

Cosponsor Case Management Intake

PA: _____ CSC: _____ DATE: _____

Other adult family member(s): _____

ORIENTATION

- Explain roles of IOM, EMM/CWS, IRIS, and Co-Sponsor (overview in manual)
- Explain role of Cosponsor Contact and IRIS Co-Sponsorship Case Manager as chief contact with all IRIS Departments (Case Management, Health, Employment, Education, CORE, Legal, Office Operations, Management, Board)
- Provide and explain **R&P 90 –Day Core Services Checklist**
- Remind client of IOM travel loan repayment (copy promissory note from IOM bag)
- Briefly explain R&P/welcome money. Remind of 30-day home visit, by which time a budget and resettlement plan will be created with the assistance of the co-sponsor.
- Explain IRIS Pocket Money.
- Explain client's responsibility to work toward self-sufficiency
- Explain assistance available from DSS for singles/childless couples (8 months maximum) and families (21 month lifetime maximum)
- Explain importance and utility of Social Security card. Visit SSA office if not yet completed
- CORE class responsibility for all case members 18 years +. *Next session* _____
- Provide overview of American culture/laws re:
 - *Driving: Must have license, insurance*
 - *No drinking and driving*
 - *911 Emergency Service*
 - *Child safety seats*
 - *Domestic Violence*
 - *Sending money overseas vs. saving*
 - *Protecting Privacy of Information*
 - *Marijuana laws and consequences*
 - *Personal Safety*
 - *How to say No! Stop!*
- Explain basic process for becoming permanent residents (Green Card), then citizens (5 years)
Clients may apply for their green cards on or after their 366th consecutive day in the US.
- Ensure client understands required activities and responsibilities during R&P Period.

RELEASE FORMS AND REGISTRATIONS

- Review and complete “**Authorization to Release Information**” form – **One (1) per adult**
Each adult must complete and sign her/his own authorization form.
List minor children on one parent’s form.
- Review and complete “**IRIS Photo and Interview Release Form**” – **One (1) per adult**
Each adult must complete and sign her/his own release form.
List minor children on one parent’s form.
- Assist young men age 18-25 to register for **Selective Service** (within 30 days of arrival)
Registration can be done online or through printing the application and mailing it with signature.

COPY TWO (2) SETS OF IOM TRAVEL DOCUMENTS

One set to IRIS, the other is kept with CSC.

- *Passport and/or Department of State Letter (containing photos and biographical information)*
- *Travel Loan Promissory Note*
- *Marriage Certificate (if available)*

AFTER INTAKE PROVIDE IRIS CO-SPONSORSHIP CASE MANAGER WITH COPIES OF

:

- Selective Service Registration** (must show actual or electronic signature of registrant)
- ESL class registration in Cosponsor Region** within 10 business days
- Food bank registration** (explain access to family)
- Diaper Bank** application (if applicable)
- WIC** application (if applicable)
- Refugee Health Assessments (RHAs)** – if available at time of meeting