

VINNIE'S AUTOS CASEWORKER CHECKLIST

Check	Issue/Task
	Review responsibilities of owning a vehicle, including gas, maintenance, registration, insurance, parking, towing if the car needs it.
	Get client's commitment to maintain the car and provide periodical case progress re the car.
	Verify that client knows that financial responsibility for the car is the client's.
	Verify that the client has a current driver's license.
	Obtain a copy or have the client obtain a copy of client's driving record. If the client has a DUI/DWI within the last five years, then we will refer to another agency. Any outstanding tickets must be cleared prior to registering the car.
	Verify that the client is insurable. Before a client will receive a vehicle, s/he must present proof of insurance.
	Complete and have client review the client information sheet.

Caseworker Printed Name	
Client Printed Name	
Date of Conference Qualification	

Statement of Need – Please demonstrate how receiving a Vinnie's Autos vehicle will improve the economic condition of the family.

Additional Information that Vinnie's Autos should know: