## **MICRO-ENTERPRISE Guidelines**



#### What is the Dupaco MoneyMatch MICRO-ENTERPRISE account?

The Dupaco MoneyMatch Micro-Enterprise is a matched-savings account that provides individuals and families a way to save for starting a micro-enterprise/small business and develop skills for financial sustainability.

#### **Eligibility**

To be eligible for the MoneyMatch program, individuals must:

- Be or be able to become a member of Dupaco.
- Meet the qualifications for loan approval at time of asset purchase and receive any applicable asset financing through the credit union.
- Be 18 years of age or older`.

#### Income Eligibility:

- Must have earned income.
- Participant household may have <u>no more than \$10,000 in net asset wealth</u> when they enroll (not counting one automobile and one home).
- Household income is 300% or less than the applicable Federal Poverty Level at the time of application. Household income includes all individuals living in household, including dependents.

Persons in	2019	
Family/Household	Poverty Guideline	300%
1	\$12,490	\$37,470
2	\$16,910	\$50,730
3	\$21,330	\$63,990
4	\$25,750	\$77,250
5	\$30,170	\$90,510
6	\$34,590	\$103,770
7	\$39,010	\$117,030
8	\$43,430	\$130,290

For families/households with more than 8 persons, add \$4,420 for each additional person

### Savings Match Details

- Maximum amount of participant's savings matched is \$2,000.
- Participant savings is matched on a one-to-one basis (1:1). Every \$1 saved is matched with \$1 up to a maximum of \$4,000 (\$4,000 in savings plus \$4,000 in matched savings, for a total of \$8,000).
- Monthly deposits are required in the MoneyMatch program.
- Minimum of \$25 deposited into savings each month.
- Minimum length of time for saving to receive matched funds is six months.
- Maximum length of time for saving to receive matched funds is two years.



# **MICRO-ENTERPRISE Guidelines**



#### **Expectations**

- Financial Education once enrolled in the MoneyMatch program, you must meet with a Dupaco representative for general financial education services.
- Asset Specific Training must have a business plan that has been reviewed and approved by Dupaco.
- Make monthly deposits no missed deposits. Can only miss one month, after two months of missed payments, you may be ineligible to continue in the program.
- Work closely and communicate with your Dupaco MoneyMatch specialist.
- Be prepared to purchase your asset within 12 months after savings end date.

#### **Goal requirements:**

- The business should be legally established and not in violation of any law or public policy.
- The owner must have a business plan that has been reviewed and approved by a Dupaco, microenterprise development organization, or nonprofit loan fund.
- Household income requirements still apply for the business asset goal.

#### **Funds Disbursement**

- Funds deposited into the savings account are restricted and can only be withdrawn for your asset purchase.
- If an emergency withdrawal is needed, you will need to contact your MoneyMatch specialist to request withdrawal of funds.
- The matched saving funds are held in a separate account and will not be disbursed directly to the individual.
- <u>Matched funds will only be disbursed to the vendor and/or credit union</u> at the time of your asset purchase for use toward any applicable need, as listed below.

## Funds may be used for expenditures indicated in qualified business plan, such as:

- Capital
- Plant
- Equipment
- Working capital
- Inventory
- Licenses
- Vehicle (see qualification below)
- Marketing

# **MICRO-ENTERPRISE Guidelines**



#### **Documentation needed:**

- Copy of business plan
- Financial projections (may be in business plan)
- Marketing plan (may be in business plan)
- Staffing plan (may be in business plan)

### Vehicle qualification:

A vehicle for a business would fall under a business MoneyMatch, not a vehicle MoneyMatch, and would count as a capital/inventory expense for the business. The participant should still complete the financial education and business plan review even though the business is already operating.