

R&P Co-Sponsor Agreement Form

Faith and community partners walk alongside newcomers as they adjust to a new home and a new life in the United States. These partners commit to support newcomers as they seek to lead self-sufficient lives and integrate into their new communities. This form must be filled out prior to an affiliate connecting a faith and/or community group with a client(s) they will serve during their R&P service period (90 days after arrival).

Local Resettlement Agency		Faith and/or Community Group
Name:		
Address:		
Contact Person:		
Phone		
Email:		
Cell/Work Phone:		

R&P Services			
Activity	Timeline	Responsibility	
		<i>Indicate if the Affiliate or the Co-Sponsor is responsible for completing each R&P Service</i>	
		Affiliate	Co-Sponsor
U.S. Tie Assessment Form (if applicable)	Pre-Arrival		
U.S. Tie Commitment Form (if applicable)	Pre-Arrival		
Submit an Assurance for the Case	Pre-Arrival		
Home Evaluation and Safety Check	Pre-Arrival		
Relevant health information shared with health care providers and/or state and local official in order to plan for provision of appropriate health care services	Pre-Arrival		
Prepare and make appropriate arrangements for client(s) with special needs (if applicable)	Pre-Arrival		
Case File	Pre and Post Arrival		
Airport Pickup (with appropriate language interpretation)	Upon Arrival		
Housing and Personal Safety Orientation	Upon Arrival		
Next Day Home Visit	24 Hours		
AR-11*	10 Days from Move		
Intake Interview and General Orientation (interpretation)*	5 Business Days		
Social Security Card Application	7 Working Days		
Public Benefits Application: (Cash Assistance, Medicaid, SNAP)	7 Working Days		
Enrollment in English Language Program	30 working Days		
Enrollment in Employment Services	30 working Days		
Service Plan Including Family Budget*	30 Days		
Health Screening and Immunizations*	90 Days		
Second Home Visit	30 Days		
Public Benefits Application: (SSI, WIC, etc. if applicable)	30 Days		
School Enrollment	30 Days		
Selective Service Registration, as applicable	30 Days		
Transportation to job interviews and job training	30 Days		
Assisting with Family Reunification*	Within 90 Days		
Cultural Orientation	Within 90 Days		
Cultural Orientation Assessment	Within 90 Days		

* Service may NOT be delegated to Co-Sponsor, but can be performed in active collaboration with Co-Sponsor

R&P Material Needs Support (Cash and In-Kind)			
Activity	Timeline	Responsibility <i>Indicate if the Affiliate or the Co-Sponsor is responsible for completing each R&P Service</i>	
		Affiliate	Co-Sponsor
Arrange safe, sanitary and decent housing	Pre-Arrival		
Set up housing with essential furnishing	Pre-Arrival		
Culturally appropriate ready-to-eat meal	Upon Arrival		
Sufficient food supplies	Upon Arrival and Throughout 90 Days		
Seasonally appropriate clothing for work, school and everyday use	Upon Arrival and Throughout 90 Days		
Distribute pocket money for each adult	Upon Arrival and Throughout 90 Days		
Additional Services and Material Needs Support			
Activity	Indicate Yes or No if providing additional services and material needs supports		
Mentorship			
Assistance in setting up a bank account			
English Language tutoring			
School tutoring			
Job support			
Transportation assistance			
Ongoing financial assistance			
Other:			
Signatures			
We enter into this work thoughtfully and prepared to perform the activities indicated above to the best of our ability. We understand that the local resettlement agency is ultimately responsible for the provision of all core resettlement services, and that this commitment form is not a legally binding agreement. We have been trained in our role and know who to contact at the agency with questions or concerns.			

Co-Sponsor Group Representative

Name: _____ Signature: _____
 Date: _____

Agency Use Only	
Affiliate Representative	
Name: _____	Signature: _____
Principal Applicant	
Name: _____	Signature: _____
Faith and/or Community Group has received in-person or virtual training on the resettlement process and their responsibility in providing the services indicated above. Training materials can be provided upon request. (Y/N)	
Date of Training: _____	