

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: _____			
Someone who could answer USTP questions			

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 style="width: 80%;" type="text"/>
Q2	Number of other new clients counseled this reporting period	<input style="width: 80%;" type="text"/>
Q3	Number of clients requesting counseling in language other than English*	<input style="width: 80%;" type="text"/>
Q4	Number of clients provided counseling in language other than English*	<input style="width: 80%;" type="text"/>
Q5	Number of hearing-impaired clients requesting counseling	<input style="width: 80%;" type="text"/>
Q6	Number of hearing-impaired clients provided counseling	<input style="width: 80%;" type="text"/>

* Specify languages on next page

Debt Repayment Plans (DRPs)

Q7	DRPs active at the start of this reporting period	<input style="width: 80%;" type="text"/>
Q8	DRPs active at the end of this reporting period	<input style="width: 80%;" type="text"/>
Q9	Of all new pre-bankruptcy clients seen this reporting period, number enrolled in DRPs	<input style="width: 80%;" type="text"/>
Q10	Of all other new clients seen this reporting period, number enrolled in DRPs	<input style="width: 80%;" type="text"/>
Q11	DRPs closed this reporting period with completed debt repayment plans	<input style="width: 80%;" type="text"/>
Q12	DRPs closed this reporting period without completed debt repayment plans	<input style="width: 80%;" type="text"/>
Q13	Percentage of new pre-bankruptcy new credit counseling clients enrolled in DRPs	<input style="width: 80%;" type="text"/>
		(Q9 ÷ Q1) x 100
Q14	Percentage of other new credit counseling clients enrolled in DRPs	<input style="width: 80%;" type="text"/>
		(Q10 ÷ Q2) x 100

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.