

World Relief R&P Service Plan FY 2024 (Revised July 2024)

“An intake interview shall be conducted no later than seven (7) working days after arrival and include verifying refugee documentation; **assessing each adult for needed services and in collaboration with each adult developing a written service plan for the R&P period...**” [FY24 CA, Section 15.2.vii.d.1., p.41]

CLIENT INFORMATION			
(Complete one Service Plan for each adult case member within 7 working days after arrival)			
CASE NUMBER		INTERVIEWER	
CLIENT'S NAME		DATE	
INTEPRETER NAME		DATE OF ARRIVAL	

NEEDED SERVICES:

Review each R&P core service with **each adult client within 7 days upon arrival** to determine the service needs. For each item below indicate the status of the core services and document the plan for completing the service during the R&P period.

Core Service	Assessment*	Plan for Completing Services**
Housing: Client is in safe, sanitary, and affordable housing (Describe current housing and living arrangements)		
Access local grocery store to purchase food for family		
Apply for Cash Assistance		
Apply for Food Assistance		
Apply for Medical Assistance		
AR-11 & USPS Address Change Orientation		
Cultural Orientation		

Social Security Application follow-up		
EAD card follow-up		
ESL Enrollment		
School Enrollment for Children, if applicable		
Employment Services Enrollment and subsequent job search		
Selective Service Registration, if applicable		
Health Screening		
Transportation		
Other Applications (WIC, SSI)		
Other comments/issues relevant to the client's resettlement (Incl. Potential in-house referrals to other programs/services)		

Adult Case Member _____ Date _____ WR Staff/Volunteer/Co-sponsor (GNT) Signature _____ Date _____

*Assessment: Record the current level of need. I.E. Client is in temporary housing and would like to move to permanent housing as soon as possible.

**Plan for completing services: Please indicate who will assist the client with the various core services. If the client has the skills to complete a few of the core services either alone or with the help of the UST, please indicate this in the plan. I.E. Client's UST has suggested housing options. Caseworker will follow up with client to review the housing options.

FY2024 (revised 07/29/2024)