

APA Families Forms & Timeline Cheat Sheet

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	Form/To do	Responsibility Source		Due to CM	Notes
Pre - Arrival	Pre-Arrival Document	CM	CM	NA	Sent to CS, Family information
	Co-sponsor Agreement	CS	CM	with in 24 hours	
	IRIS MOU	CS	CM	with in 24 hours	
	Case Notes	CS	IRIS Website (template)	Weekly	Pre-arrival & Weekly for 90 days
	Client Contact Info sheet	CS	IRIS Website	NA	"R&P Form Completion Instructions"
	DSS Letter	CM	CM	NA	CM letter to DSS
Post Arrival:	Home Evaluation & Safety Checklist Form	CS	IRIS Website	1st week	
	Home Supply List Form	CS	IRIS Website	1st week	
	DSS Online Application	CS	IRIS Training Documents "DSS Online Instructions"	NA	
	1st Visit Form	CS	IRIS Website	1st week	
	Authorization to Release Information Form	CS	IRIS Website	1st week	
	Client's rights and Grievance Form	CS	IRIS Website	1st week	
	Co-Sponsor Photo/Interview Release Form	CS	IRIS Website	1st week	
	R&P Co-Sponsor Management Intake Form:	CS	IRIS Website	1st week	
	I-94 (APA clients may arrive with form or CM may have to search for it)	CS	CM or Client	1st week	Copies to CM
	Pre-Arrival Medical Reports	CS	client	1st week	Copies to CM
	Passport	CS	client	1st week	Copies to CM
	Marriage Certificate	CS	client	1st week	Copies to CM
	School records (none for APA, sometimes R&P)	CS	client	1st week	Copies to CM
	AR-11	CS	Online	N/A	Submit online within 10 days of arrival, Copy to CM
	Statement of Mutual Rights and Responsibilities	CS	IRIS Website	N/A	Review only
Sanctions & Termination of Services Policy	CS	IRIS Website	N/A	Review only	
Selective Service Form (if applicable)	CS	Online	N/A	Submit online if applicable. Copy to CM	
Housing	Copy of Lease Agreement	CS	CS	ASAP	As soon as housing is secured
	W9	CS	IRIS Website	ASAP	Copy to CM
	Correspondence/Application for Energy Assistance	CS	CT Energy Assistance	ASAP	Copy to CM
ESOL/School/Local Services (referral forms)	ESOL	CS	Local	ASAP	Copies to CM
	Legal Assistance	CS	Local	ASAP	Copies to CM
	Food Pantry	CS	Local	ASAP	Copies to CM
	Diaper Bank	CS	Local	ASAP	Copies to CM
	WIC	CS	Local	ASAP	Copies to CM
	State Subsidized Childcare	CS	https://www.ctcare4kids.com/	ASAP	Copies to CM
	School Registration	CS	Local	ASAP	Copies to CM
YMCA or Boys & Girls Club (before & after school, summer) If Available	CS	Local	N/A		
State Benefits	DSS and Husky Cards	CS	DSS	ASAP	Copy of cards to CM
	Second Home visit	CS & CM	IRIS Website	N/A	Submit at Visit to CM
Employment	Employment Assessment	CS	CM	within 30 days	Copies to CM
	Resume	CS	CS	<30 days	Copies to CM
	Employment Information Sheet Form	CS	Employment Info Sheet	after Employment	Copies to CM
Health	Refugee Health Assessment Form (RHA)	CS	CM/Healthcare Provider	ASAP	Copies to CM
	Cultural Orientation (CO) Assessment Form	CS	CM	<60 days after CORE	
90 Day Visit	Earnings and Expenses	CS	IRIS Website	90th day	Review & Submit to CM at 90 Day Meeting

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