

Unemployment Bridge Program (UBP)

Roles and Responsibilities

Servicer Responsibilities

- May refer potential UBP candidates to Kentucky Housing Corporation (KHC) through Kentucky Homeownership Protection Center (Protection Center) Web site, www.ProtectMyKYHome.org.
- Provide contact information to KHC.
- Complete UBP enrollment form.
- Accept or deny each homeowner's participation in UBP through Option I or Option II reporting. (Denials may only be for pending litigation, potential fraud, or poor payment history prior to the hardship.)
- Place hold on foreclosure process, if underway, once participant is approved for UBP and during the course of the program.
- Waive late fees for prior delinquency and during the course of the program.
- Notify KHC of any payment changes within 30 days of effective date, if possible.
- Return Option I or Option II reports back to KHC within 5-7 days (or sooner) or receiving them.

KHC Responsibilities

- Deem referral eligible for UBP.
- Approve UBP loan.
- Send a signed Third Party Authorization Form and Option I or Option II reports to servicer.
- Notify servicer of amendments or changes to UBP.
- Verify reinstatement fees and monthly payments.
- Send payments to servicer through the Automated Clearing House (ACH).
- Correct any payment issues for servicer.
- Send monthly payments on the 10th of every month.
- Supply notice of UBP completion after the last payment is made.