

INVOICE DOCUMENTATION REQUIRED

(Payment Request Policy)

Pre-Closing Education	Pre-Purchase Education
Landlord Education	Financial Fitness Class

Include the following documentation with submissions:

1. Request for Payment Form
 2. Attendance Sheet - *If any column is incomplete, invoice will be returned.*
 3. Roster Sheet HCO or CMAX *(to identify what system agency is using for entering data)*
 4. Walk-in Sign in Sheet- *Attendance sheet must completed entirely and legible.*
 5. Evaluation Forms
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Additional Reminders:

- ✓ Ensure all rosters and sign-in sheets for each class are consistent with client information.
(Avoid missing info and missing client(s)).
- ✓ Submit quarterly class schedule forms **30 days prior** to the upcoming quarter. An email notification will go out to all agencies of when the new class schedules has been updated and posted to the CHFA website at that time it is required that all agencies check for accuracy and notify counseling@chfa.org immediately if any changes are needed.
- ✓ Inform CHFA of any class cancellations within **24 to 48 hours** prior to the date of the class by sending an email to counseling@chfa.org with reschedule dates if applicable. CHFA will only make exceptions if class cancelled on the same day due to unforeseeable inclement weather.