the month, see if you can make a \$350 payment on the 1 st and the 15 th .	
	Avoid large, lump sum or periodic payments by making monthly payments – car insurance, for example.	You may have to pay a small fee to make this arrangement, but it may make handling these payments more manageable.	

Module 5: Opportunities for financial empowerment

If you have a 10-minute session...	If you have a 30-minute session...	If you have multiple sessions...
<ul style="list-style-type: none">▪ <i>Tool 3: Improving cash flow checklist</i>	<ul style="list-style-type: none">▪ <i>Tool 1: Cash flow budget or Tool 2: Cash flow calendar</i>	<ul style="list-style-type: none">▪ Check in on cash flow budget development or management

Your Money, Your Goals

Closing

Closing

- What is the most important thing you are taking away from this training?
- What is something you would like to learn more about?