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.

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.