

Welcome to Family & Community Services, Consumer Credit Counseling. Thank you for contacting us for assistance with the required Post Bankruptcy Certification. Enclosed, please find the following forms to be completed and returned to our office. We thank you for taking the time to complete the paperwork to the best of your ability.

What we need you to sign and return PRIOR to your scheduled class date:

- 1) Disclosure letter/ About this Course (with your scheduled date and time)
- 2) Registration Form/ Post Bankruptcy Personal Financial Management (We must have your bankruptcy case # in order to print your certificate)
- 3) Privacy Notice Release (Needed to provide the certificate)
- 4) Copy of your Photo ID
- 5) Payment for service. See attached disclosure for costs. A Money Order of a Certified Cashier's Check from your bank can be made payable to "CCCS". We are not permitted to accept personal checks.
- 6) If you think you may be eligible for a partial or full fee waiver for the service, we ask that you submit proof of all forms of household income for a minimum of one month. (Pay Stubs, Social Security/ Disability/ Pension documentation, Child Support, Alimony, etc.) We will need the documentation well in advance of your scheduled class so that we can determine the eligibility and notify you of your fee. You can mail the documentation to CCCS at 705 Oakwood St., Suite 106, Ravenna, Ohio 44266 or fax to 330.297.0112.

What we need you to return CCCS immediately AFTER you have completed your class:

- 1) Signed acknowledgement of receipt of information and counseling regarding Personal Financial Management.
- 2) Your completed Test.
- 3) Your completed Evaluation of Service.

You will keep the provided Agenda and Course material for your records and use.

Once all documentation has been received and your class is completed, we will issue your final discharge certificate.

If you wish us to fax a copy of your certificate to your attorney, please provide the fax number in which we are to fax it to.



Begin a brighter financial future today.

**CCCS of Family & Community Services, Inc.
705 Oakwood St. Suite 106 Ravenna, Ohio 44266**

Phone: 330.297.0080 ext. 362

Fax: 330.297.0112