



CITY LOCALS INTAKE CHECKLIST

Name of City Local Entering Program: _____

Date of Intake: _____

Personal Identification / Determination Documentation

- Copy of Driver's License / Identification Card
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of Medical Insurance Card
- Copy of SSI Determination Letter
- Copy of Psychological Evaluation and/or Diagnosis of Disability

Southwind Fields Releases / Waivers / Agreements

- Binding Agreement (Southwind Fields / Participant Agreement)
- Records Release Form
- Photo Release Form
- Financial Release Form
- HIPPA Release Form
- Background Check

Other Documentation / Contacts / Assessments / Plans

- Emergency Contact Form (copied and posted in Locals' living space)
- Initial Nursing Assessment / Nursing Checklist
- Local Advisor Checklist
- Bus Training Assessment
- VIA Application (can be signed by doctor, nurse, or TWC)

To Do

- Take Chart ID Photo
- Give Locals their T-Shirt
- Take Group Photo
- Double Check Signatures
- First Month Program Fees Paid