

CO-SPONSOR TIMELINE IN BRIEF

Group Formation through to Arrival! (2 - 6 months)

2-3 WEEKS

- Attend Information Session
- Discuss content with group and organize committee structure, fill leadership roles
- Begin Co-Sponsorship Application with guidance from Sponsorship Developer
- Review schedule for training sessions via Zoom and/or request recordings

2-6 WEEKS

- Prepare for training, read the Co-Sponsorship Manual!
- Ensure volunteers complete training, background checks, & documentation
- Submit application, revise until approved
- Submit "Green Light" Form... "We're Ready!"

2-10 WEEKS

- **Wait** for family assignment
- Complete Memorandum of Understanding (MOU) after family assignment
- Attend Pre-Arrival Meeting with Community Sponsor Coach (CSC)
- Prepare for arrival (JFK, EWR, BDL, or New Haven)

Post-Arrival

Week 1

- Next Calendar Day Visit + other critical forms as outlined on "Timeline Cheat Sheet"
- DSS applications
- Follow up on Social Security Card & Employment Authorization Card (EAD) arrivals

Week 2

- First CSC Visit - Service Plan Initial Assessments
- Schedule CORE (Cultural Orientation & Refugee Education) sessions with CSC
- Continue with tasks outlined on Timeline Cheat Sheet
- Begin ESOL Classes

Weeks 3-4

- Completion of Service Plan sections as instructed by CSC **due at 30 days**
- Begin employment search process
- Refugee Health Assessments (RHAs) for all family members
- Enroll children in school
- 30-Day Home Visit

90 Days

- CSC meeting to settle administrative matters at the end of the R&P period.
- CSC, CS contact person(s), and client will discuss setting of milestones for resolving outstanding issues and for achieving self-sufficiency at 180 days.

180 Days

- CSC meeting to evaluate progress toward self-sufficiency
- Discussion of steps toward group intentionally disengaging from family
- At 9 months, group assesses feasibility of working toward co-sponsoring another family after one year has passed from the previous family's arrival.

365 Days

- Guarantor responsibility ends with the lease and the family assumes control of the lease *or* moves to another apartment or city.
- Group decides whether it is ready to undertake another co- sponsorship, in what timeframe, and any assistance needed from IRIS developer