

## R&P Program Home Supply List

Affiliates must ensure that all home supply items and food and/or food allowance are provided upon arrival. When completing this form, list the specific quantities provided; check marks or "enough" are not acceptable responses.

<b>PA Name:</b>		<b>Case #:</b>	<b>List Completed by:</b>	
<b>Case Size:</b>	<b>DOA:</b>	<b># of Occupants:</b>	<b>Date Completed:</b>	
<b>Address:</b>			<b>Temporary (T) or Permanent (P) Housing:</b>	
<b>Furniture</b>		<b>Quantity</b>	<b>Kitchen Items</b>	<b>Quantity</b>
Mattress and box spring (only married couples or small children of same gender may be expected to share beds)			One place setting of tableware (fork, knife, spoon) per person	
Bed frame			One place setting of dishes (plate, bowl and cup) per person	
One set of drawers, shelves or other unit appropriate for storage of clothing per family			Pots and pans: at least one sauce pan, frying pan, and baking dish	
One couch or equivalent seating per family (in addition to kitchen chairs)			Mixing/serving bowls	
One lamp per room, unless installed lighting is present and adequate, and light bulbs as needed			One set of kitchen utensils (such as a spatula, wooden spoon, knife, serving utensils, etc.)	
Kitchen table (per case) and chair (per person)			Can opener	
<b>Linens and Other Household Supplies</b>			<b>Toiletries (new)</b>	
One bath towel per person			Toilet paper (list number of rolls)	
One set of sheets for each bed			Shampoo	
Blanket(s) for each bed as seasonally appropriate			Soap	
One pillow and pillowcase for each person			One toothbrush per person	
Alarm clock			Toothpaste	
Paper, pens, and/or pencils (one set per case recommended)			Personal hygiene items (such as deodorant, feminine hygiene products, and razors)	
<b>Cleaning Supplies</b>				
Dish soap			Two waste baskets	
Bathroom/kitchen cleanser			Trash bags (list number of boxes)	
Laundry detergent			Mop or broom	
Sponges or cleaning rags and/or paper towels				
<b>Other Items and Food</b>			<b>Description</b>	
Appropriate seasonal clothing for work, school and everyday use: <i>Clean clothing, in good condition, for all members of the family (including proper footwear)</i>				
Baby items, as needed: <i>Baby food, clothing, diapers, car seats, and cribs</i>				
Food available on arrival: <i>Culturally appropriate, ready-to-eat food, plus one day's worth of additional food supplies and staples (including baby food, as needed)</i>				
Food within one day of arrival: <i>Food or food allowance at least equivalent to the food stamp allocation for that family unit and continued food assistance until receipt of food stamps or until individual/ family is able to provide food for themselves</i>				
Additional items appropriate to family size and composition: <i>For example, large families should receive enough cookware to prepare a meal for all individuals; additional plates and utensils may be appropriate for a single individual.</i>				
<b>Client Name:</b>		<b>Signature:</b>		<b>Date:</b>
<b>Client Name:</b>		<b>Signature:</b>		<b>Date:</b>
<b>Co-Sponsor Name:</b>		<b>Signature:</b>		<b>Date:</b>
<b>Interpreter Name:</b>		<b>Signature:</b>		<b>Date:</b>