

**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  |

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