



Check information needed from applicant for Short-Term Accommodation (CAS-2)

Use this checklist to get answers from the applicant for their CAS-2 application.

Applicant's full name

Date of interview

Day

Month

Year

Checklist

- ☐ Get **verbal consent** for Short-Term Accommodation (CAS-2) application
- ☐ Ask for the applicant's **NI number**
- ☐ Ask which **ID documents** the applicant has
- ☐ Ask how the applicant will fund their CAS-2 placement
- ☐ Ask for the applicant's **previous address** before entering custody
 - ☐ Or ask how long the applicant had **no fixed address**
- ☐ Confirm applicant's **requested towns or cities** for placement
- ☐ Ask if the applicant will have a **phone or smartphone?**
- ☐ If the applicant is female, ask if they have a **gender preference for their support worker?**

Equality and diversity questions (optional)

- ☐ Ask **disability** questions
- ☐ Ask **sex and gender identity** questions
- ☐ Ask **sexual orientation** question
- ☐ Ask **ethnic group** questions
- ☐ Ask **religion** question
- ☐ Ask **military service** question
- ☐ Ask **care leaver** question
- ☐ Ask **parental and carer responsibility** question
- ☐ Ask **marital or civil partnership** status question

Once completed, add the applicant's answers to their application.

You do not need to include this checklist in the application. The checklist is for your reference only.