

## Co-sponsor Case File Checklist

Client (PA): \_\_\_\_\_ Case Size: ( ) Case Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Cosponsor (CS): \_\_\_\_\_

Case Manager: \_\_\_\_\_ Contact: \_\_\_\_\_

File Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Content	Due	On File	Note
Faith/Community Group Commitment Form	Before arrival		
Client Contact Information Sheet	24 hours		
R&P Home Evaluation and Safety Checklist	24 hours		
R&P Home Supply List	24 hours		
Next Calendar Day Home Visit Form	24 hours		
Co-sponsor Photo & Interview Release Form	24 hours		
Authorization to Release Information	24 hours		
IOM Promissory Note (copy)	24 hours		
Refugee Travel Letter (copy)	24 hours		
DSS Client ID numbers <i>available the day of visit</i>	Day of DSS visit		
DSS Determination Letters (copy) <i>mailed to client 2-3 weeks after visit</i>	After DSS visit		
DSS Connect cards (copy) <i>mailed to client 2-3 weeks after visit</i>	After DSS visit		
Husky cards (copy) <i>mailed to client 2-3 weeks after visit</i>	After DSS visit		
Cosponsor Case Management Intake	5 days		

<b>Content</b>	<b>Due</b>	<b>On File</b>	<b>Note</b>
ESL registration (copy)	10 days		
Lease (signed by client)	30 days		
30 Day Home Visit Form	30 days		
Food bank referral	30 days		
WIC documentation	30 days		
Budget	30 days		
Resettlement Plan (EA/action plan)	30 days		
Resume	30 days		
Cultural Orientation (CO) Assessment	30 days		
Refugee Health Assessment (RHA)	30 days		
School registration (copy) <i>or proof of registration</i>	After enrollment		
Employment Information Sheet	After employment		
Medical Follow-up Note	Varies by case		
R&P Core Services Checklist	90 days		
Other			
Other			

<b>Weekly Case Notes:</b>			
WK 1			
WK 2			
WK 3			
WK 4			
WK 5			
WK 6			
WK 7			
WK 8			
WK 9			
WK 10			
WK 11			
WK 12			