Subcategories for Groups to Organize

Here is a list of the tasks for co-sponsorship sub divided into eight parts. It would be helpful to have one person in charge of each subdivision – that person does not need to do all the work, rather we suggest that one person be responsible for those tasks to get done by the group.

**Prearrival:**

Training for all Co-sponsor group members by USCRI Staff

1. Main Contact and Coordinator to Case Manager
2. Airport pickup – see attached job description

* Responsible for picking the family up, arranging for enough cars and car seats, taking pictures of necessary documentation.
* Transfer to housing (temporary or permanent)

1. Home Set up – see attached Welcome Home Program

* Acquiring all furnishings and other items and then setting up the home for family
* Food Assistance

1. Providing Food for the first 2 weeks – see food List
2. Providing a hot culturally appropriate meal for the first night
3. Millbrook Food Pantry: sign up family if needed per case manager (your group will not need to deliver that food)

**Post Arrival:**

1. Transportation

* Move to new home if they are currently in temporary housing
* Initial required Health appointments – see job description
* School enrollment
* Teach the client to use the bus system
* Teach the client to use the Medicaid Transportation request -see attached info sheet
* Take client to USCRI office to meet with Job employment case manager for the initial employment services meeting

1. Application of subsides

* Social Security Card
* ESL enrollment
* Selective Service
* WIC, SNAP
* Non- employable services
* Other Public Services (set up auto payments for rent and utilities)
* School Enrollment - done in coordination with USCRI Staff

1. Health Assessments

* General observations of physical, mental health and wellbeing of each family member
* General observations of the house and neighborhood

1. Cultural Orientation

* General Living in US: school expectations (doing homework), time expectations, getting to know their neighborhood, expectations of employers, where is the grocery store, how do the police work in the US, what is and is not an emergency.
* ESL/ Tutoring encouragement and assistance as they learn -see attached Job description
* Job Prep and support

1. Financial Literacy

* Bank Account set up
* Job expectations – being on time, being dressed appropriately
* Importance of Paying bills on time and how to pay bills in US
* Understanding money and taxes on food and other items (the price of an item does not include taxes)
* Teaching them which mail is important and what is not