

## jumpstart

AHFC is dedicated to helping families succeed! As you participate in an AHFC housing assistance program and work toward housing stability and economic self-sufficiency, AHFC would like to support you through our Jumpstart program. This Jumpstart Tool Kit has been created to help you on your path to success; it is also the first step toward obtaining Jumpstart's financial incentives.

### What to do with the Tool Kit

Work through each of the tools and bring them to your upcoming examination or return the completed Tool Kit to your local AHFC Jumpstart representative. If you need assistance completing the Jumpstart Tool Kit, we have staff that would be happy to assist you. You may request a referral for assistance through your local AHFC representative.

### Components of the Tool Kit

1. Tool 1 – Family Needs Assessment helps you examine your family's specific needs in the areas of Housing, Employment, Budgeting, and Self-Sufficiency.
2. Tool 2 – Family Goals helps you set some short- and long-term goals for your family. Life can get out of control without goals to provide focus and direction. Setting goals is an important process that helps sort wants from needs and set priorities for the future. It also helps you break down a significant long-term need or want into smaller, manageable steps.

All families should set long-term goals to address where they will live when their housing assistance ends. A family's short-term goals may vary dramatically. Some families may be concentrating on how they will pay their rent next month, while others may be looking at how they will pay rent next year. Others may be setting a goal of saving for a down payment to purchase a home when they move off of housing assistance. Use this tool to set goals for your family's circumstances.

3. Tool 3 – Family Budget is a key component to accomplish financial goals. Without a well-developed plan for how you will use the money that comes into your home to meet your needs and wants, it is almost impossible to be economically successful. If you already have a budget you use, that's great! Turn it in. If not, this tool helps get you started with budgeting or helps you refine your existing budget.

Head of Household	
Program Year	Date

## Tool 1: Family Needs Assessment

Evaluate where you are now and what you and your family will need when your rental assistance ends. Check those items that apply to you and your household. Think about what needs to happen for you to be able to pay your housing costs without assistance.

### Housing

- When my rental assistance ends, I plan to ...
 

<input type="checkbox"/> Stay where I am now and pay the market rent	<input type="checkbox"/> Buy my own home
<input type="checkbox"/> Move to another rental unit	<input type="checkbox"/> Other _____
- I will pay for housing when my rental assistance ends by ...
 

<input type="checkbox"/> Working to increase my household income from work	<input type="checkbox"/> Considering a roommate to share costs
<input type="checkbox"/> Having other family members will contribute to income	<input type="checkbox"/> Moving to more affordable housing
<input type="checkbox"/> Keeping my other expenses low to allow more to be spent on housing	<input type="checkbox"/> Don't know

### Employment

- What is your current employment status?
 

<input type="checkbox"/> If Employed, list start date _____	If Employed, circle/list benefits: <u>Health</u> , <u>Retirement</u> , Other _____
<input type="checkbox"/> Employed full-time (32 hours or more a week)	<input type="checkbox"/> Going to school <u>full-time</u> or <u>part-time</u> (circle one)
<input type="checkbox"/> Employed part-time (less than 32 hours a week)	<input type="checkbox"/> Looking for work
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Currently choosing not to work
<input type="checkbox"/> Seasonally employed	<input type="checkbox"/> Unable to work because _____
- The following would support my efforts to get a job or increase my earnings (check all that apply).
 

<input type="checkbox"/> Classes to improve specific job skills	<input type="checkbox"/> G.E.D.	<input type="checkbox"/> Computer Skills	<input type="checkbox"/> English as a Second Language
<input type="checkbox"/> Vocational Training	<input type="checkbox"/> Certificate Program	<input type="checkbox"/> College Degree	
<input type="checkbox"/> Work experience	<input type="checkbox"/> Work in the off season or gain year-round employment		
<input type="checkbox"/> Small Business Start-Up (Advice? Course?)	<input type="checkbox"/> Reliable transportation		
<input type="checkbox"/> Child care: Number of children in care _____	<input type="checkbox"/> Other _____		



**Education**

The statement checked best describe the highest level of education for the Head of Household.

- High School diploma or number of years completed \_\_\_\_\_
- Associates Degree or number of years completed \_\_\_\_\_
- Undergraduate Degree or number of years completed \_\_\_\_\_
- Graduate Degree or number of years completed \_\_\_\_\_

**Budgeting/Finances**

1. The statement checked best describe how I use a budget.

- I have a budget I follow carefully
- I budget money to go into savings
- I budget how I will use my PFDs each year
- I have no budget; I do not track closely what I receive or spend
- I generally know how much money I receive each month and how much I spend

2. The statement checked best describes how I pay bills.

- I am able to pay all my bills on time
- I sometimes struggle to get all my bills paid on time
- I have a difficult time getting my bills paid

3. The statement checked best describes my highest monthly expense.

- Rent is my highest monthly expense
- Something other than rent is my highest monthly expense: \_\_\_\_\_

4. The checked statements best describe my credit and banking circumstances.

- I have a good credit history
- I have debts or credit problems that need to be addressed
- I have checked my credit report in the past year
- I do not know if I have good or bad credit
- I am making payments on my debts
- I deal in cash only
- I have a checking/savings account
- I have a credit card
- I have a loan
- I have at least \$500 in an emergency fund
- I have accounts with money set aside for a specific purpose (college fund; retirement)

5. I am receiving the below-checked assistance.

- Alaska Temporary Assistance or Native Assistance
- Medicaid (includes MAGI and Denali KidCare)
- General Relief Assistance
- Earned Income Tax Credit
- Food Stamps

**Self Sufficiency**

1. Economic self-sufficiency, to me, means ...

2. The following resources or support would help my family achieve economic self-sufficiency.

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Head of Household	
Program Year	Date

## Tool 2: Family Goals

Establish goals for you and your family by checking those items you wish to work toward over the next year. Review and revise your goals at least monthly to check your progress. When you complete a goal, place a line through it to acknowledge your accomplishment!

### 1. Long-Term Goal: When my housing assistance ends, I plan to meet my family's housing needs by ...

- Renting  Purchasing a Home

#### Short-Term Goals for Renting

- Develop/maintain a good landlord reference
- Enroll in Jumpstart Savings Match; save \$300 a year
- Save additional \$\_\_\_\_\_ toward security deposit and first and last month's rent
- Determine where I want to live
- Complete and submit rental applications
- Pay deposit
- Pack and move
- Other \_\_\_\_\_

#### Short-Term Goals for Purchasing a Home

- Attend AHFC's HomeChoice Course
- Enroll in Jumpstart Savings Match; save \$300 a year
- Save additional \$\_\_\_\_\_ toward down payment and closing costs
- Obtain at least minimum credit score to allow for home purchase
- Pre-qualify for loan
- Select home, have offer accepted, and close on loan
- Pack and move
- Other \_\_\_\_\_

### 2. Short-Term Goals

#### Family Income

- I will increase my income from work through ...
  - A full-time job     An additional job     A year-round job     A better job     A promotion     A raise in pay
- I will increase my income by supporting/developing my own business. I will ...
  - Develop a business plan     Attend seminar on business development
  - Work with the Small Business Development Center     Other \_\_\_\_\_



Another adult will work to increase our family's income (name) \_\_\_\_\_

A family member or I will utilize Jumpstart's work incentives

I will have a roommate to share costs

I will obtain or enhance my job skills by ...

- Obtaining my G.E.D. or high school diploma
- Completing a vocational training program
- Taking classes to enhance computer skills
- Other classes \_\_\_\_\_

- Taking an English as a Second Language program
- Completing a certificate program
- Completing a college degree
- Other \_\_\_\_\_

I will get assistance from Job Service to ...

- Search for a job
- Develop/improve a resume
- Write a cover letter
- Increase computer skills

- Complete Career Ready 101
- Attend interview workshops
- Practice mock interviews
- Other \_\_\_\_\_

I will obtain work experience through ...

- A training or internship program
- Job shadowing
- Working with a mentor

- Volunteering
- Other \_\_\_\_\_

A family member or I will utilize Jumpstart's Tuition Assistance and/or Educational Rewards

I will add to our family income through non-work resources ...

- Government benefits
- Other \_\_\_\_\_
- Child Support

I will support my family's work activities by taking care of our child care and transportation needs

**Short-Term Goals for Child Care**

- I will apply for child care assistance
- I will seek quality referrals through THREAD
- Other \_\_\_\_\_

**Short-Term Goals for Transportation**

- I will obtain monthly bus passes
- I will pursue carpooling with a co-worker
- I will save \$ \_\_\_\_\_ toward the purchase of a car
- Other \_\_\_\_\_

**Family Finances**

I will complete AHFC’s Financial Literacy Requirement (Step Program families only)

I will maximize my spending power by ...

<input type="checkbox"/> Developing and following a budget	<input type="checkbox"/> Planning how to spend our PFDs
<input type="checkbox"/> Saving \$_____ toward an emergency fund	<input type="checkbox"/> Pay off/down the following debts
<input type="checkbox"/> Other _____	

I will address my personal credit issues by ...

<input type="checkbox"/> Speaking with a financial counselor to help me consolidate or eliminate my debt	<input type="checkbox"/> Utilizing a free credit report service to check my credit history
<input type="checkbox"/> Speaking with collection agencies to develop a plan for addressing my debt	<input type="checkbox"/> Maintaining my good credit history
<input type="checkbox"/> Completing a self-analysis of my debts and developing a plan to reduce them	<input type="checkbox"/> Paying my bills on time to avoid late charges
<input type="checkbox"/> Other _____	

I will enroll in Jumpstart’s Savings Match and place \$300 a year into a savings account

I will open a bank account(s)

<input type="checkbox"/> Checking	<input type="checkbox"/> College fund
<input type="checkbox"/> Savings	<input type="checkbox"/> Retirement
<input type="checkbox"/> Other _____	

I will examine my spending habits for ways I can reduce my monthly spending. I will ...

<input type="checkbox"/> Find lower cost cell phone, internet, and/or cable contracts	<input type="checkbox"/> Limit borrowing to no more than 20 percent of my annual net income
<input type="checkbox"/> Reduce impulse purchases	<input type="checkbox"/> Stop an expensive habit
<input type="checkbox"/> Other _____	

Other \_\_\_\_\_

Head of Household Signature	Date
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Head of Household	
Program Year	Date

### Tool 3: Family Budget

A family budget is simply a plan for how you spend the money that comes into your household to meet your family's needs and wants. Use this tool to create your family's budget.

#### Step 1 - Estimate Family Income

In order to work with your income and expenses to create an actual budget, you need to think of the income you receive on a monthly basis. For this tool, you need to record the amount of money you actually take home.

Example: In my job, I may make \$500 per week, but I only take home \$380 per week after taxes and withholdings; \$380 is my weekly take home pay. To estimate my monthly take home pay, I multiply \$380 times 4.3 (the average number of weeks in a month). This equals \$1634 per month. I mark the income source and fill in the estimated monthly amount: Job 1 - \$1,634.

		Monthly Total
<b>Income</b>	Paychecks (salary after taxes, benefits, and check cashing fees)	
	Unemployment Benefits	
	State Benefits (for example: ATAP/NFAP, ASAP, APA/IA)	
	Federal Benefits (for example: VA benefits, SSA, SSDI, SSI)	
	Family Benefits (for example: Child support, Food Stamps, WIC)	
	PFDs (add together and divide by 12 months)	
	Native Corporation Dividends (add together and divide by 12 months)	
	Retirement/ Pension	
Other		
<b>Total of All Monthly Income</b>		

#### Step 2 - Estimate Family Expenses

Next to each expense write in an estimate of the amount you pay each month. For expenses that are not paid monthly, fill in what would equal the average monthly amount. Finally, subtract your expenses from your income.

		Monthly Total
<b>Housing</b>	Rent	
	Renter's Insurance	
	Electricity	
	Heat (like gas or oil)	
	Internet and cable	
	Phone	
	Trash	
	Water/sewer	
	Other expenses (for example: general maintenance expenses)	
	<b>Total Housing Expenses</b>	

		Monthly Total
<b>Groceries &amp; Household</b>	Groceries	
	Dining out	
	Other food expenses	
	Personal hygiene	
	Laundry/cleaning supplies	
	Other household expenses	
	<b>Total Groceries &amp; Household Expenses</b>	



		<b>Monthly Total</b>
<b>Transportation</b>	Car payment	
	Car insurance	
	Gas and supplies	
	Car repair/maintenance	
	Registration fees	
	Public transportation and taxis	
	<b>Total Transportation Expenses</b>	

		<b>Monthly Total</b>
<b>Health</b>	Medicine	
	Health insurance and co-pays	
	Vision	
	Dental	
	Hospital	
	Other	
	<b>Total Health Expenses</b>	

		<b>Monthly Total</b>
<b>Children &amp; Pets</b>	Child care	
	Child support paid out	
	Pet food and care costs	
	School activities and supplies	
	Extracurricular activities (for example: sports or swimming/dance/piano lessons, etc.)	
	Savings (monthly)	
	Other	
	<b>Total Children &amp; Pets Expenses</b>	

		<b>Monthly Total</b>
<b>Debts &amp; Financial</b>	Credit card payment or prepaid credit card	
	Fees for cashier's checks and money orders	
	Bank fees (for example: overdraft fees)	
	Debts (for example: student loans, personal loans, bills in collections)	
	<b>Total Debts &amp; Financial Expenses</b>	

		<b>Monthly Total</b>
<b>Leisure</b>	Habits (for example: caffeine, tobacco, alcohol)	
	Movies, books, and concerts	
	Vacations	
	Special occasions/ other	
	<b>Total Leisure Expenses</b>	

		<b>Monthly Total</b>
<b>Expenses Not Listed</b>	For Example: gifts, sending money to family, tithing, etc.	
	<b>Total Expenses Not Listed</b>	

<b>Total of All Monthly Expenses</b>		
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**Step 3 - Calculate Money Left Over or Deficit**

Enter Total of All Monthly Income and Total of All Monthly Expenses. Subtract the expenses amount from the monthly income amount. This will equal the money left over in a month, or the deficit amount needed to cover all expenses in a month.

<b>Total of All Monthly Income (from above)</b>	<b>-</b>	<b>Total of All Monthly Expenses (from above)</b>	<b>=</b>	<b>Money Left Over/Deficit</b>