

## R&P Forms and Timeline Cheat Sheet

See descriptions and directions for each form and task listed below in the **R&P Form Completion Instructions and Case File Documentation Timeline** document found on the Co-Sponsors' Resources page at [IRISCT.org](http://IRISCT.org).

	Form/To do	Responsibility	Source	Due to CSC (Community Sponsor Coach)	Notes
<b>Pre-arrival</b>	Review R&P Form Completion Instructions and Case File Documentation Timeline	CS	IRIS website	N/A	Includes instructions for all forms and services listed below.
	IRIS MOU	CS	CSC	within 24 hours	Copy to CSC
	R&P Co-sponsor Agreement Form	CS	IRIS website	before arrival	Copy to CSC
	W-9	CS	IRIS website	before arrival	Required one time unless group's fiduciary changes
	Case Notes	CS	IRIS Website (guidelines & example) CSC supplies group specific sheet	Weekly	Pre-arrival & Weekly for 90 days (select types through family independence)
	Review R&P Core Services Calculator (optional)	CS	IRIS Website	N/A	Used throughout R&P period
	R&P Home Evaluation & Safety Checklist Form	CS	IRIS website	before arrival	Copy to CSC
	R&P Temporary Housing Home Supply List Form (if applicable)	CS	IRIS website	before arrival	Copy to CSC
	R&P Permanent Housing Home Supply List (if apartment secured before arrival)	CS	IRIS website	before arrival	Copy to CSC

<b>Post Arrival:</b> Completed with Clients During Next Calendar Home Visit	R&P First Home Visit Home Visit Form	CS	IRIS Website	5th day	Completed in conjunction with CS Management Intake Form
	R&P Pocket Money Acknowledgement Form	CS	IRIS Website	5th day	Signed by adult family members/submitted to CSC
	R&P Authorization to Release Information Form	CS	IRIS Website	5th day	Completed in conjunction with CS Management Intake Form
	Co-Sponsor Photo and Interview Release Form	CS	IRIS Website	5th day	Completed in conjunction with CS Management Intake Form
	R&P Declined Household Items Addendum (if applicable)	CS	IRIS Website	5th day	Copy to CSC
	Client Contact info sheet	CS	IRIS Website	5th day	Completed in conjunction with CS Management Intake Form

<b>Post-arrival:</b> Client Intake Process (Completed before Co-sponsor Case Manager's first visit as outlined on CS Management Intake Form.)	R&P Co-Sponsor Management Intake Form	CS	IRIS Website	1st Week	To be completed by CSC's first visit
	State Dept PRM Letter (Refugee Travel Letter)	CS	client	72 hours	Scan in color - copy to CSC
	Passports from home country	CS	client	72 Hours	Scan in color - copy to CSC
	DSS Online Application	CS	IRIS Training Documents "DSS Online Instructions" from CSC/preview on IRIS website	5th day	N/A
	IRIS Financial Assistance Policy	CS	IRIS Website/Finance	1st week	Copy to CSC
	We Want Everyone to Feel Welcome at IRIS Document	CS	IRIS CSC at arrival	1st week	Reviewed/no signatures required
	R&P Client's Rights and Grievance Form	CS	IRIS Website	1st week	Copies to CSC
	IOM Promissory Note	CS	client	1st week	Copy to CSC if note is in IOM bag at arrival. If it is not, consult CSC.
	I-94	CS	client or ask CSC for directions	1st week	Copies to CSC
	Pre-Arrival Medical Reports	CS	client	1st week	Copies to CSC
	Marriage Certificate	CS	client	1st week	Copy to CSC
	School records from home country (if available)	CS	client	1st week	Copies to CSC
	AR-11	CS	Online - <a href="#">USCIS website</a>	1st week	Required to be submitted online within 10 days of arrival, Copy to CSC
	Statement of Mutual Rights and Responsibilities	CS	IRIS Website	1st week	Copy to CSC
	Sanctions & Termination of Services Policy	CS	IRIS Website	1st week	Reviewed/no signatures required
	Selective Service Form (if applicable)	CS	Online - <a href="#">Selective Service System website</a>	N/A	Submit online if applicable. Copy to CSC

<b>Post-arrival:</b> 30th-45th Day	R&P Family Service Plan	CSC/CS	IRIS Website/CSC	Completed by 30th day	Based on interviews with CSC/updated by CS
	R&P Second Home Visit	CSC	IRIS website	45th day visit by CSC	Completed before CSC's second visit.

<b>Housing</b>	Copy of Lease Agreement	CS	CS	ASAP	As soon as housing is secured
	Correspondence/Application for Energy Assistance	CS	<a href="#">CT-Energy Assistance</a>	ASAP	Copy to CSC

<b>ESOL/School/Local Services:</b> (registration forms)	ESOL registration receipt	CS	Local	ASAP	Copies to CSC
	Legal Assistance (If applicable)	CS	Local	ASAP	Copies to CSC
	Food Pantry	CS	Local	ASAP	Copies to CSC
	Diaper Bank	CS	Local	ASAP	Copies to CSC
	WIC	CS	Local	ASAP	Copies to CSC
	State Subsidized Child Care	CS	<a href="#">Care 4 Kids</a>	ASAP	Copies to CSC
	School Registration	CS	Local	ASAP	Copies to CSC
	YMCA /Boys & Girls Club/Town Rec. programs (before & after school, summer) If Available	CS	Local	N/A	N/A

<b>State Benefits</b>	Benefit Approval Letter(s)	CS	client	upon receipt/ASAP	Husky insurance/TANF (or Refugee Cash Assistance)/SNAP benefits/SSI (if applicable)
	DSS and Husky Cards	CS	DSS	upon receipt/ASAP	Copy of cards to CSC

<b>Employment</b>	Employment Assessment	CS	CSC	within 30 days	Copies to CSC
	Resume	CS	<a href="#">CS/IRIS Website-template</a>	<30 days	Copies to CSC
	Employment Information Sheet Form	CS	<a href="#">Employment Info Sheet</a>	after Employment	Copies to CSC
	Pay stubs	CS	client	after Employment	Copies to CSC (confirm with CSC the number of weeks required)

<b>Health</b>	Refugee Health Assessment Form (RHA)	CS	CSC/Healthcare Provider	ASAP	Copies to CSC
	Cultural Orientation (CO) Assessment Form	CS	CSC/IRIS Website	<60 days after CORE	Copy to CSC

<b>90 Day Visit</b>	R&P Earnings and Expenses	CS	IRIS Website	90th day	Review & Submit to CSC at 90 Day Meeting
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