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)

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 - Service Plan Initial Assessments and Employment Assessment(s)
- Begin ESOL Classes
- Notification of CORE Dates

Weeks 3-4
- Completion of Family/Individual Action Plan Component of Service Plan due at 30 days
- 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 Sterling Volunteers (SV) 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) and all non-employable family members (under 18 and/or over 65) in the household as part of the family service plan.

45 Days

- Case manager meets with family and contact person at the half-way mark of the 90-day R&P period to review Service Plan and check in on progress with employment, education/ESOL, and cultural adjustment, and to complete the family service plan.
- 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 cosponsorship now, in another 6 months, or another year.