Migration & Refugee Services
Afghan Placement and Assistance
Community Partners AAP Compliance Checklist

Please complete the below checklist and store a copy in *each case file*. Please note that a grievance policy, feedback mechanism, and case manager familiarity with the IASC Six Core Principles of PSEA and MRS Case Management Manual are *required*. It is up to Community Partners' discretion which method they use to meet the requirements.

☐ **Grievance Policy**
Select the grievance policy utilized. Community partners utilizing an internal policy must send a copy to the USCCB Remote Placement team.

- ☐ USCCB Grievance Policy
- ☐ Internal Grievance Policy

☐ **Feedback Mechanism**
Select the feedback mechanism utilized.

- ☐ Satisfaction Survey
- ☐ Suggestion Box
- ☐ Other: _____

☐ Are your case managers familiar with the **IASC Six Core Principles of PSEA**?

Date of Review/Staff Training: _____

☐ Are your case managers familiar with the **MRS Case Management Manual**?

Date of Review/Staff Training: _____

_____ _____
Case Manager Name Date

_____
Case Manager Signature

_____ _____
Supervisor Name Date

_____
Supervisor Signature