

GNT CORE SERVICES CHECKLIST

<i>Case Lead Responsibility:</i>	<i>Checkbox after complete</i>
Interview Intake	
Service Plan	

Principal Applicant: _____
 Case Number: _____
 WR Office: _____
 Date of Arrival (DOA): _____
 DOA + 30 Days: _____
 DOA + 90 Days: _____

	RECEPTION SERVICES AND MATERIAL NEEDS	DATE	INITIAL CASE NOTED
PRE-ARRIVAL	U.S. Tie Coordination (if applicable)		
	Housing Plan (decent, safe, sanitary)		
DAY 1	Airport Reception		
	Food- Culturally Appropriate Meal		
	Food- Allowance until Benefit Approval		
DAY 5	Furnishings, Household Items (MNS & SVHC Forms)		
	Pocket Money (w/signed disbursement form)		
AS NEEDED	Seasonally Appropriate Clothing (Assessment upon arrival)		
	Transportation (if applicable include carseat)		

	HOME VISITS	DATE	INITIAL CASE NOTED
AS LISTED	Next Calendar Day Home Visit (welfare assessment in case notes)		
	30 Day Home Visit		
	Home Visit (if moved within service period)		

	HEALTH SERVICES	DATE	INITIAL CASE NOTED
30	Initial Health Screening		

	ASSISTANCE TO ENROLL	DATE APPLIED	DATE RECEIVED	INITIAL CASE NOTED
DAY 7	Social Security Cards (application and receipt) *Only receipt if applied upon U.S. entry			
	Cash Assistance (application and receipt)			
	Food Stamps (application and receipt)			
	Medicaid (application and receipt)			

	ASSISTANCE TO ENROLL	DATE	INITIAL CASE NOTED
DAY 10	Employment Services (EAD receipt)		
	ESL		
	Change of Address Forms		
	AR-11s		
DAY 30	School Enrollment		
	Selective Service (if applicable)		
	Other Appropriate Services (WIC, SSI)		

	CULTURAL ORIENTATION Within day 60, if one session; day 75, if multiple sessions	DATE	INITIAL CASE NOTED
WITHIN SERVICE PERIOD	Role of World Relief		
	Refugee Status		
	English		
	Public Assistance		
	U.S. Laws		
	Community Resources and Services		
	Employment		
	Health		
	Budgeting and Personal Finance		
	Housing		
	Hygiene		
	Safety		
	Cultural Adjustment		
	Education		
	Transportation		
Travel Loan			

Explanations for any late services or "No" responses:

GNT LEAD VERIFIES ALL CORE SERVICES ARE COMPLETE AND DOCUMENTED IN CASE NOTES

Verified By: _____
 Date: _____