

APM 20-04

April 15, 2020

MEMORANDUM FOR: All Participants in Ginnie Mae Programs**FROM:** Seth Appleton, Principal Executive Vice President**SUBJECT:** Servicemembers Civil Relief Act (SCRA) Process Improvements

In an effort to streamline the process through which Issuers apply for SCRA Interest Short Fall Assistance, as detailed in Chapter 34 of the Mortgage-Backed Securities Guide, Ginnie Mae is implementing the following changes.

Currently, Ginnie Mae requires Issuers applying for SCRA Interest Short Fall Assistance to submit the SCRA Loan Eligibility Information in Appendix XI-06 and the SCRA Quarterly Reimbursement Request in Appendix XI-08 in both hard copy and electronic form. Effective immediately, Ginnie Mae is eliminating the requirement to submit hard copies. All Eligibility Request Forms, Reimbursement Request forms, and supporting documentation must be submitted in PDF format using the file upload function available in the Ginnie Mae Enterprise Portal (GMEP). When uploading SCRA documentation, Issuers must use the radio button labeled "Service Members Civil Relief Act Files". Please see the screen shot enclosed below as Attachment A.

Chapter 34, Part 3, Sections A and E, Appendix XI-06, and Appendix XI-08 of the Ginnie Mae Mortgage-Backed Securities Guide have been amended in accordance with this memorandum.

If you have any questions regarding this announcement, please contact your Account Executive in the Office of Issuer and Portfolio Management directly or at (202) 708-1535.



APM 20-03

Attachment A: Screenshot of GMEP File Upload Page

Home My Profile RFS **File Upload**

File Upload

Select File Type:

- Custodial Account Verification
- Federal Home Loan Supplemental
- IPA Files
- Matching and Suspense file
- MF Prepayment Penalty
- PFI-CAA
- Pool Accounting Files
- Remittance Advice
- Service Members Civil Relief Act Files
- WHFIT Files