

# First Step Back Home Caseworker Worksheet

## I. Intake Completion

- All line items are completed.
- Ask client to get information if not complete at second interview.
- Be sure client signs the release statement.
- I can get birth certificates for client if they were born in Missouri.

## II. Shelter

- Dates in motel.
- List who is paying for motel and how long.
- Make sure next day is paid for before 11 am on check out day.
- Make sure client leave key they he checks out.
- List any problems they may have occurred.
- Make list of other people in rooms if they have to double up.
- Make sure room has microwave oven and refrigerator.

## III. Food/ Clothing

- Be sure client has food and drink at all times.
- Have clothing vouchers available at all times.
- Be sure client knows when thrift stores and food pantries are open.
- Make sure client is not spending money on food or clothes unless absolutely necessary.

## IV. Jobs

- List agencies or businesses applied to by client.
- Note when, where, how long and by whom client was hired.
- Note daily progress of client at work.
- Note take home wages earned per week.
- List other companies applied to and how much more they pay than client is making now.
- Establish goal for better job and more education ie. Trade schools, colleges, apprenticeships, etc.

## V. Transportation

- Set goals for client to save and obtain a car.
- Make sure client is legal with licenses and can get insurance if he gets a car.
- If license is revoked, set goal for getting it reinstated ASAP.

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- If client has car, plan to make sure he has enough gas and evaluate what repairs it may need.
- Make sure license and insurance are up to date.
- Help to line up rides or bus transportation if available.
- Make sure client has bike if needed and he will use it.

### VI. Miscellaneous

- Counsel and do Bible Study with client to keep faith and hope strong, most importantly, show them the love of God.
- Make sure client knows you will be there for him as long as you can but God will be there always.
- Encourage client that he can make it through the program as hundreds of others have.
- Clients to apply for Missouri Housing Trust Fund (MHTF) grant to enable them to move into apartment.
- Keep in touch with clients to insure progress towards own home and success in work, education and financing.
- Encourage clients to continue Bible study, support groups, and/or church.
- Clients should show others the love of God and help others as they have been helped.