Co-Sponsor Case Management Intake Checklist

PA: _____________________________ CS: ___________ Date:_________

Other adult family member(s):

_________________________________________________________________________

CLIENT CONTACT INFO:

❑ Ask if client(s) has phone number they use with Whatsapp:

______________________________________________________

❑ Other cell phone number(s) for each family member:

______________________________________________________

❑ Ask if client(s) has email address(es):

______________________________________________________

ORIENTATION:

❑ Explain role of CWS, IRIS, and Co-Sponsor Group

❑ Explain role of CS Case Manager as liaison with CS Group & IRIS Depts (Case Management, Health, Employment, Education, CORE, Legal, Office operations, Management, Board)

❑ Explain IRIS pocket money (a one time cash payment) and weekly grocery allocations (these continue until the family starts receiving cash assistance from DSS)

❑ Briefly explain R&P/Welcome Money

❑ Explain client’s responsibility to work toward self-sufficiency

❑ Remind client of IOM travel loan repayment (if applicable)

❑ Explain importance and utility of SS card, why number must be protected

❑ Explain Cultural Orientation responsibility for all case members 18 years+ will be administered at client home by CM due to pandemic restrictions at IRIS

❑ Explain American culture/laws:
  ○ Driving: must have license, insurance
  ○ No drinking and driving
  ○ 911 emergency service
  ○ Child safety seats
  ○ Domestic violence
  ○ Sending money overseas vs. saving
  ○ Protecting privacy of information
  ○ Marijuana laws and consequences
  ○ Personal safety
  ○ How to say No! Stop!

Edited 2/14/23 BD
Explain assistance available from DSS for singles/childless couples (8 months maximum) and families (21 month lifetime maximum).

Explain basic process for becoming permanent residents (Green Card), then citizens (5 years). *Clients may apply for their green cards on or after their 366th consecutive day in the US.*

**DOCUMENTS & SIGNATURES:**

- Co-sponsor members running the Next Calendar Day Home Visit meeting should review the R&P Forms and Timeline Cheat Sheet to determine the forms family members will be required to sign at this first meeting.

- Review **DSS Authorization for Disclosure of Information** (sign 1 for each adult)

- Review **IRIS Financial Assistance Policy** (signed by each adult). Explain R&P/welcome money and IRIS pocket money.

- Review **Clients’ Right and Grievances** form (sign and hand a copy to the clients)

- Introduce client to **AR-11 Form** and requirement to report address changes and assist them with completing/submitting form online within 10 days of arrival

- Assist young men age 18-25 to register for **Selective Service** (within 30 days) explain requirement to report changes of address with specific Selective Service form

- Review “Everyone is Welcome at IRIS” Document (provided to co-sponsor at time of arrival)

- Review **Statement of Mutual Rights & Responsibilities** and **Sanctions & Termination of Services Policy**

- Explain **ESOL class registration** options and complete registration

- Complete **Food bank registration** and explain access

- Explain access and complete **WIC/Diaper Bank** application(s) for your area (if applicable)

**CLIENT RACIAL IDENTIFICATION** *(refer to IRIS Racial Identification Guidelines Document provided by CM)*:

- Do you identify as American Indian/Alaska Native, Asian, Black, Native Hawaiian or Other Pacific Islander, White, Mixed race, or other? (choose one)

- Do you identify as Hispanic, Latino or Latinx? (yes or no) [circle]

- Do you identify as being from the Middle East or North Africa? (yes or no) [circle]
AFTER CLIENT MEETING(S) Provide IRIS Co-sponsor Case Manager with Copies of:

Documents in clients’ possession upon arrival:
- I-94s (if available)
- Passport (if avail)
- Marriage Certificate (if avail)
- Medical reports
- IOM Loan Promissory Note (if avail)
- School records (if avail)
- Department of State (PRM) letter (containing photos and biographical information)

Documents/Registrations completed with assistance of co-sponsor:
- Selective Service form (if applicable)
- ESOL class registration in Co-sponsor Region
- Print confirmation of AR-11 submission in PDF
- Food bank registration (explain access to family)
- Diaper Bank application (if applicable)
- WIC application (if applicable)
- DSS Authorization to Release Information
- Copy of DSS application (if completed)
- IRIS Financial Assistance Policy
- Clients’ Rights and Grievances form