**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 PermanentReady 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!* ☺ |