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## **Money in Motion Online**

The Central Jersey Housing Resource Center (CJHRC) has assisted many clients who are concerned about making basic financial decisions and setting financial goals. For those clients who are unable to attend one of our financial literacy group/virtual programs, we also offer the Money in Motion online course. This is a **FREE** program which is a combination of phone and web based counseling.

### **Money in Motion Overview**

This financial literacy program is designed to assist individuals who:

- ❖ Are establishing credit for the first time
- ❖ Are trying to re-establish credit
- ❖ Are experiencing a life style change (getting married/divorced, loss of overtime, job layoff, etc.)

### **Money in Motion Registration Process**

#### **Step 1:**

If you are interested in financial literacy counseling, call 908-446-0037.

#### **Step 2:**

Speak with a CJHRC counselor— All clients will need to have a counseling session before they will be enrolled in the online course. Prior to scheduling a counseling session, clients must submit hard copies of documents (see checklist on back of flyer) to the counselor. Counseling is offered on weekdays between 9 and 4. The counseling session will be between 1-1.5 hours in length.

#### **Step 3:**

After your counseling session, you will receive written instructions via email regarding the online class. These instructions will give you the link to the course website, your user id and your password.

#### **Step 4:**

The online course, with the required pre and post-test, takes approximately 2-3 hours to complete. You can complete the course all at once or in sections over a 30-day period.

#### **Step 5:**

Upon completion of the course, our office will be notified and those that pass will be mailed a certificate. In the event clients do not pass or require more information, they will need to contact their CJHRC counselor to set up an additional counseling sessions.

#### **Step 6:**

If after completing the course you feel that you need further assistance with your financial situation, you can schedule a one-on-one counseling appointment with your CJHRC counselor (typically about 1.5 to 2 hours in length).

- Below is a list of documents that your counselor will need in advance of your phone/virtual/in-person counseling appointment (you can drop it off, mail it or use another type of delivery service). We cannot print documents from emails.
- Please send everything that applies to you if it is not applicable, put N/A
- A key component of this counseling is to prepare a budget, as well as review your debt to income ratios. That's why so important to send the information below. A draft budget form is attached please fill in the plan column and the top income information.

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1. **Housing Expense Proof** (most recent mortgage statement) or proof of rent you pay (lease agreement, cancelled checks)
  2. **Property Tax Statement** (most recent)
  3. Renter or Homeowner's Insurance Statement (most recent with cost for a month or year).
  4. Copy of at least one **credit report** from one of the 3 credit reporting agencies. These can be obtained at [www.annualcreditreport.com](http://www.annualcreditreport.com) or [www.creditkarma.com](http://www.creditkarma.com). You can opt for CJHRC to run a tri-merge credit report for free after completing an authorization form. Please schedule a day/time with your counselor to sign the form.
  5. Copies of complete **Tax returns of recent 3 years**, both Federal (1040, not W-2 forms) and State. If you cannot locate your federal tax return, you can get a transcript online or calling to 1-800-908-9946. If you did not file a tax return for any of the required years, a notarized letter is required.
  6. **Pay Stubs** (last 4 consecutive paystubs). If not working, copies of **unemployment compensation**. If self-employed, a profit and loss statement is required.
  7. Any other source of income: **Pension, Social Security, alimony, child support** (need copy of court decree), etc. (All separated applicants must provide a settlement agreement, divorce decree, or division of assets signed and notarized by both parties.)
  8. Bank Statements (for the most previous 2 months checking and savings accounts)
  9. Utility Bills (most recent water/sewage, gas/oil, electricity, telephone)
  10. Car Loan Statement (most recent) – if applicable
  11. Car Insurance Statement (most recent)
  12. Student loan statement (most recent)– if applicable
  13. Credit Card Statements (most recent)
  14. Cell Phone Statement (most recent)
  15. Medical Expense Statement (most recent not covered by insurance) – if applicable
  16. School Tuition and/or Child Care Statement (most recent) – if applicable
  17. Rental Contracts/Roommate Agreement if you have someone staying in your home

Once you have all this information, please contact your CJHRC Housing Counselor at (908) 446-0036 or email CJHRC at [2cjhrc@gmail.com](mailto:2cjhrc@gmail.com).

*The "Money in Motion" course is sponsored by: Capital One, Columbia Bank Foundation, Franklin Township CDBG, Fulton Bank, N.A., HUD, Johnson & Johnson SC Companies, KearnyBank Foundation, M&T Charitable Foundation, MagyarBank Charitable Foundation, NJM Insurance Group, OceanFirst Foundation, Peapack-Gladstone Bank, PNC Foundation, Premier Development, Provident Bank, PSEG Foundation, Santander Bank, N.A., SC Dept. of Human Services, Somerset Regal Bank, Synchrony Bank, TD Charitable Foundation, The Bank of Princeton, The Provident Bank Foundation, and Wells Fargo Foundation.*