**New Arrival Form**

Driver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Caseworker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CW Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Arrival Information**  PA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scheduled Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gate #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Case Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many cars needed: \_\_\_\_\_\_\_\_\_\_\_\_ Special Equipment? \_\_\_\_\_\_\_\_\_  # of car seats needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of booster seats needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  UST Name and Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is UST assisting in arrival?  Yes  No  Make sure they have their IOM bag before leaving!!!!!!! |
| **Drop Off Information**  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Circle One: Temporary or Permanent  Ready to Eat Meal Upon Arrival: ( Y /N ) Who Delivered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Groceries Delivered to Home: ( Y / N ) Who Delivered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Checklist (must check each box)**  Check for groceries/ready to eat meal  Home keys given to client  Mailbox keys given to client  Show how to lock/unlock door  Show how to use thermostat  Show how to use toilet and shower  Show how to use oven/stovetop/microwave  Show how to use garbage disposal  Get client’s phone number (does client have working phone? ( Y / N )  Give caseworker’s phone number to client. Tell them CW will visit them next business day. |
| *REMEMBER, you are the first face they see in their new home. Remind them you are happy they are here and welcome them home!* ☺ |