

List of Potential Intake Documents

Required:

- ID (for adults)
- Birth Certificates or Immunization Record (for children)
- Social Security Cards (for all household members)

If Applicable:

- Mental health evaluation/ MH diagnosis and treatment plan
- Case Summary for any arrest
- Social Security Award Letter
- Marriage Certificate (if one adult is not on Birth certificate)
- Medical diagnosis documentation/ work limitations if reporting medical problems interfere with working
- List of Prescriptions
- DCF case closed letter or DCF case plan
- Individual Education Program (IEP) or 504 plans for children
- Custody paperwork if Client is not the biological parent
- Legal or Court paperwork
- Citizenship/Work Authorizations
- Termination of Probation/ Terms of Probation if still on probation
- Proof of completing recent substance, anger, or mandated courses
- Medication management Clients: Compliance letter, TX plan, urine drug screens, Medication Assistance Record
- Motivational Letter
- Domestic Violence Screening
- Domestic Violence Referral from the Spring if within the past few weeks.