

Newcomer Settlement Services

INTAKE DATE

22/05/2025

Client Family Name:

Current Address:

Province: Manitoba

Number of dependents (<18) in MB: 0

Given Name:

City/ Town: Portage La Prairie

Postal Code: R1N

Name (Last, First)				
Gender				
UCI Number				
SIN Number				
Date of Birth (Y/M/D)				
Email Address				
Phone Number				
Status in Canada				
Year moved to MB				
Marital Status				
Country of Birth				
First Language				
Official Language for Service Delivery				
Other Language				
Total Years of Education	Years			
Name of post-secondary institution (if applicable)				
Reviewed Needs Assessment & Referrals				
Do you want a volunteer?				
Photo Consent				
Personal Information Authorization & Consent				
Subscribe to Newsletter				
Intake done by				

- Key:
- Gender: Male (M), Female (F); Unknown (UN), another Gender (X)
 - Marital Status: Married (M), Single (S), Common-Low (CL), Divorced (D, Legally Separated (LS), Widowed (W)
 - Status in Canada: Citizen (C), (Permanent Resident (PR), Temporary Work Permit (TWP), Refugee Claimant (RC), Refugee (R), Ineligible (IE), Seasonal Worker (SW)
 - Communicate in English: unable to communicate (N), Basic (B), Intermediate (I), Advanced (A), Not Applicable (NA)
 - Photo consent: Yes/No

Client Intake Assessment Check List

Family Name:

Given Name:

YOUR FIRST FEW WEEKS IN CANADA

Complete	N/A		Comment
		Search for a home to rent or buy	
		Apply for Social Insurance Number (SIN Card)	
		Apply for Manitoba Health Card	
		Health concerns (optional)	
		Open bank account/Any concern related to money	
		Find out information about driver's license	
		Provide IRCC with your Canadian Address	
		Set up telephone and internet service	
		Appointment with Employment Assistant Services	
		Register your children in school	
		Apply for Child Benefit and/or GST credit	
		Register for Language Assess & English classes	
		Register for conversation circle or settlement partner	
		Find out information about local events	
		Find a family physician	
		Receive a welcome package	
		Register for Orientation Workshop	

TWO MONTHS IN CANADA

Complete	N/A		Comment
		Learn about Canadian Laws, your rights and civic responsibilities	
		Apply for Rent Assist (as soon as this is applicable)	
		Apply for Pharmacare Benefit (if applicable)	
		Accessing community resource	
		Getting your education credentials done in Canada	
		Connection to the community (friends, family, etc)	
		Support services for PLLC activities (child care, transportation, etc)	

3 YEARS IN CANADA

Complete	N/A		Comment
		Apply for Canadian citizenship <i>-Requires English Ability / completed level 4; beginner 5</i> <i>-Visit this website:</i> www.cic.gc.ca/english/information/applications/index.asp	

5 YEARS IN CANADA

Complete	N/A		Comment
		Apply for renewal of permanent resident card (if you are not a citizen) <i>-Apply 7 months prior to expiration date</i> <i>-Visit this website:</i> www.cic.gc.ca/english/information/applications/index.asp	

REFERRALS MADE

Non PLLC Services	Referred (yes/no)	Referred to	Comment
Food/Clothing/Other Material Need			
Language (CELPIP, IELTS, etc)			
Housing/Accommodation			
Education/Skills Development			
Health/Mental Health/Well Being			
Employment-related			
Financial			
Legal Information and Services			
Community Services			

Settlement Worker Name:

Settlement Worker Signature: _____

Date: 22/05/2025

PERSONAL INFORMATION AUTHORIZATION AND CONSENT

I understand that personal information is being collected under the authority of Immigration, Refugees and Citizenship Canada (IRCC) and the Portage Learning & Literacy Centre (PLLC) which is part of a network of providers offering orientation, assessment, support, and referral to other community resources. I understand that personal information will only be collected, used, or shared (*disclosed*) for the purpose of:

- providing settlement services
- contacting agencies on your behalf, with your consent
- recording statistical information that is shared with government and other funding agencies
- developing future services for immigrants to Manitoba

I understand that my personal information will be kept confidential and secure. I understand that I have a right to see information that is collected about me and that I have a right to request corrections to this personal information. I understand that I may deny or revoke my consent at any time; however, if consent is withheld or revoked, some settlement services may be withheld.

I have been informed that the collection, use and sharing of this personal information is protected by *The Personal Information Protection and Electronic Documents Act of Canada (PIPEDA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*, as well as an agreement between Citizenship and Immigration Canada and the Portage Learning & Literacy Centre.

Questions about the purpose for which the information is collected, privacy or access to personal information can be answered by contacting the Settlement Coordinator at 110 Saskatchewan Ave. W. Portage la Prairie, MB.

I/We consent to the use of my/our pictures/images/likeness for non-commercial purposes only, such as the PLLC website, e-newsletter, newspaper articles and any other printed promotional materials used by the Portage Learning & Literacy Centre and its affiliate partners.

I have read (or have been informed about) the use of my personal information collected by the Portage Learning & Literacy Centre.

I authorize the Portage Learning & Literacy Centre to collect, use and disclose my personal information/images and likeness as described above.

The Portage Learning & Literacy Centre offers general information which should not be viewed as legal advice or opinion. It is my own decision how to proceed with the information provided.

Signature: _____

Date: _____

Signature: _____

Date: _____