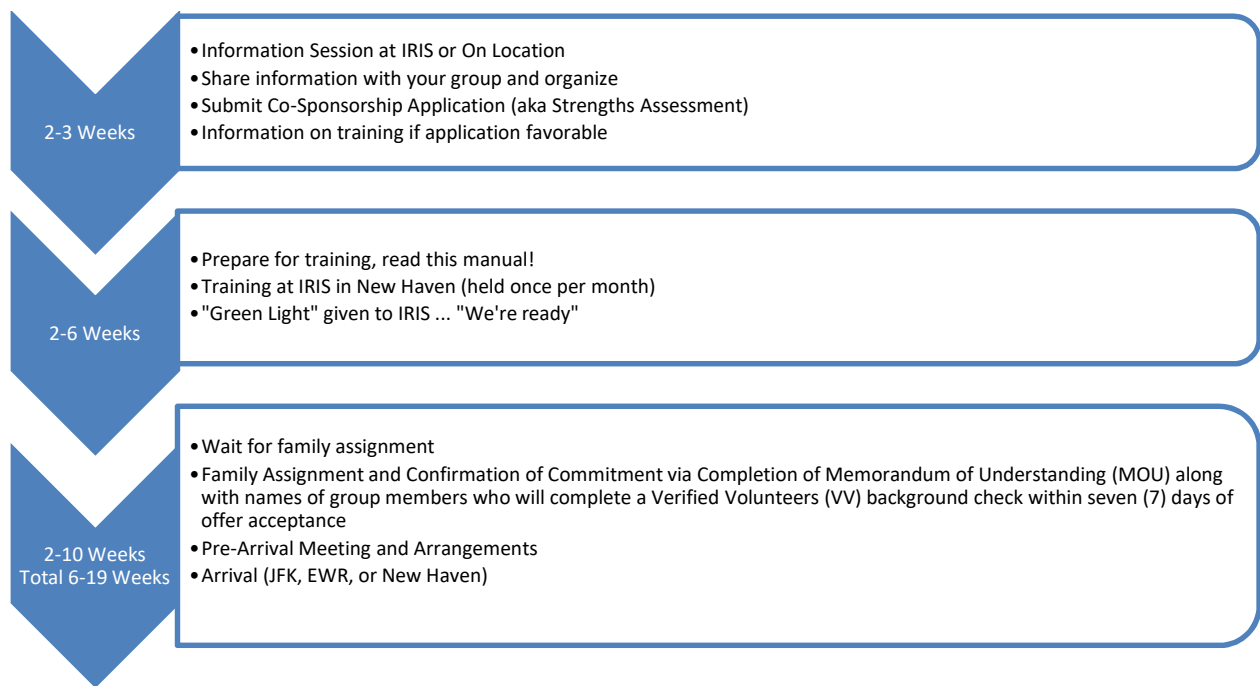
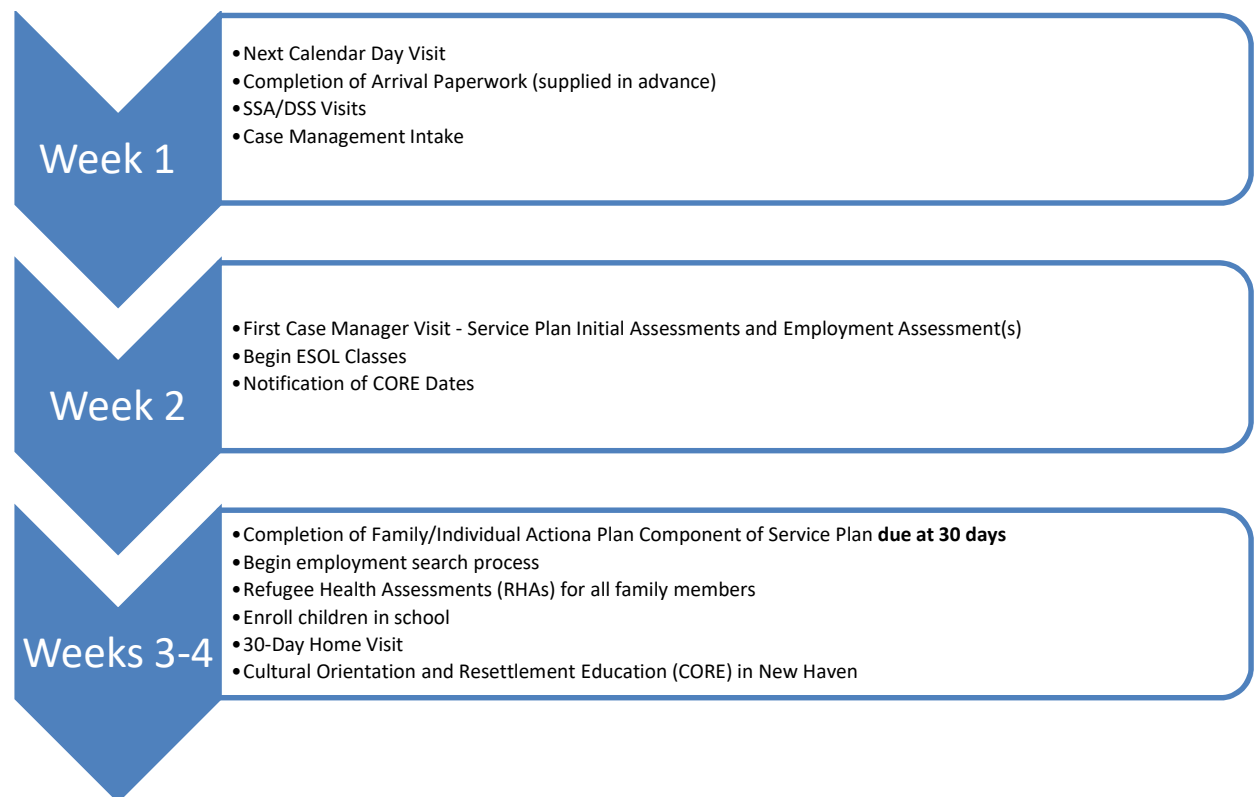


CO-SPONSORSHIP TIMELINE IN BRIEF

Pre-Arrival



Post-Arrival



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

- Give case manager completed and signed **Authorization to Release Information, Photo/Interview Release, Housing Evaluation and Safety Checklist, Home Supply List, and Next Day Calendar Visit Forms** if not already submitted to case manager via email in PDF beforehand.
- 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 addressed 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.