

## PRE-ARRIVAL STEPS CHECKLIST FOR REFUGEE SPONSORSHIP

**This checklist is meant to help you remember crucial tasks that must be performed during the sponsorship period. It is not necessarily all-inclusive. Please ask questions and take guidance from LCFS staff.**

\_\_\_ Attend a sponsorship orientation presented by LCFS Sponsorship Developer

\_\_\_ Publicize the sponsorship within the congregation by means of church bulletin boards, newsletter articles, Sunday bulletin announcements, flyers and sign-up sheets.

\_\_\_ Research and identify appropriate housing, but **do not rent or put a deposit on housing until you receive final arrival notification** from the affiliate office as delays are frequent.

\_\_\_ Identify temporary/emergency housing for the refugees. This many times will be a church family with room in their home to host the refugees. This is important because arrival dates are most times received last-minute, and may not allow for an apartment to be prepared in time.

\_\_\_ Determine a financial budget for sponsorship and secure necessary funds. (Please refer to the attached page on LCFS financial assistance to refugee families.)

\_\_\_ Collect necessary household furniture, goods and non-perishable food.

\_\_\_ Collect a small amount of basic clothing prior to arrival, especially if arrival is during winter. Clothing sizes for the refugees are not available.

\_\_\_ Locate language-training facilities or secure language-learning materials.

\_\_\_ If there are children in the refugee family, locate schools

\_\_\_ Look for employment possibilities.

\_\_\_ Read available cultural material for information about where the refugees are from—or locate people of the same ethnic group in your community to learn from.

\_\_\_ Locate a supermarket that provides ethnic goods, if possible.

\_\_\_ Research available free health care for the refugees' initial check-ups.

\_\_\_ Establish contact with other sponsors in the area to learn from their experiences.

\_\_\_ Organize a volunteer transportation system

\_\_\_ Prepare to meet the refugees at the airport. A quiet, friendly reception is usually best. Avoid having crowds and photographers.

\_\_\_ Secure an interpreter, if needed.

## POST-ARRIVAL CHECKLIST FOR THE FIRST MONTH OF REFUGEE SPONSORSHIP

**This checklist is meant to help you remember crucial tasks that must be performed during the sponsorship period. It is not necessarily all-inclusive. Please ask questions and take guidance from LCFS staff.**

### The first week:

\_\_\_ Pick up refugees and transport them to housing.

\_\_\_ Make sure that they have the food and clothing they will need for the first month.

\_\_\_ Orient family on basic safety and the operation of the home. For example:

- a) How to call 911
- b) How to operate bathroom, lights, stove, phone, laundry, etc.
- c) What to do with trash
- d) Where to find necessities (towels, dishes, cleaning supplies, clothing, etc.)
- e) Other

\_\_\_ Accompany refugees to their orientation at the LCFS office within a couple days of their arrival. This will be scheduled with the LCFS caseworker.

\_\_\_ Take family to the Social Security office in the area where they live. Take referral letter from LCFS and I-94 forms (immigration document) as the refugees' documentation. Make sure to ask for receipts from the SS staff, since they will not issue the card right away.

\_\_\_ Take family to the County Assistance (Welfare) Office in the county that they live in. You will receive a referral letter from the LCFS caseworker at orientation to take to the County Assistance office. You must also take the Social Security receipts to demonstrate the family's application for SS cards.

### The second and third week:

\_\_\_ Schedule and transport family to a doctor for an initial health exam within the first 30 days.

\_\_\_ Take adult refugees to the Driver's license center to apply for PA State IDs (Non-driver's licenses). The social security card, the I-94 form (Immigration document), and the Reception and Placement form (given to you by LCFS Caseworker) should be taken and shown as documentation.

\_\_\_ Register children in school (if applicable).

\_\_\_ Do further orientation on the following and more:

- a) How to cook on American stoves and Microwaves
- b) Appropriate behavior for the neighborhood
- c) Where to go shopping and do laundry—accompany them shopping at first
- d) Explain how all utilities work
- e) Etc.

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\_\_\_ Start to make connections with possible employers, collect applications.

\_\_\_ Register 18-25 year-old males for Selective Service at the Post Office.

\_\_\_ Make sure a volunteer is present at the refugees' home at the time of LCFS home visit—to be arranged with LCFS caseworker.

### Fourth week on...:

\_\_\_ Transport employable adults to job interviews / assist them in filling out applications or preparing resumes.

\_\_\_ Teach refugees how to take on the payment of their own rent and utility bills. Help them develop a budget and open a bank account.

\_\_\_ Provide cultural orientation by taking them to sports events, movies, church events, family gatherings, etc. in the area.

\_\_\_ Teach them how to use public transportation.

\_\_\_ Move refugees to permanent housing if they have been living in a temporary home.

\_\_\_ Submit first Donation and Service Log to LCFS caseworker.