

R&P Forms and Timeline Cheat Sheet

	Form/To do	Responsibility	Source	Due to CM	Notes
Pre - Arrival	Review of R&P Form Completion Instructions and Case File Documentation Timeline	CS	IRIS website	NA	Includes instructions for all forms and services listed.
	Faith/Community Group Commitment Form	CS	IRIS Website	before arrival	
	IRIS MOU	CS	CM	within 24 hours	
	Case Notes	CS	IRIS Website (template)	Weekly	Pre-arrival & Weekly for 90 days
	Review of optional Core Services Calculator	CS	IRIS Website	NA	To be filled out throughout R&P period

Post Arrival:	Next Calendar Day Home Visit	CS	IRIS Website	day following arrival	
	Home Evaluation & Safety Checklist Form	CS	IRIS Website	72 hours	
	Home Supply List Form	CS	IRIS Website	72 hours	
	State Dept PRM Letter (Refugee Travel Letter) - copy	CS	client	72 hours	Scan in color - copy to CM
	Client Contact info sheet	CS	IRIS Website	1st week	
	DSS Authorization for Disclosure of Information	CS	IRIS Website	Before DSS application	Only used when family cannot be present at DSS and documents are urgently needed.
	DSS Online Application	CS	IRIS Training Documents "DSS Online Instructions"	NA	
	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	
	IOM Promissory Note - copy	CS	client	1st week	Copy to CM
	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 - USCIS website	N/A	Submit online within 10 days of arrival, Copy to CM
	Statement of Mutual Rights and Responsibilities	CS	IRIS Website	1st week	
	Sanctions & Termination of Services Policy	CS	IRIS Website	1st week	
	Selective Service Form (if applicable)	CS	Online - Selective Service System website	N/A	Submit online if applicable. Copy to CM
	30th Day Home Visit Form	CS	IRIS website	30th Day	
	Family Service Plan	CM/CS	IRIS Website/CM	Completed by 30th day	Based on interviews with CM/updated by CS.
Second Home Visit	CS/CM	IRIS website	30th day visit by CM	CS completes before CM visit for CM's review with client	

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 registration receipt	CS	Local	ASAP	Copies to CM
	Legal Assistance (if applicable)	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 Child Care	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
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Employment	Employment Assessment	CS	CM	within 30 days	Copies to CM
	Resume	CS	CS/IRIS Website template	<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/IRIS Website	<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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