

R&P Co-Sponsor Agreement Form

Faith and community partners (Co-Sponsors) walk alongside newcomers as they adjust to a new home and a new life in the United States. These partners commit to completing the majority of services with 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). The Co-Sponsor may elect to serve the case beyond the 90-day R&P service period.

Principal Applicant:		Case Number:		Date of Arrival:		Language:	
Contact Information	Affiliate			Co-Sponsor			
Name:							
Address:							
Contact Person:							
Phone							
Email:							
Cell/Work Phone:							

R&P Services

Activity	Timeline	Responsibility Indicate if the Affiliate or the Co-Sponsor is responsible for completing each R&P Service	
		Affiliate	Co-Sponsor
U.S. Tie Verification & 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		
Public Benefits Application: (Cash Assistance, Medicaid or other medical assistance, SNAP)	7 Working Days		
Enrollment in English Language Program	Within 30 Days		
Enrollment in Employment Services*	Within 30 Days		
Service Plan Including Family Budget*	Within 30 Days		
Second Home Visit	Within 30 Days		
School Enrollment	Within 30 Days		
Selective Service Registration, as applicable	Within 30 Days		
Completed initial refugee health screening appointment within 30 - 90 days (documentation required if past the 30th day) *	Within 30 Days		
Social Security Card Tracking/ Application	7 Working Days following arrival of EAD		
Transportation to job interviews and job training	Throughout 90 days		
Assisting with Family Reunification*	Within 90 Days		
Cultural Orientation	Within 90 Days		
Other Services as applicable: (Applications for SSI, WIC, etc.)	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 Indicate if the Affiliate or the Co-Sponsor is responsible for completing each R&P Service	
		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: _____ 0 _____ Signature: _____
 Date: _____

Agency Use Only

Affiliate Representative

Name: _____ Signature: _____

Principal Applicant

Name: _____ [PA Full 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: _____