



Disaster Case Management

DR # _____ - Iowa _____

Case File Checklist

Client Name: _____ Case File Number #: _____

- Section A: Releases and Affidavits**
 - Release of Confidential Information Form (required)
 - FEMA Written Consent Authorization Form (required)
- Section B: Basic Information/Intake Forms**
 - Create Case File Number
 - Basic Intake Form (required)
 - Basic Intake Attachment (required)
 - Income Verification (not required)
- Section C: Verification of Disaster Experiences/Disaster Recovery Partnership Plan**
 - Triage – Pre-Screening Disaster Survivors Household Disaster Experiences (required)
 - Triage – Needs of Disaster Survivors (required)
 - Disaster Recovery Partnership Plan (required)
- Section D: Verification of Disaster-Related Assistance/Awards/Duplication of Benefits Check**
 - Duplication of Benefits Summary (required)
As applicable...
 - FEMA Registration Number/Award Letter/Correspondence
 - LSI-ICAA Unmet Needs Grant Assistance
 - SBA Application/Correspondence
 - Iowans Helping Iowans documentation of Applications/Awards
 - Flood/Household Insurance Documentation of Settlements/Correspondence
 - Documentation of any OTHER Disaster-Related Assistance
- Section E: LTRC Case Presentation and Financial Assistance Requests**
 - Case Presentation for LTRC/Unmet Needs
As applicable...
 - LTRC Application (if required by LTRC)
 - Copies of Estimates/Receipts for Out of Pocket Expenses/Bills/Invoices
 - All related correspondence with Clients/Vendors/Service Providers including Approval Letters and Denial Letters and Vendor Notifications
- Section F: Case File Notes/Correspondence/Case Management Activities**
 - Case File Notes (required)
 - Disaster Case Management Activities/Case Management Follow-up
(dates/times/actions)/Referrals
 - All related correspondence with client and other service providers
 - Disaster Case Management Services Recruitment Letter
 - Non-Response/Case Closure Notification
 - Declined Services/Case Closure Form (required)

Action	Case File Opened	Data Entry Completed	Disaster Recovery Plan Completed	Disaster Recovery Services Declined	Case File Closed	Case File Reviewed
Date						
Comments						