

## 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.

<b>Principal Applicant</b>		<b>Case Number</b>					
<b>Contact Information</b>	<b>Affiliate</b>			<b>Co-Sponsor</b>			
<b>Name:</b>							
<b>Address:</b>							
<b>Contact Person:</b>							
<b>Phone</b>							
<b>Email:</b>							
<b>Cell/Work Phone:</b>							
<b>R&amp;P Services</b>							
<b>Activity</b>		<b>Timeline</b>		<b>Responsibility</b> Indicate if the Affiliate or the Co-Sponsor is responsible for completing each R&P Service			
				<b>Affiliate</b>		<b>Co-Sponsor</b>	
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: _____		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: _____			