

CHECKLIST FOR THE HOME VISIT

Please plan for all of the following materials to arrive at our office **at least two days before** the scheduled home visit:

- _____ Completed **Service Agreement**
 - _____ Completed **Service Agreement Addendum** (if changes were made to the original Service Agreement)
 - _____ Completed **Authorization to Release Information** form
 - _____ Completed **FamilyLight Fact Sheet**
 - _____ **Consulting fee** paid by credit card, wire transfer, or personal check
 - _____ Copies of **clinical and academic records. Please do not send originals.**
 - _____ A **short biography of the young person's life**, written by the parents (Please include significant events from infancy to the present as well as your impressions about the current problems.)
 - _____ **Airfare, if applicable:** When travel expenses involve airfare, the airfare and a possible booking fee must be paid by credit card several days **prior** to the home visit. Contact us for instructions on faxing a Credit Card Authorization form to our travel agent or paying directly to the airline. Other expenses, such as hotel and car rental, will be billed after the home visit.
- Note:** (1) "Change fees" are likely to be applied when a purchased ticket is changed; these fees are the responsibility of the client **if** the client has initiated the change. (2) We regret that we cannot use frequent-flier tickets, complimentary tickets, or tickets purchased from Internet web sites.

To have the above information arrive on time, you may fax it to our **fax-to-e-mail 775-890-0597**

OR

Send it **Overnight** for weekday arrival to -

**Thomas J. Croke and Associates, Inc
816 Ligonier Street, Suite 205
Latrobe, PA 15650**

If you have any questions, please feel free to contact us at **800-727-3684**.