

## **Exhibit 1-6**

### **Financial Literacy**

One adult in each Step Program household will be encouraged to complete a financial literacy course. AHFC may enforce Financial Literacy for families wishing to participate in the Savings Match incentive.

#### **1. Objectives**

The objectives of the financial literacy resource are listed below.

##### **1.A Learn Budgeting Skills**

1. Track daily expenses
2. Prioritize spending
3. Build assets

##### **1.B Learn Basic Banking Skills**

1. The cost advantages of having a checking account
2. How to write a check
3. How to avoid overdrafts

##### **1.C Learn About Credit**

1. Build good credit
2. Repair bad credit
3. Costs associated with rent-to-own services, payday loans, and refund anticipation services

#### **2. Completion Methods**

Families may complete the financial literacy resource through one of the three methods detailed below.

##### **2.A Testing**

Families that believe they have a good understanding of money management concepts or would like to study on their own may demonstrate their understanding of the objectives by passing a test. AHFC will provide an electronic or paper copy of the test.

The adult family member taking the test must obtain an accuracy level of 85 percent to pass.

If an adult family member takes the test and fails, another adult family member may take the test. An adult family member may only take the test one time. Families unable to pass the test with 85 percent accuracy may follow through with one of the other options. Families may ask for sample test questions to determine if this option is appropriate.

## **2.B Completing Three Money Smart Modules**

Of the possible nine modules from the Money Smart curriculum, an adult family member must complete three modules – one module from each of AHFC’s learning objectives: budgeting skills, understanding basic banking concepts, and understanding basic credit concepts. The nine Money Smart modules have clearly set objectives with some subject matter overlap. Money Smart provides multiple ways to deliver instruction:

- Online instruction that is in both English and Spanish;
- Workbooks for modules;
- Instructor CDs in nine languages are available, including: English, Chinese, Haitian Creole, Hindi, Hmong, Korean, Russian, Spanish, Vietnamese, and a version for the visually impaired.

Families can check out CDs from the local AHFC office. The Money Smart program provides a certificate of completion for each module. Families must provide the local AHFC office with a certification from each of the three modules completed to meet this resource. Upon receipt of all three certifications, the local AHFC office will record the completion of the financial literacy resource.

## **2.C Completing Another Financial Literacy Course**

There are a variety of local and online financial education courses available. Families that wish to take alternate courses must:

1. Enroll in and complete the financial literacy/money management course.
2. Provide AHFC with documentation that an adult family member has completed the course.

An adult may provide a certificate or letter from the instructor including the name of the course, the organization conducting the course, the date, and the name of the adult who took the course. The certificate or letter must be turned into the local AHFC office.

**Administrative Desk Manual**

- Money Smart Modules
- Financial Literacy Flowchart

**Numbered Memo**

25-01 Policy Updates to Financial Literacy Exhibit 1-6, Chapter 1 Overall Approach,  
Exhibit 4-2 Regular Examination Process and Exhibit 8-3 Termination Reasons- Family