

Directions for Downloading the Housing Intake Form for METAR

1. On the CRM homepage, check the top left corner to ensure it shows "ASO UI". Then, select the family you are looking for (this view is the training CRM).

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Family Forms	FAM-5105 Miller	333 South St	Shrewsbury	01001		① Training Us 6/23/20	i20 6/23/2020 т
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A Family Members	FAM-5112 Flores	60 Main st	Worcester	01609 (508) 900	-9878	Training Us 7/16/20	i20 7/16/2020 т
FRC Forms	FAM-5114 Jones	23 Main st	Worcester	01609		③ Training Us 7/21/20	20 7/21/2020 т
🔀 Event Participation	FAM-5121 Damian	23 Main st	Worcester	01609		Training Us 8/13/20	20 8/13/2020 т
↔ Contact Logs	FAM-5123 Gabriel	56 Main st	Worcester	01609		⑦ Training Us 8/20/20	20 8/20/2020 т
Reporting	FAM-5123 Williams	23 Main st	Worcester	01609		⑦ Training Us 8/24/20	20 8/24/2020 т
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2. Select, "Family Members".

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Daniels FAM-510437		- 8
A Family Members Household Type Two-Parent Other Phone		- 1
FRC Forms Main Phone		- 8
C Event Participation		- 8
Contact Logs Your family is:*		- 8
Living in their own apartment or home (owned or rented)		
What is your total household income?		
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Primary Contact Address		

3. Select the family member you are looking for.

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4. Select the 3 dots, then select "Housing".

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A Family Members	Preferences	
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5. Enter a new housing form or select a saved housing form from the list. If entering a new form you will need to save and close it before you can print it. Select the form you want to print so that it has a check next to the row as seen below.

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6. Next, select the 3 dots in the top right corner. Then select, "Word Templates". Make sure that you are accessing the "Word Templates" on this top navigation bar and not the one right above "Housing Associated View".

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7. Under Word Templates, select "Housing".

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8. Select the newly downloaded word document in the bottom left corner.

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9. This will be the final product.

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					Add	tional adult na	me Kaela	3			Number of children		1				
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Tips:

- 1. Click on the "Enable Editing" at the top of the page.
- 2. Save it to your computer.
- 3. Once downloaded on to your computer complete the Citizen and MA Residacy questions located
- in the top section of the form and save.
- 4. METAR Intake forms are to be emailed to the 3 emails at the top of the form
- 5. Remember to include the RRRA Referal form