

Project Reinvest: Financial Capability Action Plan Template

Client Name:

Session 1 Date:

Session 2 Date:

Counselor Name:

Agency Name:

Mode of Counseling:

Client ID:

File Item

Has client completed Financial Well-Being Measurement Questionnaire? REQUIRED for initial Tier 1A and Tier 1B sessions.

Please provide additional narrative and action steps in the spaces provided below as needed.

	Goals in Tier 1A Updated Action Plans	Goals in Tier 1B Updated Action Plans [ONLY IF client adds new goals when action plan is updated in Tier 1B; do not double-count goals already reflected on the Tier 1A plan and listed in the previous column]
SAVINGS		
Savings-General/Emergency ¹		
Savings-Asset Purchase ²		
Savings-Other/Not listed above ³		
CREDIT & DEBT		
Credit Building-Establishing Credit ⁴		
Credit Building-Credit Improvement ⁵		
Debt Management ⁶		
HOUSING		
Homeownership		
Rental housing attainment or improvement ⁷		
Housing Instability Mitigation – owner and renter ⁸		
Housing - Other		
GENERAL FINANCIAL MANAGEMENT/FINANCIAL ACCESS		
Budgeting/Improved Personal Financial Management ⁹		
Accessing New Financial Product(s) ¹⁰		
Accessing Improved Financial Product(s) ¹¹		
RETIREMENT¹²		
OTHER NOT LISTED ABOVE		

¹ “Savings-General/Emergency” would apply to a client whose goal is to establish or increase a savings account to cover emergency expenses or out of a general desire to have savings on hand for financial security/peace of mind.

² “Savings-Asset Purchase” would apply to clients who establish the goal of saving for a specific asset-related purpose in the future (e.g., down payment on a home, security/first month’s rent for an apartment, down payment or full payment on a car, higher education for self or children, and so on.)

³ For example, if a client has a specific savings goal that is not related to emergency savings or an asset purchase (saving for a vacation, saving to buy Christmas presents for family, etc.)

⁴ For clients who have no credit history and set a goal of establishing credit.

⁵ For clients with the goal of improving their credit file/credit score through a variety of means as applicable, including: establishing new active trade lines, paying down existing credit lines or accounts in collection; correcting erroneous negative information on the credit report.

⁶ There may be overlap between this category and other credit-related goals.

⁷ For example, a client whose goal is to move to a safer or higher-quality rental or to move from living with family to living on their own.

⁸ For example, averting foreclosure or eviction.

⁹ For example, if the client’s goal is developing and sticking to a budget/spending plan.

¹⁰ For example, a client whose goal is to open a savings account, checking account, credit card, etc. for the first time.

¹¹ For example, a client whose goal involves accessing better financial products compared to what they currently use—e.g. refinancing a home or auto loan, switching to a bank account with lower fees, attaining additional credit cards or credit card(s) with lower APR.

¹² For example, goals related to planning, saving, or preparing for retirement.

Client's Goals/New Goals:

Results of Financial Assessment:

Client's Progress on Initial Goals:

Client's Signature Date

Client's Signature Date

Action Plan Steps and Timeline

	Specific Action Step	Referrals (if necessary)	Timeframe
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Additional Notes			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			