

Welcome Corps Checklist

This Welcome Corps checklist includes activities sponsors and refugee newcomers will do together. It provides a week-by-week overview of important activities in the first 90 days after arrival. This short checklist can be used to develop plans and track activities. The checklist is to be used with the Welcome Corps Journey Guide. The Journey Guide provides key information and essential support resources for completing each checklist activity.

Pre-Arrival

Fundraising

Secure \$2,425 per individual refugee newcomer. This may include cash or other direct funding as well as in-kind support such as donated housing.

Housing & set-up

Secure initial and/or permanent housing for refugee newcomers. Connect utilities and internet. Furnish the home with recommended items. Stock the pantry with initial food items.

Interpretation & translation resources

Find interpretation and translation resources for future communication regarding critical issues, such as those surrounding health and core services. Identify interpretation for airport pick-up.

Day of Arrival

Airport pick-up

Welcome refugee newcomers at the airport and transport them to secured housing.

Arrival meal

Provide a ready-to-eat, culturally appropriate meal.

Arrival, home, and personal safety orientation

Complete a brief orientation to the new home including fire safety, locks, when to call 911, and use of appliances and bathroom facilities. Provide initial emergency contact information and ensure refugee newcomers can make contact, such as having a working phone and/or introductions to neighbors as appropriate.

Week One



Arrival meeting

Meet with refugee newcomers to discuss any immediate needs and goals, and create an initial calendar of activities.



Grocery shopping

Sponsors and newcomers should locate the most convenient and affordable grocery store to the newcomer's home.



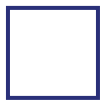
Shopping for needed clothing & necessities

Sponsors and refugee newcomers go on a shopping trip for clothing, personal items, or any needed seasonal items.



Interpretation

Ensure that interpretation/translation is available for refugee newcomers for any critical issues such as those surrounding health and core sponsorship services.



Enrollment in benefits

Support the refugee newcomers in accessing benefits. Benefits may include Refugee Cash Assistance, Temporary Assistance to Needy Families, Supplemental Nutritional Assistance Program, Medicaid, Supplemental Security Income, or Refugee Medical Assistance. Find out if your locality has Office of Refugee Resettlement (ORR)-funded programs available and if the refugee newcomer is eligible and would like to enroll. These programs may include Matching Grant, Preferred Communities, or Refugee Support Services.



Arrival medical care

While infrequent, if refugee newcomers require medical care upon arrival, coordinate with state or local health care providers. Ensure that refugee newcomers with health care requirements receive appropriate and timely medical care, including any prescription refills.

Documentation Table

AR-11 Change of Address Form

Refugee newcomers, including children, complete the AR-11 form within 10 days of arrival in the U.S. and within 10 days of additional moves.

Social Security Cards & Employment Authorization Documents

Social Security Cards and Employment Authorization Documents (EAD) are applied for overseas and arrive after the refugee newcomer lands in the U.S.

Selective Service Registration

As appropriate, support refugee newcomers (men 18 through their 26th birthday) in completing selective service registration within 30 days of arrival.

Week Two



Budgeting

Support the refugee newcomers in creating a household budget, an important way to learn about income and expenses.



School enrollment

Enroll children in school as soon as possible after arrival. Human service agencies may provide information on any child development programs or affordable daycare options.



English Language Learner programs

Refugee newcomer adults can enroll in programs for English Language Learners.



Domestic Medical Screening

Schedule a Domestic Medical Screening appointment with a designated health clinic or provider.



Employment

Sponsors and refugee newcomers work together to pursue employment by enrolling in available employment services, beginning to apply for jobs, and exploring community connections.



Lease review

Review the refugee newcomer's lease together to learn about the rights and responsibilities connected to housing in the U.S.



Cultural Orientation

Cultural Orientation, or CO, is a pre-departure and post-arrival education program designed for refugee newcomers resettling in the U.S. The Cultural Orientation Resource Exchange (CORE) connects and supports refugee newcomers and those working with them in effective CO.

Week Three



Transportation orientation

Sponsors and newcomers can explore and learn about the transportation options that exist in the community.

Week Four



Connect with health care and mental health care providers

Sponsors and refugee newcomers will work together in identifying a primary care physician and other desired health and mental health providers covered through their medical assistance.



30-day report or survey

Sponsor groups complete a 30-day report. Refugee newcomers will complete a survey within a month of arrival. The reports and surveys are to ensure services, identify areas for support and guidance, and collect feedback.

Weeks Five – Eight



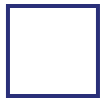
Midpoint meeting

Around week six, sponsors and refugee newcomers can review the sponsorship plan, review progress, and discuss next steps.



Budgeting

Review and update the budget as needed.



Checking account

Set up checking account for refugee newcomers.



Medical care

Follow up with health care appointments.



Identification documents

Support refugee newcomers in obtaining state IDs or driver's licenses and follow up on documentation such as AR-11 or Selective Service registration.



Employment applications

Continue to submit employment applications.



Community & Cultural Orientation

Continue learning cultural orientation information and connecting to the local community.

Weeks Nine – Twelve

Connect to legal services



Connect to legal services to prepare for adjustment of status to lawful permanent resident after one year; family reunification to petition for family members to join refugee newcomers in the U.S.; replacement of lost documents, and/or citizenship services after five years.

Discuss paying off no-interest travel loan



Refugee newcomers have signed a no-interest travel loan. Once the bill is received, read the bill and utilize payment options.

Domestic Medical Screening



Ensure the Domestic Medical Screening has occurred within 90 days of arrival and is logged in [myUSCIS](#).

Employment applications



Continue to submit employment applications if not employed.

Employment Authorization Documents



If employed, assist with any necessary documentation transitions for the employer after receiving the EAD.

Community & Cultural Orientation



Continue Cultural Orientation, focusing on topics needed for self-sufficiency.

Budgeting



Review and update the budget as needed, preparing for the refugee newcomer to take responsibility for living expenses.

Connect to Refugee Support Services



Connect to your state's ORR-funded Refugee Support Services (RSS), available for up to five years from the date of eligibility. Services may include assistance with employment, English language training, childcare, transportation, translation and interpretation services, and case management.

Transition meeting



Around week eight, sponsors and refugee newcomers can review the sponsorship plan, review progress, and identify key activities that can be done in the next two weeks for the completion of sponsor services.

Complete 90-day report



Sponsor groups will complete a 90-day report. Keep in mind sponsors will also complete six- and 12-month surveys. Refugee newcomers will complete six- and nine-month surveys as well.