National Foreclosure Mitigation Counseling Program
Sub-grantee Checklist for Individual Client Files

______________________________	_________________________	___________________________
Counseling Organization	Client First Name	Client Last Name
______________________________	_________________________	___________________________
Counselor	Counseling Level(s) Billed	Intake Date

To bill as a "Level One" counseling unit, NFMC client files must contain the following documents:

☐	Intake Form
☐	Signed authorization and disclosure form (Foreclosure Mitigation Counseling Agreement/Disclosure Form)
☐	Signed authorization and privacy policy form (Combined Privacy Act Notice and Tennessen Warning)
☐	Completed Making Home Affordable (MHA) Program Eligibility Determination Checklist
☐	Client Budget
☐	Written Action Plan

To bill as a "Level Two" counseling unit, NFMC client files must contain the following documents:

☐	Signed authorization and disclosure form (Foreclosure Mitigation Counseling Agreement/Disclosure Form) (if not already in file)
☐	Signed authorization and privacy policy form (Combined Privacy Act Notice and Tennessen Warning) (if not already in file)
☐	Budget Verification Documentation
☐	Current Verified Budget
☐	Written Action Plan (if not already in file because client received Level 1 elsewhere)
☐	Documentation of Steps Taken based on Action Plan

Comments:

____________________________________ ____________________________________

Date NFMC file closed out   Date of NFMC File Compliance Review

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Signature of Counselor/Staff Member who reviewed file

Please refer to your NFMC Program Procedural Manual for detailed information.