



# 1006-1 Refugee Forms List

<b>Supersedes:</b>	<b>New to the manual</b>																												
<b>References:</b>																													
<b>Overview:</b>	<p>The following table lists forms used in Montana’s Refugee Resettlement Program. Refugee forms not used for other programs can be accessed on public folders on <b>OUTLOOK</b> by taking the following steps:</p> <ol style="list-style-type: none"> <li>1. Start at <b>folder list</b> on the far left side of your outlook screen and go to public folders. <b>(If this is not accessible click on 'Go' at the top left of the screen, then click on 'folder list', then scroll to the bottom of the 'all folders' section and click on the + next to 'Public Folders',);</b></li> <li>2. then click on the + next to 'All Public Folders';</li> <li>3. then scroll down to 'HHS' and click on the + next to HHS;</li> <li>4. scroll and click on + next to 'Forms';</li> <li>5. scroll and click on + next to 'HCS Forms' and it will bring up all the forms used for the refugee program as they become available.</li> </ol> <p>Forms in public folders should be printed as needed as the forms will be frequently updated as program needs are adjusted.</p> <p><b><i>Please do not try to order the forms in hard copy format unless they are listed as in central supply.</i></b></p> <table border="1"> <thead> <tr> <th>Form #</th> <th>Form Name</th> <th>Purpose</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>FA-318</td> <td>Refugee Cash Assistance Budget Computation Worksheet</td> <td>Determine Refugee Cash Assistance Benefit amount.</td> <td>Share Drive</td> </tr> <tr> <td>HCS-250</td> <td>Universal application for Public Assistance</td> <td>Determine eligibility for Medicaid, RMA, TANF, RCA, SNAP or any refugee program.</td> <td>Central Supply</td> </tr> <tr> <td>HCS-326</td> <td>Domestic Violence Screening Questionnaire</td> <td>Determine possible barrier to employment. Form requested of all RET program applicants</td> <td>Central Supply</td> </tr> <tr> <td>HCS-731</td> <td>Barrier Reduction Screening Guide</td> <td>Determine possible barrier to employment. Form requested of all RET program applicants</td> <td>Central Supply</td> </tr> <tr> <td>HCS-732</td> <td>Learning Needs Screening Tool</td> <td>Determine possible barrier to employment. Form requested of all RET program applicants</td> <td>Central Supply</td> </tr> <tr> <td>HCS-750-A</td> <td>Assessment Record</td> <td>Determine possible barrier to employment. Form requested of all RET program applicants</td> <td>Central Supply</td> </tr> </tbody> </table>	Form #	Form Name	Purpose	Location	FA-318	Refugee Cash Assistance Budget Computation Worksheet	Determine Refugee Cash Assistance Benefit amount.	Share Drive	HCS-250	Universal application for Public Assistance	Determine eligibility for Medicaid, RMA, TANF, RCA, SNAP or any refugee program.	Central Supply	HCS-326	Domestic Violence Screening Questionnaire	Determine possible barrier to employment. Form requested of all RET program applicants	Central Supply	HCS-731	Barrier Reduction Screening Guide	Determine possible barrier to employment. Form requested of all RET program applicants	Central Supply	HCS-732	Learning Needs Screening Tool	Determine possible barrier to employment. Form requested of all RET program applicants	Central Supply	HCS-750-A	Assessment Record	Determine possible barrier to employment. Form requested of all RET program applicants	Central Supply
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	HCS-800	Refugee Program Screening Application	Determine eligibility for Refugee Social Service Program components when Public Assistance, RMA or RCA are not being requested.	Share Drive
	HCS-801	Resource Referral for Refugees	Refer refugees to specialized services and community resources. Every refugee age 16 and older must receive this form, even if eligible for public assistance or if he/she refuses services. Copy sent to central office for tracking.	Share Drive
	HCS-810	RET Employability Plan	Employability service and responsibility contract between a refugee 16 or older and the RET Case Manager.	Share Drive
	HCS-820	Resettlement Plan	Case Management plan between adult refugees and the RCM Case Manager	Share Drive
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