

# INTAKE CHECKLIST | MPT

CASE NAME : \_\_\_\_\_ (Case Name is the Child's legal last name)

## MANATEE PARENTING TIME

### Participant Intake Checklist

All of the following should be brought with you to your Intake.

- . Copy of driver's license or Government Photo ID
- . Copy of Court Order
- . Copy of any Protective, Restraining, or No Contact Orders
- . DCF Case Plan (Dependency Court) that includes visitation
- . Special: Cognitive / Medical / Medication / Needs (if applicable)

The Intake fee is \$75.00 per parent, unless waived or reduced by staff.

Please bring your child with you, along with a responsible individual to watch the child while you complete your Intake. If that isn't possible, then you will need to schedule an additional time to bring your child for his/her Orientation. You will not be charged an additional Intake fee.

During your Intake, all policies and procedures will be discussed with you and you will be provided a copy of those policies and procedures.

If you require special assistance, please notify the staff in advance of your Intake.

If English is not your first language, you may bring someone to interpret for you during the Intake, however, during actual visitation, English is the only language allowed. We can provide services in Spanish but availability is limited.

Date of Scheduled Intake: \_\_\_\_\_

List questions or concerns you'd like to address during your Intake:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*VIDEO AND/OR AUDIO RECORDING EQUIPMENT MAY BE  
IN OPERATION AT ANY TIME.*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_