CO-SPONSORSHIP TIMELINE IN BRIEF

Pre-Arrival

2-3 Weeks
• Information Session at IRIS or On Location
• Share information with your group and organize
• Submit Co-Sponsorship Application (aka Strengths Assessment)
• Information on training if application favorable

2-6 Weeks
• Prepare for training, read this manual!
• Training at IRIS in New Haven (held once per month)
• "Green Light" given to IRIS ... "We're ready"

2-10 Weeks
• Wait for family assignment
• Family Assignment and Confirmation of Commitment via Completion of Memorandum of Understanding (MOU) along with names of group members who will complete a Verified Volunteers (VV) background check within seven (7) days of offer acceptance
• Pre-Arrival Meeting and Arrangements
• Arrival (JFK, EWR, or New Haven)

Total 6-19 Weeks

Post-Arrival

Week 1
• Next Calendar Day Visit
• Completion of Arrival Paperwork (supplied in advance)
• SSA/DSS Visits
• Case Management Intake

Week 2
• First Case Manager Visit and Employment Assessment(s)
• Begin ESOL Classes
• Notification of CORE Dates

Weeks 3-4
• Begin employment search process
• Refugee Health Assessments (RHAs) for all family members
• Enroll children in school
• 30-Day Home Visit
• Cultural Orientation and Resettlement Education (CORE) in New Haven
CO-SPONSORSHIP MEETINGS AND BASELINE TRAJECTORY

Pre-Arrival

- Group leader submits Memorandum of Understanding (MOU) with list of group members who will complete a Verified Volunteers (VV) background check within seven (7) days of offer acceptance.
- Case Manager meets with core team of Co-Sponsor group to discuss family particulars, travel arrangements, and any other important issues about the family and the group’s preparations.

10 days

- Case manager meets the family to get acquainted and talk about their experiences thus far with the contact person(s) and employment person present.
- After visiting for up to an hour, case manager conducts required employment assessment(s) for the employable adult(s) in the household. Each assessment lasts about an hour per person with interpretation.

45 Days

- Case manager meets with family and contact person at the half-way mark of the 90-day R&P period to check in on progress with employment, education/ESOL, and cultural adjustment.
- Case manager, group and client work to identify particular issues/problems that need to be address approaching the end of the R&P period (90th day).
- Case manager will collect any outstanding forms from contact person.
CO-SPONSORSHIP MEETINGS AND BASELINE TRAJECTORY

90 Days
• Case manager will have a meeting to settle administrative matters at the end of the R&P period
• Case manager, contact person(s), and client will discuss setting of milestones for resolving outstanding issues and for achieving self-sufficiency at 180 days.

180 Days
• Case manager will meet with contact person and client to evaluate progress in working toward self-sufficiency to date
• With the exception of the contact person(s) and the leader of any area that requires continued attention/assistance, the group will begin a 3 month period of hiatus to wind down from 180 days of activity.
• At 270 days, the group hiatus ends and regroups to assess feasibility to work toward cosponsoring another family after one year has passed.

365 Days
• Guarantor responsibility ends with the lease and the family assumes control of the lease or moves to another apartment/city
• Group decides whether it is ready to undertake another family co-sponsorship now, in another 6 months, or another year.