EcuaPass / FREE PLANNING WORKSHEET

Who does what before you move?

Fill in on screen or print. A task organizer, not an eligibility determination.

Preferred move month

Next plan review

1 / Make one row for each applicant

Applicant alias	Proposed route	Next evidence question

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2 / Name the handoffs

Use the case-specific document list. Add dates as estimates until confirmed.

Issuer records

Owner	Next action / missing item	Review date

Authentication

Owner	Next action / missing item	Review date

Translation

Owner	Next action / missing item	Review date

Document review

Owner	Next action / missing item	Review date

Submission / authorization

Owner	Next action / missing item	Review date

Scope, cost and fallback

Confirm what the agreement covers before purchasing or fixing travel dates.

3 / Record the written scope

Provider / named contact

Update method / backup contact

Applicants included

Excluded work / quote needed

4 / Separate the budget

Service fee	**Amount or unknown**	**Confirmed / quoted / unknown**
Documents / authentication	**Amount or unknown**	**Confirmed / quoted / unknown**
Translation / govt / delivery	**Amount or unknown**	**Confirmed / quoted / unknown**

5 / Plan for a changed date

If one application is still pending, our next review / action is:

Housing / travel fallback and its owner:

Healthcare / shipping / pet arrangements: next provider to contact

Need application support? Tell Chip about your household:
ecuapass.com/intake