

US COMMITTEE FOR REFUGEES AND IMMIGRANTS

List of Goods to Be Provided to Refugees

Instructions for using this form:

The items listed below are required by the Cooperative Agreement. **Every item listed must be provided and recorded on this list** as a way of ensuring each case received all required items. If a refugee refuses an item please indicate on this form and document the reason in the case notes. Households should be set-up prior to arrival with all required goods.

*This form must be signed by the PA **by the 90th day** as an acknowledgement of goods received.*

PA's Name:	Numbers of Persons in Household:		
	Quantity	Purchased with R&P per capita funds	In-Kind Donation from U.S. based relative, community, etc.
Case Number:			
1. Furnishings		✓	✓
Mattress* – Twin/Double *Only married couples and small children of the same sex may be expected to share beds.			
Box Spring			
Bed Frame			
Set of drawers, shelves or other unit appropriate for storage of clothing *Required only if closet does not have shelving			
Kitchen table			
Kitchen chair (one per person)			
Couch or equivalent seating (in addition to kitchen chairs)			
Lamp (one per room unless installed lighting is present)			
2. Kitchen Items			
One place setting of tableware (fork, knife, spoon) per person			
One place setting of dishes (plate, bowl and cup) per person			
Pots and pans; at least one sauce pan, frying pan, and baking dish			
Mixing/serving bowls			
One set of kitchen utensils (such as a spatula, wooden spoon, knife, serving utensils, etc.)			
Can opener			
Baby items as needed			
3. Linens and Other Household Items			
One towel per person			
One set of sheets and blankets for each bed			
One pillow and pillowcase for each person			
Alarm clock			
Paper, pens and/or pencils			
Light bulbs			

	Y/N	Purchased with R&P per capita funds	In-Kind Donation from U.S. based relative, community, etc.
4. Cleaning Supplies		✓	✓
Dish soap			
Bathroom/kitchen cleanser			
Sponges or cleaning rags and/or paper towels			
Laundry detergent			
Two waste baskets			
Mop or broom			
Trash bags			
5. Toiletries			
Toilet paper			
Shampoo			
Soap			
One toothbrush per person			
Toothpaste			
Personal hygiene items as appropriate			
6. Food			
Culturally appropriate, ready-to-eat food			
At least one days' worth of additional food supplies and staples			
7. Baby (as necessary)			
Baby food			
Diapers			
Crib			
7. Other			
Total Spent on Household:			
For Household Goods			
For Food			

Items Received by (signature):

Date:

Affiliate Staff (signature):

Date:

*Please note that all items paid for with R & P per capita funds should have supporting receipts or other back-up documentation in the case file.