

Appendix E: Activity Report for Approved Credit Counseling Agencies

Please submit this report within 30 calendar days following the end of each **six-month period**.

Questions? Contact Executive Office for United States Trustees at (202) 514-4100, or ust.cc.help@usdoj.gov.

Reporting Period: (Check one)		<input type="checkbox"/> July-December	<input type="checkbox"/> January-June	Year: _____
Agency No: _____				
Name of Agency: _____			E-Mail: _____	
Contact Person: _____				
<small>Someone who could answer USTP questions</small>				
Instructions: Please provide actual (not estimated) data for all clients counseled by the Agency this reporting period. No cell should be left blank. If none, enter "0" in the cell.				
New Clients this Reporting Period				
Q1	Number of new pre-bankruptcy clients counseled this reporting period			<input type="text"/>
Q2	Number of other new clients counseled this reporting period			<input type="text"/>
Q3	Number of clients requesting counseling in language other than English*			<input type="text"/>
Q4	Number of clients provided counseling in language other than English*			<input type="text"/>
Q5	Number of hearing-impaired clients requesting counseling			<input type="text"/>
Q6	Number of hearing-impaired clients provided counseling			<input type="text"/>
<small>* Specify languages on next page</small>				
Debt Repayment Plans (DRPs)				
Q7	DRPs active at the start of this reporting period			<input type="text"/>
Q8	DRPs active at the end of this reporting period			<input type="text"/>
Q9	Of all new pre-bankruptcy clients seen this reporting period, number enrolled in DRPs			<input type="text"/>
Q10	Of all other new clients seen this reporting period, number enrolled in DRPs			<input type="text"/>
Q11	DRPs closed this reporting period with completed debt repayment plans			<input type="text"/>
Q12	DRPs closed this reporting period without completed debt repayment plans			<input type="text"/>
Q13	Percentage of new pre-bankruptcy new credit counseling clients enrolled in DRPs			<input type="text"/>
				<small>(Q9 ÷ Q1) x 100</small>
Q14	Percentage of other new credit counseling clients enrolled in DRPs			<input type="text"/>
				<small>(Q10 ÷ Q2) x 100</small>

Instructions: Please provide actual (not estimated) data for all fees and bankruptcy certificates issued by the Agency this reporting period. No cell should be left blank. If none, please enter "0" in the cell.

Credit Counseling Certificates Issued this Reporting Period

	Counseling Method			Q18 Total Fees or Contributions
	a In-Person	b Telephone*	c Internet*	
Q15 Certificates issued at no cost				
Q16 Certificates issued at reduced cost				▶ a
Q17 Certificates issued at regular cost				▶ b
Total				
	(Q15a+Q16a+Q17a)	(Q15b+Q16b+Q17b)	(Q15c+Q16c+Q17c)	(Q18a+Q18b)

* The former method of delivery, "telephone/Internet," has been eliminated. You must select either telephone or Internet based on the primary method used for delivery of counseling services. Please see the Instructions for more information.

Languages Requested other than English*

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

* If more than ten, please attach a list of additional languages requested.

Languages Provided other than English*

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

* If more than ten, please attach a list of additional languages provided.