

**Afghan Placement & Assistance (APA) Case Intake Form**

*This form is used to document case data within five working days of arrival.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Principal Applicant’s Name | | | | |  | Date of Arrival | | Date of Intake | |
|  | | | | |  |  | |  | |
| Case Number | | Case Size | Country of Origin | |  |  | | | |
|  | |  |  | |  |  | | | |
| Case Address | | | | |  | Address Change (*if applicable*) | | | |
|  | | | | |  |  | | | |
| Case Phone | | Landlord Name/Phone (*if applicable*) | | |  |  | | | |
|  | |  | | |  |  | | | |
| U.S. Tie Case | | U.S. Tie Name | | |  | Address Change Date | | | |
| Yes  No | |  | | |  |  | | | |
| U.S. Tie Address | | | | |  | New Landlord Name | | | |
|  | | | | |  |  | | | |
| U.S. Tie Phone | | | | |  | New Landlord Phone | | | |
|  | | | | |  |  | | | |
|  | | | | | | | | | |
| **Case Members** | | | | | | | | | |
| Name | | | | Relationship to PA | | | Sex | | Date of Birth |
| 1. |  | | |  | | |  | |  |
| 2. |  | | |  | | |  | |  |
| 3. |  | | |  | | |  | |  |
| 4. |  | | |  | | |  | |  |
| 5. |  | | |  | | |  | |  |
| 6. |  | | |  | | |  | |  |
| 7. |  | | |  | | |  | |  |
| 8. |  | | |  | | |  | |  |
| 9. |  | | |  | | |  | |  |
| 10. |  | | |  | | |  | |  |

**Case manager discussed and reviewed the following topics with all adult members in the case:**

|  |  |
| --- | --- |
| Client rights and responsibilities | APA financial assistance |
| Role of resettlement agency | Emergency contacts |
| Grievance policy | Case’s address and phone number in English |

|  |  |  |
| --- | --- | --- |
| **Comments:** | | |
| Intake Conducted by: | | |
| Name: |  | Title: |