



FSA Business Action Plan

FSA Case Manager: Harriet Gibbs - M- F 9 a.m. to 4 p.m. 412-487-6316
 FSA Volunteer: Marleen - 8 am - 10 pm, 412-366-7113
 North Hills Community Outreach , 1975 Ferguson Rd., Allison Park, PA 15101

A.	<p>Deposit Approved Plan: \$ _____ every _____ + Lump sum of _____ each 12 months.</p> <p>My GOAL DATE is (exactly 24 months from the date my account is opened) _____.</p> <p style="text-align: center;"><u>If a contract change is needed - contact the NHCO office immediately.</u></p>
B.	<p>Open my FSA account. Bring the bank the <u>Authorization & Release Form</u>.</p> <ul style="list-style-type: none"> Ⓣ Set up Direct Deposit (if possible) Ⓣ Notify NHCO that my account is open & give her the account number . Ⓣ My Goal Date _____ is 24 months from the Date my Account was opened _____ . However, it is possible to complete the program in 12 months plus one day. However, no more than \$1000 may be saver per 12 month period. Ⓣ If I encounter a financial hardship and can not make my Approved Plan deposits - I must contact NHCO immediately. ANY WITHDRAWAL without written authorization is cause for termination from the FSA program.
C.	<p>Complete Budget and Return to NHCO.</p>
D.	<p>Credit Report - Free Report The three nationwide consumer reporting companies have set up one website and toll-free telephone number through which you can order a free report annually. Do not contact the three nationwide consumer reporting companies individually. They are providing free annual credit reports only through 877-322-8228 or www.annualcreditreport.com.</p> <p>Your Financial Education classes will usually require your credit report to be available to you during classes.</p> <p><input type="checkbox"/> If this box is checked, NHCO sees reason for you to obtain your credit report immediately.</p>
E.	<p>Participate in a minimum of 4 hours of Financial Education Classes</p> <p>Dates: _____ Workshop _____</p> <p>Dates: _____ Workshop _____</p> <p>Participate in two Electives that encompass any in a wide range of life management & asset building topics. (Examples: discussing your Financial Plan after budget is submitted, Lowes home improvement, library computer training, etc..)</p> <p>Date: _____ Elective _____</p> <p>Date: _____ Elective _____</p>

F. Participants saving for business start-up are required to supply a copy of a business plan.

Creating a Business Plan: At least two agencies are able to assist you in creating a business plan (SCORE and the SBA). Use of these agencies' services will be recognized when applying for funding.

- ② Creating a business plan will help you think through every aspect of your business, and will be one of the first items requested from your funder(s).
- ② The business plan is a flexible document that should change as your business grows and progresses.

Estimated Business Start-Up Costs:

License	\$ _____
Equipment	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Estimated Cost	\$ _____

1. What are your total start up costs? \$ _____

2. How much money will the FSA program provide you? (savings + match) \$ _____

3. What other financial resources do you plan to utilize to supplement your FSA goal?
(ex. Grants, other community program financial support, loans)

Resource _____ Amt. \$ _____

Resource _____ Amt. \$ _____

A copy of this completed FSA Action Plan and Business Plan must be received prior to receiving Match Money and release of Savings.