**Queen Jefferson Women’s Missionary Society**

**Financial Counseling Agreement**

**This signed agreement must accompany your request for emergency financial assistance along with your supporting documentation. Failure to submit this agreement will impact future assistance.**

Please note that emergency rental/mortgage (must be at least 30 days delinquent) and utility assistance (cut-off notice required) from Reid Temple is available **once in a twelve-month period.** Food assistance is available every 4 months. A sliding scale will be used for repeat applicants for emergency financial assistance (rental/mortgage/utility/food cards) so that we can help others in need.

You are required to attend a Financial Counseling session to help with:

* Tracking daily spending.
* Identifying spending habits
* Preparing a personal spending plan or budget to estimate and track monthly income and expenses.
* Identifying ways to decrease spending.
* Identifying possible ways to increase income.
* Identifying budgeting tools that will help you manage your bills.
* Establishing and prioritizing financial goals.
* Achieving financial goals.

This is a mandatory requirement to help you avoid being in a similar situation in the near future and to better equip you to retain your housing and utility services. **Failure to attend the Financial Counseling session will impact your ability to receive future assistance.**

Your signature on this agreement indicates that you understand the requirements for assistance and agree to schedule an appointment for a Financial Counseling session within seven (7) days from the date of this agreement. The point of contact is Darrell Julien and can be reached via email [darrelljulien@gmail.com](mailto:darrelljulien@gmail.com) or by phone at 240-273-6511/240-297-9910.

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Applicant’s Signature Date

Effective: 01/01/2017 Created: 12/1/2016