

INVOICE DOCUMENTATION REQUIRED

(Payment Request Policy)

Foreclosure Prevention Counseling

Include the following documentation with submissions:

1. Request for Payment Form
 2. Foreclosure Prevention Counseling Level 1 and Level 2 Form
 3. Must be agency-shared if HCO (*if not agency-shared with CHFA invoice will be returned*)
 4. If using CMAX, please provide a copy of the case notes for each client.
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Additional Reminders:

- ✓ Follow the Sample Case Notes for clients receiving the Foreclosure Prevention Counseling sessions to ensure notes are entered accordingly and acceptable to CHFA for payment.