



Your Financial Life 

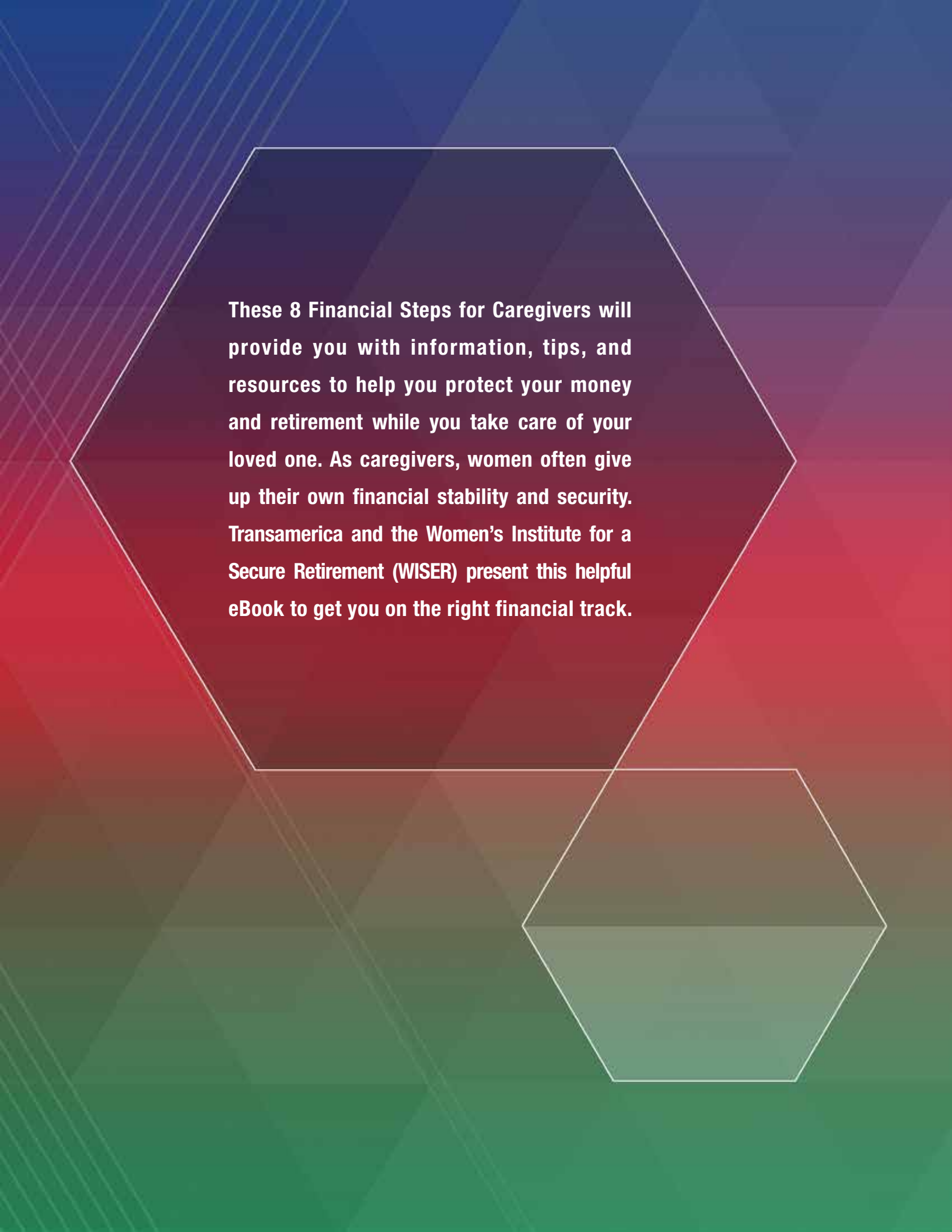
8

Financial Steps

FOR CAREGIVERS

PRESENTED BY





These 8 Financial Steps for Caregivers will provide you with information, tips, and resources to help you protect your money and retirement while you take care of your loved one. As caregivers, women often give up their own financial stability and security. Transamerica and the Women's Institute for a Secure Retirement (WISER) present this helpful eBook to get you on the right financial track.

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INTRODUCTION

The Financial Impact of Being a Caregiver

What is Caregiving?

Caregiving commonly refers to care and support given to the elderly, ill or persons with disabilities.* Most often caregivers are **female** family members who take care of their parents or close relatives as they get older, develop health problems and can no longer take care of themselves.

How Does Caregiving Affect Me, My Finances, My Life?

It is important to understand that caregiving can have serious financial consequences. Women often will work part-time, stop working, decline a promotion requiring longer hours, or pass up a job or training opportunity requiring travel. Women making these compromises at work often forfeit pay and benefits, miss out on opportunities for compounded returns on 401(k) matching contributions, and experience reduced savings and investments. They also may be unable to pay for home improvements that could increase the resale value of a residence, or to pursue additional education and degrees that could increase their earning power.

It is important to remember that becoming a caregiver can happen at any time, but often it happens as you are nearing retirement. Even older adults who feel financially prepared for their own retirement may suddenly find themselves unprepared to manage the costs of caregiving.

If you are a caregiver, or expect you may be one someday, it is important to take the necessary steps to avoid compromising your own future financial security. This e-book can help get you started.

*While the term caregiving can include caring for children, this e-book primarily focuses on caring for older adults.



STEP

1

Getting Started
with a Plan

Family Financial Planning

- › Talk to your siblings and other family members about the various costs involved in your providing care to a family member.
- › Keep in mind that you may need to hire services for your family member, such as transportation services, home health aides, or visiting nurses.
- › In addition, you may need to make modifications to your home to accommodate your loved one, such as bathroom grab bars, a hospital bed on the first floor, or a ramp. The websites Homemods.org and Caregiverstress.com have ideas and prices for calculating costs.
- › If you are providing most of the care, consider asking your family to pay you as an independent contractor. If you are paid, you can set up a small-employer type pension plan, such as a Simplified Employee Pension (SEP).
- › If you don't have a workplace retirement plan or a SEP, open an Individual Retirement Account (IRA). See information on different types of retirement plans at wiserwomen.org on the *Retirement Plans* page.

- › Take steps to alleviate the financial burdens on yourself by accessing resources to assist the person you care for. See the information in [Step 5](#) of this book.
- › Think about who will care for you when you need care later in life. Look into buying a long-term care insurance policy for yourself. See WISER's information on long-term care at wiserwomen.org on the Health Care page.

Legal Agreements for Families and Caregivers

For both financial and practical reasons, an increasing number of families are turning to “personal care agreements” to help manage caregiving responsibilities. These are formal contracts that state what care is to be provided and how much the caregiver will be compensated. The contract can be used whether or not the caregiver is a family member.

These agreements make the care and payment clear for the caregiver, the recipient, and also for other family members. It can help avoid family conflicts about who will provide care and how much they will be paid. For this reason, the agreement should be discussed with other family members to resolve any concerns before it is drafted.

Because these agreements are formal contracts, it is important to understand what needs to be included. A personal care agreement that involves paying a person for caregiving services should be in writing and be for payments provided in the future (not services already performed). The amount of compensation provided must also be reasonable, meaning it should be similar to what you would typically be charged in your state or geographic area for similar services.

Impact on Medicaid:

If the person receiving the care needs to apply for services that Medicaid may pay for, the personal care agreement can also show that care payments were a legitimate expense and not an attempt to “hide” assets by giving cash to a family member. Check your state's [Medicaid](#) rules since regulations vary from state to state. To find lawyers who specialized in elder care, contact the National Academy of Elder Law Attorneys at naela.org. For more information on personal care agreements, contact the Family Caregiver Alliance at caregiver.org.



STEP

2

Leaving a Job or Working Part-Time

Most people underestimate their risk of disability. Workers at the age of 30 have a one in three chance of being disabled for three months or longer, and a woman at age 45 is three times more likely to be disabled than to die prematurely.

~ Source: [ACLI](#)

It is important to understand and plan for the financial and retirement costs of changes to your employment. If you are thinking about leaving your job or reducing your hours to part-time, find out what will happen to your benefits.

Be sure to exhaust your other options before leaving a job or reducing your hours. A good place to start is the Eldercare Locator, sponsored by the U.S. Administration on Aging. This service helps individuals find local caregiving services and resources. Call 1-800-677-1116 or visit the [Eldercare Locator website](#). You might find the resources you need to help you stay at your job while providing care.

Make sure to consider these issues:

Where are you in the retirement vesting and benefit schedule?

Try to stay at your job until you are fully vested. If you are near the point where your benefit will be increased, try to stay long enough to reach that milestone. If you are reducing your hours, find out the minimum number of hours you need to work to continue getting retirement benefits and health insurance.

- If you are in a traditional pension plan, you usually become vested in five years.
- If you are in a defined contribution plan, such as a 401(k), vesting usually takes three to six years.
- If you leave your job before you are fully vested, you will forfeit money your employer has paid into your account.
- When you change jobs, you may be able to leave your retirement savings in the same account or roll it over into an Individual Retirement Account (IRA). If you cash out, you'll lose future investment growth and the benefit of compound interest. You will also pay income tax and may pay an IRS penalty if you are below 59½ years of age.

What about insurance?

Think about the benefits you have at your current job and whether you can take them with you if you leave. If not, where will you get health insurance and how much it will cost? If you are thinking about buying individual coverage, get some estimates on how much it will cost.

You may be able to continue coverage under your previous employer's policy for a limited period of time under a federal law referred to as COBRA, but you will have to pay the full premium. You have 60 days after you leave your job to decide if you want to continue this coverage and pay the full premium.

Managing your money and saving toward retirement

- If possible, pay off credit card and other debts before you quit your job.
- Create a budget for your expenses that factor in caregiving costs. See Step 3 (p. 5) for more help with budgets.
- Plan to continue saving for retirement. Look into contributing to an IRA. You are currently allowed to contribute up to \$5,500 a year to a traditional or Roth IRA. You can also contribute an extra \$1,000 if you are age 50 or older. If you are serving as the primary caregiver, ask siblings or other family members to consider contributing to a retirement plan for you. If you are married, and your spouse earns income, consider putting money into a Spousal IRA.

You need to protect your future while caring for others

- If you start your own business, you could also start a small business pension plan like a [Simplified Employee Pension \(SEP\)](#).

Medicare/COBRA

Make sure to understand how [Medicare](#) and [COBRA](#) work. Learn more at [medicarerights.org](#) (the Medicare Rights Center).

Healthcare Marketplace

The [Affordable Care Act](#) signed into law in 2010 established a [Health Insurance Marketplace](#) whereby you can find health coverage that fits your budget and meets your needs.

Disability Insurance

Research the terms and products carefully and buy from a reputable company. Visit [actuarialfoundation.org](#) and [consumerfed.org](#) for more information.



STEP

3

Creating a Household Budget

If you are considering reducing your hours at work or quitting a job, a household budget is essential. It will help you decide how to adjust your lifestyle and expenses. As a caregiver, you may also help manage your care recipient's budget. Keeping careful track of spending is a way to protect a caregiver from false allegations of financial exploitation. It can also prevent future family conflicts over what was spent and why. The [Consumer Financial Protection Bureau](#) has *Managing Someone Else's Money* guidebooks that can also help.

Use the [Budget Worksheet](#) to lay out a realistic household budget. Help the person you care for to create a monthly budget as well.

The first step is to keep track of your spending

- › Write down everything you spend money on in a notebook, from the smallest “odds and ends” to the larger purchases.
- › Categorize your expenses, like food, transportation, clothing, etc.
- › Make a list of the bills that you pay on a regular basis like car insurance, rent or mortgage payments, dental checkups, gifts, etc.
- › Review your credit card statements and bank statements to make sure you have included and accounted for everything.

The next step is to compare your expenses to your monthly income and establish a monthly budget

- › Add up your total income – salary, other payments and benefits, and any earnings on investments each year. Divide your annual income by 12 to calculate your monthly income.
- › Subtract all your regular monthly bills and the other expenses that you found by keeping track of your spending in your notebook.
- › If your income is not covering your expenses, find ways to cut back and reduce your debt. This will help you think of ways to economize.
- › If you find yourself picking up expenses for the person you care for, be sure to track these expenses and include them in your monthly budget. You may want to consider other options such as asking other family members to help with expenses.
- › If you are able to reduce your spending, consider putting the savings in a retirement account.

In an estimated 36.5 million households across the country an adult is providing unpaid care to a family member according to the “Caregiving in the U.S.” study by the National Alliance for Caregiving.



STEP

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Saving for Retirement

For information about your Social Security benefit, you can get your statement online at ssa.gov/mystatement. If you participate in a pension plan through your employer, contact the plan administrator to get an estimate of how much your benefit will be. Finally, look at your 401(k), or similar workplace plan, and IRA statements to see how much you have saved.

Figuring out your sources retirement income and calculating how much you will need to live on once retired is one of the most important steps to take in planning for your future.

Many experts recommend planning for at least 85 percent of pre-tax income in order to maintain your current living standard. **WISER** recommends 100 percent for women to cover their longer life spans, inflation, and additional health care expenses.

Estimate what your monthly income in retirement will be: make a list of all sources of retirement income. Include Social Security, private or government pensions, IRA and 401(k) retirement savings. Enter all this information into the worksheet included in this eBook, *Get Your Ducks in a Row*, to see how much retirement income you have.

Next, calculate your net worth. Estimate the total number of your assets, including cash, home equity, automobiles, other personal property, the value of insurance policies, and so on. Then, subtract the total of your liabilities, including mortgages, credit card and loan balances, home equity loans, and other debt, from your total assets. The result is your net worth. Remember, not all of your assets will be available for retirement income unless you sell them or use your home equity as a source of income.

Then figure out if there is a gap

Is there a gap between income from Social Security, retirement plans and assets, and your retirement income goal? The gap represents the amount you will need to save between now and retirement. How much you need to save each year to fill the gap is a complicated calculation.

There are a number of calculators available for retirement planning to help you figure out how much you will need.

Retirement Planning Calculators

There are plenty of great, readily available resources to help you figure out how much you will need in retirement. Here are some examples:

Longevity Calculators

To know what you will need in retirement, it is helpful to take an educated guess as to how long you might live.

- › [Living to 100](#) – estimates how long you will live
- › [Social Security Administration's life expectancy calculator](#) – this one is based on birthdate and gender

Retirement Expenses Calculators

- › It is important to plan for expenses in retirement. Though healthcare is the most likely cost to increase with age, housing remains a substantial expense for older Americans.
- › [AARP's Healthcare Costs Calculator](#) – this calculator will give you an idea of health care costs associated with different health issues and explain how you can try to improve your health and minimize costs in retirement.

Retirement Income Calculators

- › The Department of Labor's [Taking the Mystery out of Retirement](#) is detailed but easy-to-understand. It is geared toward people 10-15 years away from retirement, and comes with several worksheets.

Other Calculators

- › [Your Financial Life Retirement Outlook](#) – Find out if your forecast is rainy, cloudy, partly sunny or sunny
- › [Get Your Ducks In a Row](#) – Add up your sources of retirement income
- › [AARP's Retirement Calculator](#) – Find out if you are saving enough
- › [AARP's Social Security benefits calculator](#) – Find out when you should claim your benefits

Need more help? Try the [Economic Checkup](#) from the National Council on Aging. Answer a few simple questions to learn how you can better manage your budget, save money, and set financial goals.



STEP

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Financial Help For Older Adults

The State Health Insurance Assistance Program (SHIP) offers one-on-one counseling and assistance to people with Medicare and their families via telephone and fact-to-face sessions, as well as educational resources. Learn more about the [SHIP program](#) in your state.

If you are a caregiver for an older adult who cannot make ends meet, here are some ways to look into financial help:

1. **FIND A REDUCED COST DRUG PLAN** – Call 1-800-MEDICARE or visit [Medicare.gov](#) for information on how to find a prescription drug plan and get help with the payments.
2. **GET HELP PAYING MEDICARE PREMIUMS** – Low-income seniors might be able to get help paying for Medicare premiums as well as for prescription drugs through the Medicare program “[Extra Help](#)” or through [Medicaid](#). Medicaid is a program available to those with very low incomes and few resources; Medicaid also finances long-term care, usually in a nursing home when a person runs out of money.
3. **MEDIGAP** – [Medigap](#) is supplemental insurance that covers medical costs not covered by Medicare. To find a Medigap plan, use the Medicare.gov website. Generally, a person on Medicare who is also on Medicaid should not be sold a Medigap plan.
4. **LOOK INTO REVERSE MORTGAGES** – You may be caring for someone who could apply for a [reverse mortgage](#). This is a way for homeowners age 62 and over to borrow against the equity in their

home. The homeowner does not need to repay this as long as they live in the home.

REVERSE MORTGAGES ARE NOT FOR EVERYONE. If an individual does not want to stay in her or his home long-term, it may not make sense. Equity withdrawn and spent on current living expenses will not be available later to purchase a smaller home, a place in an assisted living facility, or to pay for care. If possible, a senior should consult a financial advisor before tapping into home equity. Also, seniors considering a reverse mortgage should look for a reputable lender and be sure to understand the terms of the loan. The lender should be part of the Federal Home Equity Conversion Mortgage (HECM) program. Visit NCOA's homequityadvisor.org for more information.

- 5. CONSIDER AN IMMEDIATE ANNUITY** – The person you are caring for may worry about outliving her or his savings. An annuity can be purchased from an insurance company for a lump sum and can guarantee a regular monthly payment for life. This may be a good option if the individual has retirement expenses not covered by a monthly pension and Social Security benefits and has expectations of living a long life.

As with any financial product, you need to do your homework and educate yourself about your options and what the possible risks and trade-offs are before buying one. For more information, read [Making Your Money Last for a Lifetime: Why You Need to Know About Annuities](#).

- 6. LOWER YOUR MEDICAL PREMIUMS** – In the [Health Insurance Marketplace](#), under the Affordable Care Act, the person you are caring for may be able to pay less for health coverage every month if s/he qualifies for a [premium tax credit](#).
- 7. GET FINANCIAL AND TAX COUNSELING** – The [Tax Counseling for the Elderly](#) program provides free tax assistance to individuals age 60 and over. This program assists individuals in the preparation of their Federal Income Tax returns at community locations across the nation.

“Extra Help” is a Medicare program that helps low-income seniors to pay for Medicare prescription drug program premiums, deductibles, and coinsurance. Apply for Extra Help [here](#).



STEP

6

Important Legal & Financial Documents

Have a List of:

- Important people to contact:
 - Attorney
 - Executor/Trustee
 - Anyone named in the will
 - Beneficiaries of the IRA, Annuity, Life Insurance
- Passwords and identification numbers for bank accounts, credit cards, insurance policies, and online accounts. Store this in a secure place or give it to a person you trust.

Caregivers are often involved in a variety of care activities, which can sometimes include managing the finances for the care recipient and making sure that all of the legal documents are in place. Here is a list of documents to consider gathering for the person you are caring for.

- Durable Power of Attorney
- Health Care Power of Attorney and Health Care Proxy
- Living Trust
- Last Will and Testament
- Living Will

See the [Glossary](#) for definitions of these terms.

It is advisable to have both a Health Care Proxy and Living Will. The person with your Health Care Proxy or Power of Attorney is designated to make decisions, based on your instructions, if and when you are unable to speak for yourself. A Living Will specifically outlines your decisions about health care treatment, but it does not provide a spokesperson. Together, the two documents can work to make your health care wishes clear and guarantee those wishes are carried out.

Other Important Documents

When caring for someone, you should know where the following documents are located and keep them organized:

- › Medical records
- › Birth certificate
- › Social Security benefit/payment information
- › Medicare and Medigap policy information
- › Insurance policies (health, life, home, auto, etc.)
- › Pensions, 401(k) and other income related benefit statements
- › Bank statements and loan agreements
- › Investment statements (IRAs, mutual funds, etc.), stock and bond certificates/statements
- › Mortgage papers or deed
- › Tax records, tax receipts and relevant documents needed for tax filing
- › State and Federal income tax returns
- › Vehicle titles

It is advisable to have both a Health Care Proxy and Living Will. Together, the two documents can work to make your health care wishes clear and guarantee those wishes are carried out.



STEP

7

Elder Financial Fraud & Abuse

Help Prevent Fraud Abuse

If you notice the person you are caring for is not paying their bills, failing to buy food or medication, withdrawing large amounts of money, has missing belongings or is isolating themselves from friends and family members, they may be a victim of financial fraud and abuse.

Elder financial fraud victimizes hundreds of thousands of elderly persons each year. Older Americans hold the largest percentage of this nation's wealth, making them prime targets for abuse by unethical financial professionals, scammers, caregivers and even family members. It is important to educate yourself and the person you are caring for about this important issue. Caregivers are often the people in the home or in closest contact with seniors on a regular basis. As a caregiver, you can play a key role in detecting signs of possible financial fraud or abuse.

What Does Elder Financial Fraud & Abuse Look Like?

There are many different ways seniors are scammed and defrauded. Fraud involves someone using a senior's vulnerability to convince the senior to hand over property, money or valuable information under false pretenses. Theft involves the perpetrator taking property or assets directly from the senior.

Specific types of financial fraud and abuse that are important to be aware of

- **MISUSE OF ASSETS:** Involves an individual with power of attorney or guardianship misusing an elder's assets.

- **CONSUMER FRAUD/SCAMS:** Involves telemarketing and mail fraud.
- **THEFT:** Involves the act of stealing possessions or money, or gaining access to seniors' personal information to steal their identity or to open credit cards.
- **NEGLIGENCE:** Occurs when a person deemed to be responsible for an elder's financial matters and/or care neglects these duties.
- **POWER OF ATTORNEY ABUSE:** Gaining legal representation over a senior and using it to take property or other assets.
- **REVERSE MORTGAGE SCAMS:** Using seniors' fear of financial insecurity to "sell" fraudulent reverse mortgages.
- **LIVING TRUST AND ANNUITIES SCAMS:** Using seniors' fear of financial insecurity to entice them to purchase unneeded, unethical, or confusing investments.
- **DEED THEFT AND FORECLOSURE RESCUE SCAMS:** Using seniors' fear of financial insecurity to scam them out of money or property.
- **HEALTHCARE SCAMS:** Getting information about seniors' medical accounts—like Medicare and Medicaid—in order to submit fraudulent claims.
- **LOTTERY AND SWEEPSTAKES SCAMS:** Telling a senior about winning a "prize" for up-front participation involving wiring funds abroad.
- **GOVERNMENT OR "OFFICIAL" IMPERSONATOR SCAMS:** Asking the victim for personal identifying information to "verify" a false bill or transaction.

Be Cautious of Senior Designations for Financial Advisors

Some designations are well-founded but oftentimes they are used by people who are just looking to sell financial products to seniors or sound more qualified than they really are to work with older adults. For more information on this topic, check out the Consumer Financial Protection Bureau's report, [Senior Designations for Financial Advisers](#).

Who are the Victims?

- Most are between the ages of 80 and 89
- Women are twice as likely as men to be victimized
- Most live alone
- Most require some level of help with either health care or home maintenance

Who are the Perpetrators?

- Strangers: 51%
- Family/Friends/Neighbors: 34%
- Business: 12%
- Medicare/Medicaid Providers: 4%
- 60% of know perpetrators are men, mostly between the ages of 30 and 59
- Women perpetrators tend to be younger, mostly between the ages of 30 and 49

~ Source: [MetLife Mature Market Institute](#)

5 Rules to Help You Avoid Financial Scams

1. Don't give personal info to strangers
2. Create and practice a "refusal script"
3. Sign up for the "Do Not Call List"
4. Don't make hasty purchasing decisions
5. If it's too good to be true, it probably is!

~ Source: www.wiserwomen.org

What is the Role of Adult Protective Services (APS)?

APS programs are state and local agencies authorized under state law to receive and investigate reports of abuse, neglect and financial exploitation of older persons and adults with disabilities.

REPORT! If there are any signs of wrongdoing, immediately file a report with the local police department or the police department where the crime occurred. Reports can be made anonymously and the reporter's identity protected.

For more resources, contact the [National Adult Protective Services Association \(NAPSA\)](#).

**\$2.9
Billion**

*lost by 65+ adults to
financial scams in 2010*



STEP

8

End-of-Life planning

A difficult but important aspect of caring for someone is preparing for her or his end-of-life stage. While not always an easy issue to think about, planning well in advance for end-of-life care can help protect a care recipient's well-being and also provide peace of mind for everyone involved.

People usually have strong preferences about how they would like to live in the final stages of life and what types of care they do and don't want. It is very important to involve care recipients and other family members in these conversations and decisions.

The following questions may be helpful for the family and care recipient to consider:

- › Where do I want to die? At home, or in a hospital or medical facility? Surrounded by people who love me, or privately with as little fuss as possible?
- › What kind of medical treatment do I want?
- › Who do I want to take care of me? Do I prefer a woman or a man?

Important Resources:

*The National Hospice and Palliative
Care Organization*

www.nhpco.org

Hospice Foundation of America

www.hospicefoundation.org

Compassion & Choices

www.compassionandchoices.org

- › What kind of funeral services do I want? Do I care about an open or closed casket, cremation or donating my body to science?
- › Where do I want to be buried? Do I have a burial plot? Do I want to use it or be buried somewhere else?

Make sure advance directives are in place, including a Living Will and A Health Care Power of Attorney, which are described in more detail in the [Glossary](#). Give copies to the key people involved in your care recipient's life (with his or her permission.)

Palliative Care and Hospice

Palliative care and hospice also provide options for end-of-life care. Palliative care addresses the needs of patients who have chronic and/or life-threatening illnesses. It is a medical specialty that enhances the individual's overall quality of life by providing a wide range of services.

Hospice is a holistic approach to caring for people who are terminally ill. It involves a team of trained professionals, available 24 hours a day, who provide medical attention, pain management, and emotional and spiritual support tailored to an individual's needs and wishes.

While not always an easy issue to think about, planning well in advance for end-of-life care can help protect a care recipient's well-being and also provide peace of mind for everyone involved.



Glossary

ANNUITY: (1) A series of periodic payments.
(2) A contract under which an insurance company promises to make a series of regular income payments to a named individual for a time period.

IMMEDIATE ANNUITY: An annuity which you can buy at or after retirement. The payments begin right away and are guaranteed to continue for as long as you live.

VARIABLE ANNUITY: An insurance contract that invests your premium in various mutual fund-like investments.

BENEFICIARY: A person, institution, trustee, or estate named to receive death benefits from insurance or annuity contracts; anyone receiving Social Security or Medicare benefits.

DEFINED BENEFIT PENSION PLAN: A traditional pension plan, usually insured by the government, that pays a certain benefit usually based on your age at retirement, rate of pay and the number of years you worked.

DEFINED CONTRIBUTION PENSION PLAN: A retirement plan in which contributions are made by the employee, the employer, or both. The final payout will depend on how much is invested and the success of the investments.

DIRECT DEPOSIT: An electronic method for transferring and depositing money directly into your account.

DIRECT EXPRESS DEBIT CARD: A debit card that allows you to access your federal benefits without a bank account. Your federal benefits payment is deposited to your Direct Express® card account on your payment day. You can use the card to make purchases, pay bills or get cash.

DISABILITY INSURANCE: Insurance that replaces income for individuals unable to work due to accident or illness. Sometimes offered through an employer, but can also be purchased individually.

ELDER FINANCIAL EXPLOITATION: An act of using an older adult's money or assets contrary to his or her wishes, needs, or best interests for the abuser's personal gain.

FIDUCIARY: A person who manages the assets for the benefit of another person rather than for his or her own profit.

FRAUD: A type of illegal act involving the obtaining of something of value through willful misrepresentation.

GRANDPARENT SCAM: A scam whereby a caller pretends to be a relative in need of immediate funds to deal with an emergency. The caller may also represent themselves as a hospital employee, law enforcement officer, or attorney.

HEALTH CARE POWER OF ATTORNEY AND HEALTH CARE PROXY: A legal document used to appoint a person to make decisions for you. If you are unable to make those decisions for yourself, a health care proxy can make sure that health care providers follow your wishes and can decide how your wishes apply as your medical condition changes. Hospitals, doctors, and other health care providers must follow this person's decisions as if they were your own.

IDENTITY THEFT: A fraud committed or attempted using the identifying information of another person without authority.

INDIVIDUAL RETIREMENT ACCOUNT (IRA): A retirement savings vehicle for individual workers. Traditional IRAs allow tax-deductible contributions, with earnings tax-deferred until withdrawal, subject to minimum distribution rules; contributions to

Roth IRAs are made with after-tax funds and withdrawals are tax-free.

LAST WILL AND TESTAMENT: A legal document that gives directions about where and to whom your assets should go after you die. You name an “executor” to carry out your directions as stated in the will.

LIVING TRUST: A legal document that allows you, or a person you name as trustee, to transfer ownership or title of your assets into a trust, but you still keep control of those assets throughout your lifetime.

LIVING WILL: A written declaration of your health care wishes when you cannot communicate them personally. It explains your health care preferences and instructs your doctor about your end-of-life decisions.

LUMP-SUM DISTRIBUTION: A single-sum payment from a pension or employee benefit plan to a participant retiring or leaving employment.

MEDIGAP: Various private health insurance plans sold to supplement the services that Medicare covers.

PHARMING: When criminals seek to obtain personal or private information by making fake websites appear legitimate.

PHISHING: When criminals send out unsolicited emails that appear to be from a legitimate source in an attempt to trick you into divulging personal information.

PONZI SCHEME: Also called a “pyramid” scheme, the scam artists promise high returns and use the money of some investors to pay off other investors.

POWER OF ATTORNEY: A power of attorney (POA) is a legal document that allows someone to act on your behalf.

DURABLE POWER OF ATTORNEY: A POA that remains in effect even if you become incompetent.

REVERSE MORTGAGE: A special type of loan contract with a financial institution that allows a homeowner age 62 and older to get retirement income from the equity in the home, with no repayment needed for as long as the individual lives in the home.

ROLLOVER IRA: A type of individual retirement account usually funded with money transferred from a former employee’s company-sponsored retirement plan account.

SCAM: A confidence trick, confidence game, or con for short, is an attempt to intentionally mislead a person or persons usually with the goal of financial or other gain.


SPAM: Unsolicited commercial email.

SOCIAL SECURITY: A federal government program that provides retirement, survivor’s, and disability income benefits for eligible workers and their families.

SURVIVOR’S BENEFIT: Income payable to a beneficiary, often the widow or widower, from a defined benefit pension plan, Social Security, annuity or insurance policy when the employee or policyholder dies.

TAX DEFERRAL: The postponement of income tax on certain investment accounts until money is taken out.

VESTING: The right of an employee, earned over a specified period of time, to receive some retirement benefit, regardless of whether he or she remains with the employer.

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- > Caregiving Resources
 - > Elder Financial Fraud and Abuse Resources
 - > Government Resources
 - > Other Non-Profit Resources
 - > Budget Worksheet
 - > Get Your Ducks in a Row

Resources

Caregiving Resources

Women's Institute for a Secure Retirement (WISER)

www.wiserwomen.org

WISER's website has information, tools, and resources to help women plan and prepare for a financially secure retirement. WISER also operates the National Resource Center on Women and Retirement Planning.

Subscribe to [WISER's quarterly newsletter](#).

Alzheimer's Association

www.alz.org

800-272-3900 (24/7 HELPLINE)

Find helpful information about caring for people with all types of dementia, including resources for caregiving during the early, middle and late stages.

Caregiver Action Network (CAN)

www.caregiveraction.org

CAN (formerly the National Family Caregivers Association) is a non-profit providing education, peer support, and resources to family caregivers.

Caring.com

www.caring.com

Caring.com can help find an assisted living facility or other housing options, an elder law attorney, a geriatric care manager, and other assistance using its senior care locator.

Caring From a Distance

www.cfad.org

202-895-9465

Provides special help for long-distance caregivers, offering a range of communication and online tools to help you and your family coordinate and implement a caregiving plan.

Consumer Voice

www.theconsumervoice.org

Consumer Voice is a national advocate organization that represents and empowers consumers in issues related to long-term care.

Eldercare Locator

www.eldercare.gov

800-677-1116

The Eldercare Locator, sponsored by the U.S. Administration on Aging, helps individuals find local caregiving services and resources.

Family Caregiving Alliance

www.caregiver.org

Family Caregiver Alliance is a public voice for caregivers, illuminating daily challenges they face, offering assistance they need, and championing their cause through education, services, research and advocacy.

Lotsa Helping Hands

www.lotsahelpinghands.com

Lotsa Helping Hands is a free service that brings together caregivers and volunteers through online communities.

National Alliance for Caregiving (NAC)

www.caregiving.org

NAC is a non-profit coalition of family caregiving organizations advancing family caregiving through research, innovation, and advocacy.

National Association of Area Agencies on Aging (n4a)

www.n4a.org

N4a is the nationwide network of the Area Agencies on Aging that exist locally throughout the country. It offers resources for older Americans, including information on caregiving and links to local services.

Elder Financial Fraud and Abuse Resources

Administration on Community Living/ U.S. Administration on Aging

www.acl.gov

1-800-677-1116

Finding trust-worthy local support resources for seniors.

Resources

Consumer Financial Protection Bureau

www.consumerfinance.gov/complaint

1-855-411-CFPB (2372)

Ensures that consumers get the information they need to make sound financial decisions. The CFPB's Office of Older Americans is specifically dedicated to those age 65 and older.

Federal Bureau of Investigation

www.fbi.gov/scams-safety/fraud/seniors

This FBI website provides information on common fraud schemes that target senior citizens. It describes the scams and ways you can protect yourself. You will find links to online reporting and local FBI offices.

Federal Crimes Enforcement Network

www.stopfraud.gov

Financial Fraud Enforcement Task Force investigates suspected financial fraud.

Federal Trade Commission

www.ftc.gov

1-877-FTC-HELP (382-4357)

Protects consumers from unfair, deceptive and fraudulent business practices and offers practical information on a variety of topics.

For information on ID theft:

www.ftc.gov/idtheft

1-877-IDTHEFT (438-4338)

National Center on Elder Abuse

www.ncea.aoa.gov

State Resources: Helplines, Hotline and Information
NCEA is a resource for families, advocates, and medical, legal, and social service professionals.

Postal Inspection Service

www.postalinspectors.uspis.gov

Investigates mail fraud, identity theft, telemarketing schemes, and other crimes often targeted at elderly citizens.

The Securities and Exchange Commission (SEC)

www.investor.gov

The SEC's website (investor.gov) was designed to help individuals invest wisely and avoid fraud. The site provides *A Guide for Seniors: Protect Yourself Against Investment Fraud and other resources*.

Government Resources

Centers for Medicare and Medicaid Services

www.medicare.gov

800-MEDICARE

Also includes nursing home quality comparisons.

National Clearinghouse on Long Term Care

www.longtermcare.gov

202-619-0724

Help understanding, planning and paying for long term care.

National Legal Resource Center

www.nlrc.aoa.gov

Resource and support center for legal professionals and advocates working in aging services.

National Resource Directory

www.nrd.gov

Directory of resources and services for wounded warriors, service members, veterans, their families and caregivers.

Social Security Administration

www.ssa.gov

800-772-1213

To access your statement online:
ssa.gov/mystatement.

U.S. Department of Labor, Employee Benefits Security Administration

www.dol.gov/ebsa

www.dol.gov/ebsa/publications

866-444-EBSA

Retirement Planning Workbook and Calculator,
Taking the Mystery Out of Retirement Planning.

Resources

U.S. Department of Veteran's Affairs – Caregiver Support

www.caregiver.va.gov

Learn about supports and services offered through the VA.

Other Non-Profit Resources

AARP

www.aarp.org

1-888-687-2277

AARP's Caregiving Resource Center has information, tools, and tips for caregivers.

ReACT (Respect A Caregivers Time) provides employers with resources to support employees who are caregivers.

www.aarp.org/react/

American Bar Association

www.findlegalhelp.org

800-285-2221

Help Our Wounded

www.helpourwounded.org

888-377-7964

Resources for caregivers and wounded veterans.

Medicare Rights Center

www.medicarerights.org

800-333-4114

Independent advocacy group.

National Academy of Elder Law Attorneys

www.naela.org

Lawyers who specialize in elder care and disability issues.

National Adult Protective Services Association (NAPSA)

www.napsa-now.org

217-523-4431

Information on Adult Protective Services, and the APS Resource Center.

National Association of Professional Geriatric Care Managers

www.caremanager.org

520-881-8008

Includes help for finding a care manager.

National Association of States United for Aging and Disabilities

www.nasuad.org

NASUAD represents state agencies on aging and disabilities. Its members deliver home and community based services and supports for people who are older, have a disability, and their caregivers.

National Council on Aging

www.ncoa.org

202-479-1200

Advocacy and resources for older adults.

National Foundation for Credit Counseling

www.nfcc.org

800-388-2227

Next Step in Caregiving

www.nextstepincare.org

Provides guidance and checklists to help with transitions to and from hospitals, nursing homes, in-home care, and rehab.

Pension Rights Center

www.pensionrights.org

202-296-3776

Offers free information and legal assistance through Pension Help America.

Well Spouse Association

www.wellspouse.org

Provides peer support and education about the challenges facing caregiving spouses.

Resources

Budget Worksheet (Monthly)

Part 1

<i>Fixed Expenses</i>	<i>Budgeted</i>	<i>Actual Cost</i>
Rent or Mortgage Payment		
Property Taxes		
Insurance (home, auto, health)		
Child Care		
Prescriptions		
Debt Repayment/Loans		
Telephone/Cell phone		
Utilities (gas, electric, water, internet, etc.)		
Car Payment		
Savings for Retirement		
Other		
TOTAL FIXED EXPENSES		

<i>Flexible Expenses</i>	<i>Budgeted</i>	<i>Actual Cost</i>
Food/Groceries		
Medical (glasses/contacts, over-the-counter medications, etc.)		
Car Maintenance		
Personal Care (Haircuts, etc.)		
Clothing		
Gasoline/Bus/Local Transportation		
Laundry/Dry Cleaning		
Household Supplies/Home Care and Maintenance		
Entertainment/Vacations		
Gifts		
Other		
TOTAL FLEXIBLE EXPENSES		

Budget Worksheet (Monthly)

Part 2

Caregiving/Elder Care Expenses	Budgeted	Actual Cost
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These include out-of-pocket expenses the caregiver spends to assist with caregiving responsibilities.

Rent/Housing		
Home Maintenance		
Gas/Travel expenses		
Prescriptions/Medical Bills		
Food		
Utilities		
Clothing		
Household supplies		
Personal services (laundry/dry cleaning, haircuts, etc.)		
Other		
TOTAL CAREGIVING/ELDER CARE EXPENSES		
+ TOTAL FIXED EXPENSES		
+ TOTAL FLEXIBLE EXPENSES		
= TOTAL MONTHLY EXPENSES		

Income	Budgeted	Actual Cost
Salary/Earned Income		
Social Security		
Reimbursed Expenses (for caregiving expenses)		
Investment Income		
Other		
TOTAL MONTHLY INCOME		
– TOTAL MONTHLY EXPENSES		
= DIFFERENCE (+/-)		

Resources

Get Your Ducks in a Row

Add Up Your Sources of Retirement Income

This table will help you identify sources of retirement income. It also will help you estimate what benefits will be available for as long as you live, for your spouse as a widow or widower, and whether it will keep up with inflation.

Source of income	Monthly	Can you count on getting the income amount for life?	Will the income keep up with inflation?	Can some or all of the income continue to your surviving spouse?
A. Social Security	\$ _____	Yes	Yes	Yes, offset by other Social Security benefits payable to the survivor.
B. Employer Pension If paid as monthly income	\$ _____	Yes	Private plans usually do not. Public employee plans often will. What is your plan's track record?	Yes, if you use a joint and survivor form.
C. Employer savings plan (401k) If paid as guaranteed monthly income	\$ _____* * Enter the estimated annuity income these funds could buy.	Yes	Not usually. Amount is fixed unless you use a variable or indexed annuity.	Yes, if you use a joint and survivor form.
D. Employer pension or savings plan If paid in a lump sum that's rolled over to an IRA and invested	\$ _____* * Enter the estimated annuity income these funds could buy.	Some risk of running out of money, depending on how well you manage investments and spending.	Depends on performance of your investments and the economy while you're retired.	Depends on how you manage investments and spending during your lifetime.
E. Part-time work	\$ _____	No. In later years you're unlikely to find a suitable job that you can perform.	Probably, as long as you keep working.	No
Total from all sources	Amount	How to Calculate Total Amount		
Initial income	\$ _____	Add A, B, C, D, and E		
Income you can count on for life	\$ _____	Add A, B, and C		
Income that can keep up with inflation	\$ _____	Add A and E, maybe B, C, D		



The challenge of helping people live a better tomorrow is something Transamerica and WISER are passionate about. Our long-term collaboration seeks to better understand how today's women pursue and validate important information, especially as it relates to their finances. We also are looking at the impact of serious cognitive impairments, such as dementia, on individuals, their families and caregivers.

WEB

www.transamerica.com/yourlife

PHONE

1-866-300-0028 (toll free)

M - F, 9 a.m. to 6:30 p.m. ET

Acknowledgements

This e-book is adapted from WISER's guide, *Financial Steps for Caregivers: What You Need to Know About Protecting Your Money and Retirement*, © 2014

www.wiserwomen.org

Find us on [Facebook](#) and [Twitter](#)

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