DB101 Benefits & Financial Coach's Resource Guide

To Information, Referral/Assistance in MinnesotaHelp.info



MN DHS 04/24/2017 Eileen.Kelly@state.mn.us

Executive Summary

This document is intended to be a guide for Benefit and Financial Coaches when helping job seekers with disabilities advance their total financial well-being.

There are many different aspects to supporting people in their quest for economic advancement. A main support is giving the right information and connecting to the right resources. When you have questions, talk to a Work and Benefits Planner (WBP) at the Disability Linkage Line[®].

Keep in mind this is a new service and we are developing new ways of doing business. We need to learn from each other and share experience. If you have feedback on how to improve resources or process please:

- Share that feedback with Eileen Kelly (<u>Eileen.Kelly@state.mn.us</u>) or Beth Grube (<u>Beth.Grube@state.mn.us</u>) at the MN Department of Human Services, and
- Discuss your ideas at the regular Benefits Coach Community of Practice meetings.

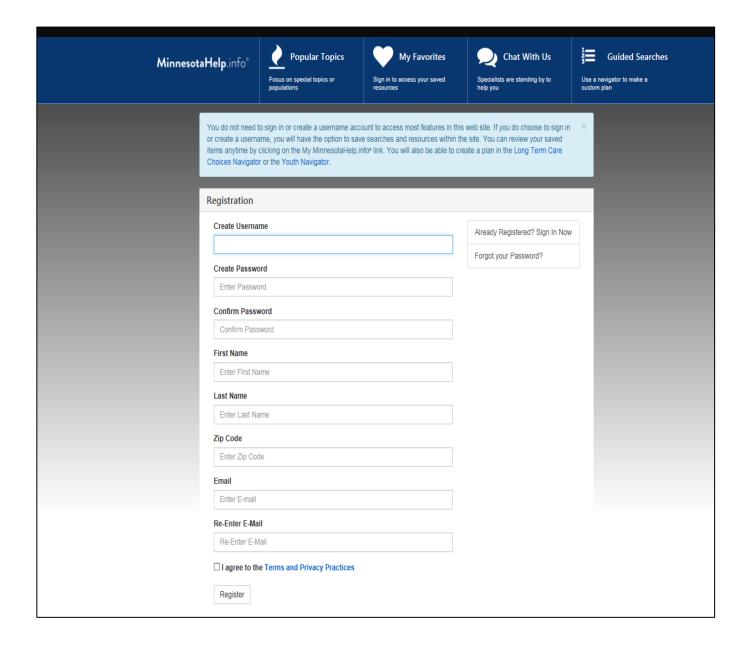
What is MinnesotaHelp.info

MinnesotaHelp.info ® is a resource database that offers a wide range of state-wide community resources. It was originally created to provide a comprehensive on-line resource for the Minnesota Board on Aging's Senior Linkage Line and was focused on medical and social services for seniors.

MinnesotaHelp.info ® has expanded to include many different populations, including people with disabilities and veterans. Information and resources are continuously being added to MinnesotaHelp.info ®. We are currently working with the Minnesota Board on Aging to add resources that will help promote economic advancement for people with disabilities. As you discover new resources in your area that are not included in MinnesotaHelp.info®, please bring them to our attention so we can determine if they should be added.

First Things First: Creating a MyMinnesotaHelp.Info® Account

MinnesotaHelp.info allows you to tailor the information to your specific needs. You can save favorite resources or entire searches. If you haven't already created a user account, go to the <u>registration page</u>. If you already have a user account and would like to sign in now, you can go to the My MinnesotaHelp.info[®] <u>logon page</u>.



Search for Resources

- 1. Enter a keyword
- 2. Click the magnifying glass



Target Your Geographical Region

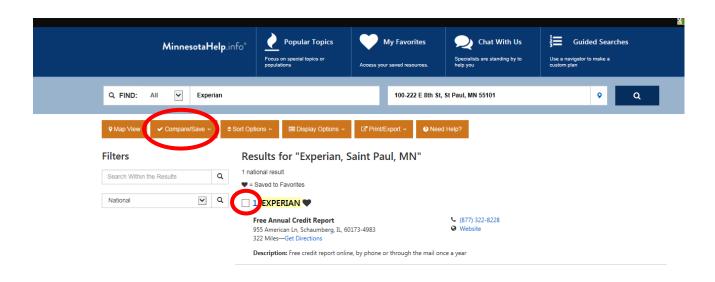
You are able to tailor your search to the local area where the person you're serving lives, where your office is located, or whatever geographic region you choose by adjusting the city, zip code or counties. If you serve multiple cities or counties you can save multiple searches.

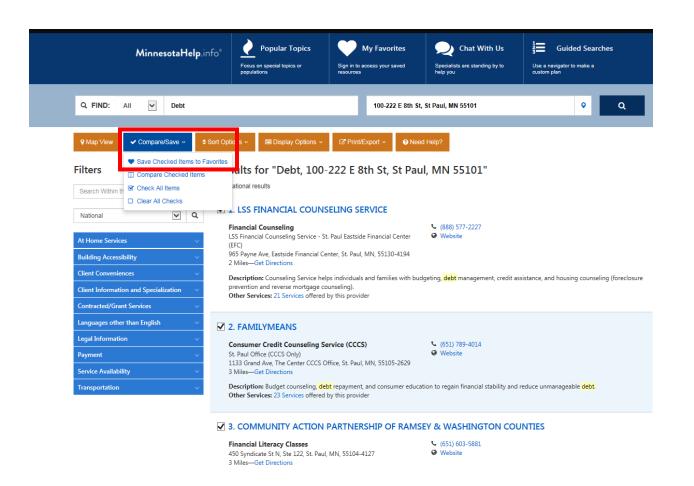


Personalizing Your Resources - My Minnesotahelp.info®

Save to Favorites

- 1. Check the resources you want saved
- 2. Click "Compare and Save"
- 3. Click "Save Checked Items to Favorites"



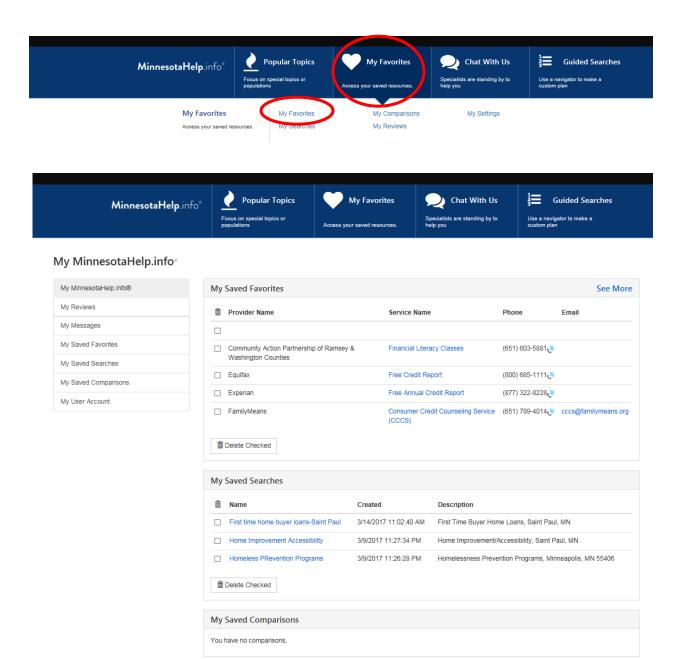


Practice:

Save Top Financial Tools (Appendix A) to your *favorites*

View Favorites

Once you have saved your favorites, click on "My Favorites," and then "My Favorites" in the sub grid to see the list of your saved resources.



MinnesotaHelp.info Organization

Searching for resources in MinnesotaHelp.info® can sometimes be tricky, especially if you don't know exactly what you're looking for. If you know the name of the agency or business, and the area, you can type it in – but if you are looking for general resources about a particular topic, the search might not be as easy. That's where grouped searches come in handy.

Search by Population

You can search focus topic areas, such as services for people who are homeless, government services, or services that are specific to people with disabilities. When you click on one of the focus areas, it will bring up a list of topics specific to that focus area. You can drill down to find the resources you need.



Taxonomy Codes

Topics in MinnesotaHelp.info® are coded with alpha numerical codes, called *taxonomy codes*. In MinnesotaHelp.info® the taxonomy is a classification system that allows you to index and access community resources based on the services they provide and the target populations they serve, if any. It provides a structure for your search and helps you find needed services. When you use the "Topic Search" option you are using the taxonomy.

Build Your Resource Directory

Choose Your Taxonomy Codes

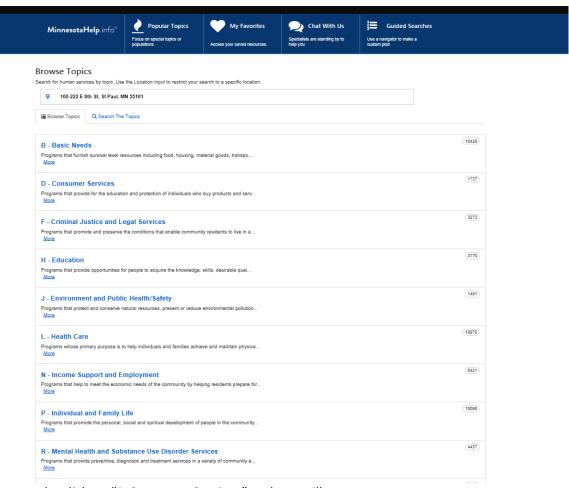
There are thousands of taxonomy codes. Some of the most common ones related to benefits and financial coaching are:

- BH Housing/Shelter
- BT Transportation
- BV Utilities
- DD Consumer Assistance and Protection
- DM Money Management
- DX Tax Organizations and Services
- FC Criminal Justice and Legal Services
- FT Estate Planning Assistance
- H Education
- LH Medical Expense Assistance
- NL Public Assistance Programs
- ND Employment
- TB Financial Services
- TH Disaster Services

That's a lot to remember. You can also do a general taxonomy search by clicking on "Taxonomy Search."



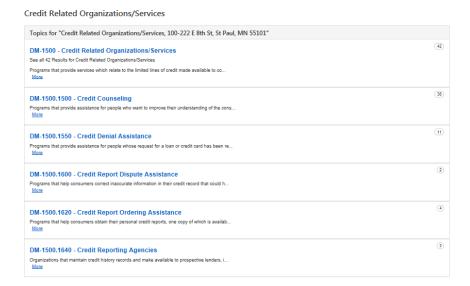
This will give you the list of the high level taxonomy structure in MinnesotaHelp. Click on the area you want to search to drill down and get more detailed resources.



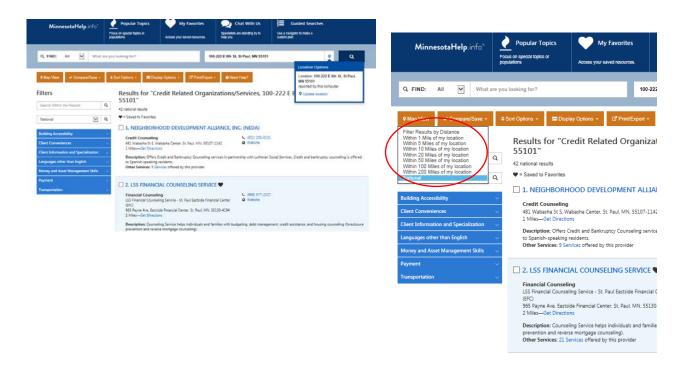
For example, click on "D Consumer Services" and you will see

- D Consumer Services
- DD Consumer Assistance and Protection
- DF Consumer Regulation
- Money Management
- DT Tax Organizations and Services

If you click on the top "D Consumer Services" you will get into the next level of detail, then click on the next "DM – Money Management" and then "DM 1500 Credit Related Organizations/Services."

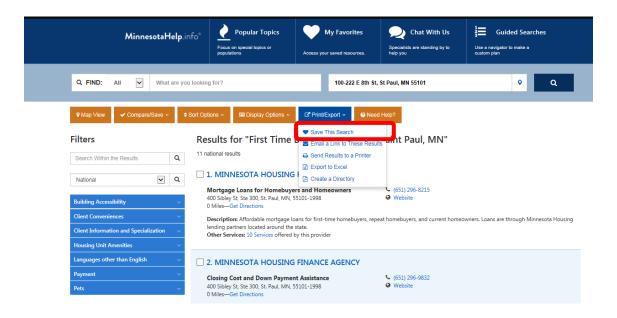


You can then click on the topic for the resources you want to find. A list of resources in the geographic area you identified will be listed. You can also change the radius of your search area.

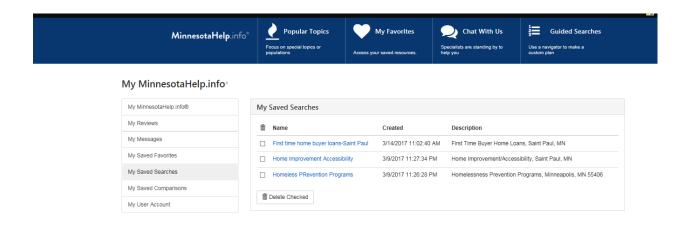


Save Your Search

Save you search by clicking on "Print/Export..." at the top.

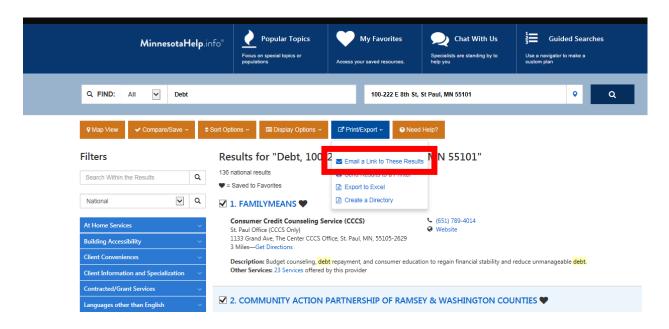


Go to "My Favorites" and click on "My Searches" to see your saved search.



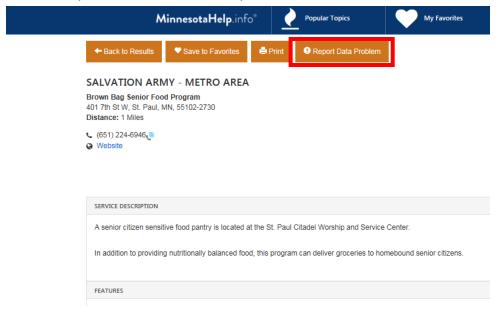
Email Your Search Results

You can also email your search results. On the results page click on "Print/Export" and then click "Email a Link to These Results." The email will include a web link that will take the recipient directly to the list of services you found.



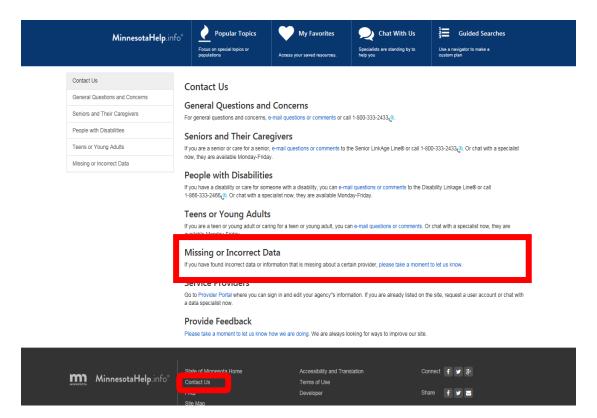
Reporting Errors Specific Resource Errors

Once you've done your search and are in the actual resource, if you notice a problem you can click on "Report Data Problem" to report the issue.



General Errors

You can also report a problem if you notice missing or incorrect data by clicking on "Contact Us" at the bottom of each page.



Growing Your Resources

Research and identify resources in your area

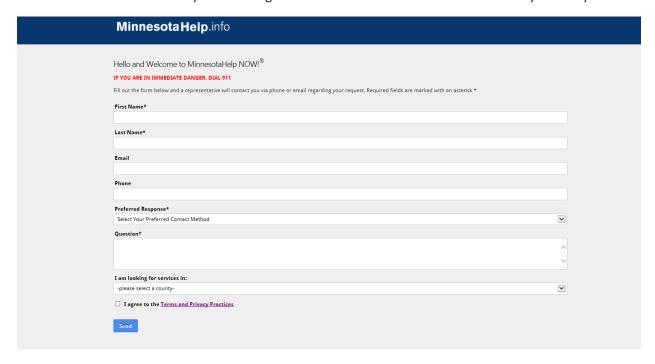
MinnesotaHelp.info was created originally for seniors. While many other topics and resources have been added, there has not been a specific focus on financial education or benefits planning. It is important to identify and add resources to this directory as you find them.

Report Gaps and Make Resource Suggestions

When you search for a resource and can't find it a message box pops up and says the following:

Sorry, we couldn't find what you were looking for, please refine your search or <u>send us an e-mail!</u>

Click on send us an email and fill out the form. In your question suggest the resource name and contact info and let them know what you are using for. It is best to relate it back to a taxonomy code if you can.



Appendix

A. Top Financial Tools

Local Resources

- MN Community Action Agencies (aka Community Action Program CAP)
 Community Action Agencies provide local, state, federal and private resources to help individuals and families who have low incomes. These agencies offer a variety of programs and services such as:
 - Financial literacy classes
 - Asset building programs
 - Tax assistance programs
 - Credit counseling
 - Budgeting
 - Social Security Application Assistance
 - Job training and career development services
 - Emergency housing and financial assistance

Note: Each CAP agency is different and may provide different programs or services.

Social Security Administration Representative Payee Organizations

 There are 45 agencies in Minnesota that offer this service based on a list provided by the Social Security Administration.

Agencies can be located in <u>MinnesotaHelp.info</u> by using the keyword **Representative Payee Services** and then choosing a city based on consumer location.

Financial Counseling Technical Assistance

Help Minnesota Save- Ask a Financial Counselor tool

Users of this website are invited to submit questions that arise in your practice and interaction with clients. While we cannot offer legal advice, we will post responses with both technical financial information and suggestions. Ask a Financial Counselor is not intended for direct use by consumers, rather it is designed as a resource for direct service staff to submit questions related to their work.

Credit Scores

Annual Credit Report

Get free credit reports from Experian, TransUnion and Equifax (authorized by federal law)

Budgeting

National Foundation for Credit Counseling (NFCC)

The National Foundation for Credit Counseling® (NFCC®), is the nation's largest and longest-serving nonprofit financial counseling organization. This link also

allows you to schedule an appointment with a certified credit counselor ("Get Started Online" link and telephone number at top of page).

Hands on Banking (Wells Fargo)

This worksheet helps you create your own spending plan

 Money Smart Budgeting (Australian Securities Commission) (It's from Australia, but we like the tool)

This calculator enables you to:

- Work out where your money is going
- Create your own custom items & change currency symbol
- Save your results online (you will need to 'sign up' to MoneySmart) or use our <u>Excel version</u>
- Simplify your budget

Consumer Protections

- Protect Yourself From Identity Theft
 - Minnesota Freeze Law- Minnesota Attorney General
 Minnesota's Identity Theft freeze law helps citizens protect themselves
 from new account fraud.
- Report Identity Theft
 - Identitytheft.gov

If your identity has been stolen, the Federal Trade Commission's website contains check lists, sample letters, and other information to aid your recovery. The site provides personalized documents for reporting the theft to the police, the main credit bureaus, and the Internal Revenue Service, among others.

File a Complaint

- Non Profit and Charity -Minnesota Attorney General We welcome complaints from anyone who experiences a problem or has a concern with a <u>charitable or nonprofit organization or a professional</u> <u>fundraiser for a charity or nonprofit.</u> Complaints from members of the public help us to identify potential violations of Minnesota law and new issues occurring in the charity and nonprofit sectors.
- <u>Life and Health Insurance Complaint</u>- Minnesota Department of Commerce
 - Minnesota Insurance Division Consumer Complaint Form
- Consumer Complaints- Minnesota Attorney General
 Use this link to the form if you need help with a consumer problem such as unsatisfactory service, bill disputes, or other concerns and would like the Attorney General's Office to contact the organization on your behalf. This link access the form if you would like to report a fraud or scam.
- Consumer Financial Protection Bureau

Have an issue with a financial product or service? We'll forward your complaint to the company and work to get a response from them.

Asset Building

- o ABLE Accounts
 - Save With ABLE

Minnesota's ABLE plan web site where you can learn more about plan benefits, investment options and open an account online.

- DB101 ABLE Account article
 Provides details about what an ABLE account is, eligibility criteria, and other rules about ABLE accounts.
- ABLE National Resource Center
 The ABLE National Resource Center, managed by the National Disability Institute (NDI), offers information basics about ABLE Accounts across the country. An interactive map allows you to learn

more about the status of state ABLE implementation and to compare features and costs of different state programs.

- Minnesota Homeownership Center
 - Find a Foreclosure Counselor
- Minnesota Housing Finance Agency
 - Resources for home rehab, maintenance and repair
 - Foreclosure Prevention
- Individual Development Programs
 - <u>Find an IDA Program Near You</u>- Corporation for Economic Development
 - IDA program directories at the <u>Family Assets for Independence in Minnesota</u> (FAIM) program
- Supplemental and Special Needs Trusts
 - Lawyer Search-Minnesota Bar Association

Investment and Credit tools

Financial Industry Regulatory Authority (FINRA)

- BrokerCheck is a free tool to research the background and experience of financial brokers, advisers and firms.
- Calculators
 - College Savings Calculator
 Use the college savings calculator to determine the amount you
 must invest each year to have enough money to cover the cost
 of college.
 - Loan Calculator
 The loan calculator can help you determine the monthly payment for a fixed-rate loan such as a car loan or mortgage.
 - Savings Calculator

Use the savings calculator to see how a consistent approach to investing can make your money grow.

Social Security Administration Retirement and Disability Calculators
The Retirement Estimator gives estimates based on your actual Social
Security earnings record

Taxes

Free Tax Preparation sites-Department of Revenue

You may qualify for free tax preparation at various locations across Minnesota. You can generally get help at a Volunteer Income Tax Assistance (VITA) site if any of the following are true:

- You are age 60 or older
- You are a person with a disability
- You speak limited or no English
- Your annual income is less than \$54,000

IRS payment arrangements

If you can't pay the taxes you owe, the IRS has payment options available. Which option might work for you generally depends on how much you owe and your current financial situation. Each option has different requirements and some have fees

Tax Payer Advocate Service

If you are having tax problems and have not been able to resolve them with the IRS, the Taxpayer Advocate Service (TAS) may be able to help you. And our service is free.

TAS can help you if:

- Your problem is causing financial difficulties for you, your family or your business.
- You've tried repeatedly to contact the IRS but no one has responded, or the IRS hasn't responded by the date promised.
- You face (or your business is facing) an immediate threat of adverse action.

Federal and State Tax Credits

Many individuals and families are unaware of the tax credits for which they qualify or do not know how to access them. Some families with extremely low incomes are not required to file a tax return. However, these families are often eligible for tax credits and should file a tax return to access their tax benefits. Service providers can play a key role in educating people about tax credits, as well as providing information about free tax preparation and e-filing.

Federal Student Aid

Disability Discharge Student loans

A total and permanent disability (TPD) discharge relieves you from having to repay a William D. Ford Federal Direct Loan (Direct Loan) Program

loan, Federal Family Education Loan (FFEL) Program loan, and/or Federal Perkins Loan (Perkins Loan) Program loan or complete a Teacher Education Assistance for College and Higher Education (TEACH) Grant service obligation on the basis of your total and permanent disability.

<u>Direct Student Loan Consolidation Information-</u> Us Department of Education

Student Loan Repayment Estimator

- Before you contact your loan servicer to discuss repayment plans, you can use our <u>Repayment Estimator</u> to get an early look at which plans you may be eligible for and see estimates for how much you would pay monthly and overall.
- The Public Service Loan Forgiveness (PSLF)

Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

Qualifying employment for the PSLF Program is not about the specific job that you do for your employer. Rather, it is about who your employer is. Employment with the following types of organizations qualifies for PSLF:

- Government organizations at any level (federal, state, local, or tribal)
- Not-for-profit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code
- Other types of not-for-profit organizations that provide certain types of qualifying public services