

INVOICE DOCUMENTATION REQUIRED

(Payment Request Policy)

Online Homebuyer Education (eHome America)

Include the following documentation with submissions:

1. Request for Payment Form
2. Attendance Sheet – *If any column is incomplete, invoice will be returned.*
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.
5. Evaluation Forms

Additional Reminders:

- ✓ Follow the Sample Case Notes for clients receiving the Online Homebuyer Education (eHome America) Counseling sessions to ensure notes are entered accordingly and acceptable to CHFA for payment.