

# Contract

## FAMILY SAVINGS ACCOUNT

### Women's Opportunities Resource Center

Dear Client,

Congratulations on your decision to participate in the Family Savings Account ("FSA") program sponsored by Women's Opportunities Resource Center. We are pleased to assist you in your step toward economic self-sufficiency.

The goal of this program is to assist individuals in accumulating assets through personal financial management and steady savings. The first step is to choose a goal that you wish to achieve for yourself or your family. The goal you choose now is not necessarily set in stone but should be taken seriously.

**Please choose your goal or intended use for the money.**

Business (start-up or assets purchase for existing business)\_\_\_\_\_ Retirement\_\_\_\_\_ Home purchase\_\_\_\_\_

Home repair \_\_\_\_\_ Education for child \_\_\_\_\_ Education for self \_\_\_\_\_ Other approved goal \_\_\_\_\_

**Please read the following requirements of the program.**

We want to reiterate that you are responsible and accountable for achieving your goals. If you are unable to meet one of the requirements below you must provide, in advance, written documentation of the reason for review and approval/disapproval. If you do not, then you will be terminated from the program and forfeit all matching dollars. The following are the requirements you are responsible to fulfill.

- 1) Save a minimum of \$10.00 a week for two years.
- 2) Use the money for one of the allowable usages.
- 3) Participate in at least four economic workshops (2 hrs each) or the equivalent which will address topics such as, personal financial management skills and credit. If you have knowledge in a particular area you can be exempt by submitting documentation of outside classes or workshops attended by demonstrating competency in the subject area. You can make up the classes by participating in Family Savings Account economic workshops in other classes.

In addition you are required to turn in the following:

- A current household budget indicating how much money can be saved
  - A personal financial plan to include the best investment options, retirement plan and insurance coverages for your household.
- 4) Participate in scheduled evaluations which will ask questions related to your household family situation, current income, relationship with the community, self-image, knowledge about assets, and personal goals.
  - 5) Develop an individual asset development plan in partnership with a counselor.
  - 6) Obtain your credit report and consult with consumer credit counseling and correct negatives that may appear.
  - 7) Pay a non-refundable \$20.00 enrollment fee.

**The following outlines the terms for receiving your match.**

The 50% match is accrued and calculated on a quarterly basis only if minimum savings have been achieved. There is no limit on your savings but the maximum match is \$75 a quarter, totaling \$300 a year. The two exceptions are as follows:

There will be allowed an initial deposit up to \$200, which can be used toward the maximum first year deposit match. The money can not be used for future quarter minimum deposits.

The second year you can accelerate your REGULAR deposits to get the maximum match for the second year in 6 months. This means that you would have to double your weekly deposits in the beginning of year two. The additional match would not happen until the end of 18 months of the program. No withdrawals until after 18 months.

Money can only be withdrawn once at the end of the program. No monies will be allowed to be taken out of the account without closing the account. This will result in the loss of all matching funds. Matching dollars are disbursed at the end of the program. Funds will be remitted in the form of bank checks made out to the participant and the specific vendor for the allowable usage.

You are responsible for providing the necessary backup documentation for proof of usage.

Examples of documentation are:

Proof of enrollment and bill-tuition only - Higher Education or Approved Trade schools only.

Signed sale agreement and closing documentation for houses

Businesses must have a business plan, license and other legal documentation.

IRA-must identify where the money is going.

Quotes from contractors describing the work and the costs. (No using family contractors unless they are a legitimate business in that field for at last one year)

In the case of death there will be no matching dollars.

I authorize the designated bank or financial institution to send WORC monthly savings account statements and other necessary information so WORC can designate the appropriate match.

There is no obligation on the part of WORC or other agencies to accept any application for re-admission into the FSA program.

**I understand that if I access my money or if the above requirements are not met that I will forfeit any matching funds but I will maintain my personal savings.**

**As a condition of my participation in the FSA program, I release WORC, and its agents and employees, from all claims of any nature whatsoever that I have, may have now and in the future. I further agree that I will not sue WORC for any reason.**

**This contract is contingent upon continued receipt of necessary funds from the Commonwealth of Pennsylvania.**

Applicant Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

Agency Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

Women's Opportunities Resource Center

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