MINNESOTA HOUSING

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. *The use of this checklist is only required through December 31, 2016.*
	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

Signature of Counselor/Staff Member who reviewed file

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