

From: Drake, Juliet (USTP)

Sent: Thursday, December 29, 2022 6:01 PM

Subject: Updated Credit Counseling and Debtor Education Application forms

Attention all Approved Credit Counseling Agencies and Personal Financial Management Education Course Providers:

Please be advised that updated Applications, Instructions, and Appendices for credit counseling agencies and debtor education providers have been posted to the United States Trustee Program's website and can be accessed at <https://www.justice.gov/ust/credit-counseling-debtor-education-information>. These updated documents are effective immediately, will expire on September 30, 2025, and must be used by all agencies and providers applying for approval or re-approval until that time.

I bring two changes of note to your attention.

- 1) Returning applicants are now required to complete the application in full every five years, regardless of whether there are any changes in their responses. Beginning in January 2023, the USTP will provide notice to applicants approximately one year in advance of when they will be required to complete the next application in full.
- 2) An instruction has been added for Item 1.6 requiring that all websites, landing pages and destination pages—whether operational or not—that are owned by the applicant be listed on the application. This includes providing the date the website, landing page or destination page was created.

Finally, in an effort to better ensure the protection of information provided in the Application for Approval as a Nonprofit Budget and Credit Counseling Agency and Application for Approval as a Provider of a Personal Financial Management Instructional Course, please ensure that all applications going forward are submitted by encrypted electronic mail to ccapp@usdoj.gov or deapp@usdoj.gov. The United States Trustee Program also will continue to accept hard copies by overnight mail to the following address:

Executive Office for United States Trustees
Credit Counseling Application Processing [or Debtor Education Application Processing]
441 G Street, NW
Suite 6150
Washington, DC 20548

In addition, the United States Trustee Program has a secure file sharing system (JEFS) that can be used if requested. If you are interested in using the JEFs system or another secure method to submit an application, please contact me.

Thank you for your cooperation. If you have any questions, please contact me at Juliet.Drake@usdoj.gov or (202) 307-3698.

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