



SAMPLE SPONSOR SERVICE CHECKLIST

The United States has a rich tradition of welcoming newcomers through sponsorship. The following checklist is one resource, drawn from existing best practices and can be used by sponsors and newcomers to develop plans and track activities. Although this checklist may support anyone welcoming newcomers, some of the services listed may be specific to newcomers arriving through the Uniting for Ukraine program.

Sponsors, in addition to providing newcomers with critical financial support, will need to connect them with relevant services (such as health care and education), and support their integration by assisting them as they learn English and secure employment. The checklist below suggests activities and timelines for ensuring key services are provided for newcomers and can serve as a guide during the initial period of a newcomer's stay in the United States.

PRIOR TO ARRIVAL

- Complete Declaration of Financial Support (Form I-134) and other program specific requirements.
- Receive approval of Declaration of Financial Support (Form I-134) from Department of Homeland Security.
- Research state, local and community based organizations that offer services to refugees and other immigrants, as well as faith and cultural institutions that may be relevant to the newcomer(s). **Alight will help you identify and connect with these resources.**
- Connect with state and city offices of immigrant affairs or local human services departments to learn what benefits are available to individuals granted humanitarian parole. While you provide essential support, we do not want newcomers to miss out on benefits they are entitled to that support their journey.
- Secure initial and/or permanent housing on behalf of the newcomer(s). Permanent housing may be available through programs available to newcomer(s) (MGP, for example), but Day One accommodations are critical for Sponsor Teams to arrange and prepare.
- Ensure access to/connect utilities and internet on behalf of the newcomer(s), including enrollment into plans discounted for low-income residents, where applicable.
- Furnish temporary housing with recommended items, including disposable items such as diapers that a newcomer may need. Permanent housing furnishings may be included with housing options depending on program.
- Stock the pantry with initial food items.
- Gather seasonally appropriate clothing for the airport/station greeting.
- Connect with resettlement agency to set appointment for the day after the newcomer arrives.

DAY OF ARRIVAL

- Welcome newcomer(s) at the airport or station and transport to secured Day One housing.
- Provide a ready-to-eat, culturally appropriate meal.
- Provide a brief orientation to new housing, including guidance on locks, smoke detector, fire extinguisher, and 9-1-1.
- Provide initial emergency contact information; ensure newcomer(s) have the ability to make contact (e.g., working phone and/or introductions to neighbors).

WEEK OF ARRIVAL

- Accompany newcomer(s) to appointments with resettlement agencies, where they will learn about relevant benefits available and enroll in a program.
- Ensure that newcomer(s) with acute health care requirements receive appropriate and timely medical attention, including for prescription refills. Enroll newcomers in discount pharmacy programs, as is applicable. This may be supported by resettlement agency
- Provide the newcomer(s) with pocket money to support their independence. (You can talk with the newcomer(s) about the amount that feels appropriate. \$50 per newcomer is standard practice.)
- Support the newcomer(s) in accessing their mailbox. As necessary, support the newcomer(s) in identifying bills, junk mail, etc.
- Support the newcomer(s) in going grocery shopping. Ideally, this should include a store with affordable staples, as well as one that offers culturally specific foods.
- Support the newcomer(s) in shopping for clothing, footwear, and other necessities.
- Support the newcomer(s) in creating a household budget.
- Discuss short and long-term employment and educational goals with newcomer(s); connect them with mentors and workforce resources. Resettlement agencies will assist with Work Permit applications and may provide support in finding employment depending on program.
- Apply for social security card(s) and employment authorization document(s). Newcomers paroled will need to submit an I-765 Application for Employment Authorization. This may be completed at resettlement agency.
- Ensure other conditions of newcomer's status (e.g. parole), such as vaccination requirements, are met.
- Support the newcomer(s) in printing form(s), such as the I-94 via the US Customs and Border Protection website.
- Submit changes of address with the Department of Homeland Security and US Postal Service. Advise newcomer(s) that this will need to be done each time the newcomer(s) move(s).
- As appropriate, support newcomer males ages 18 – 25 in completing selective service registration. Advise newcomer males ages 18 – 25 of the necessity of submitting changes of address forms with the Selective Service each time there is a change of address.
- As appropriate, support the newcomer(s) in accessing benefits and services, such as Affordable Care Act health insurance plans through federal or state exchanges or enrollment of young children into Head Start programs.
- If appropriate, coordinate with state and/or local health care providers to provide medical services to newcomer(s) requiring medical care upon arrival.
- Connect the newcomer(s) with qualified legal assistance to ascertain future immigration options.

FIRST MONTH AFTER ARRIVAL

- Ensure newcomer(s) are connected with affordable healthcare, such as at a community health care center, and receive vaccinations and health screenings through a provider visit or an appointment at a local public health department.
- Support the newcomer(s) in selecting a primary care physician.
- Support school-aged newcomer children in enrolling to school, after school and summer school programming, as is available.
- Connect parents of school-aged children to school and district staff, such as family liaisons, to support their understanding of the U.S. educational system.
- Support older youth's continued education by connecting with local community colleges or higher education institutions to understand options and opportunities.

- Once necessary documentation has arrived, support the newcomer(s) in obtaining state IDs and/or driver's license(s). Some states have different processes for newcomers with temporary immigration statuses.
- Continue to provide pocket money as appropriate until other income is received.
- Support the newcomer(s) in setting up checking and savings accounts. Credit unions often have better abilities to open accounts for individuals who do not yet have Social Security Numbers than national banks.
- Ride public transit with the newcomer(s) to their points of interest (e.g., shopping, post office, library, grocery store, park, children's school, doctor's office, place of worship) and consider purchasing bus passes.
- Support the newcomer(s) in enrolling in English language training and digital literacy classes.
- Connect the newcomer(s) to workforce services at American Job Centers or local community-based agencies where they can access resume writing assistance and career navigation services.
- Support the newcomer(s) in applying to job and job training opportunities. Many job training activities do not require that the newcomer has received their Employment Authorization Document.
- Continue to support the newcomer(s) in connecting to available community benefits and services (e.g., mental health services and libraries), as well as extracurricular activities.
- Provide orientation to the newcomer(s) regarding such things as safety, health care, and US and local community laws.

SECOND MONTH AFTER ARRIVAL

- If not yet received, follow up on social security card(s) and employment authorization document(s) with USCIS.
- As appropriate, support the newcomer(s) in paying their bills, managing their finances, and locating financial education resources.
- Continue to support the newcomer(s) in finding career training opportunities and securing employment.
- Continue to support the newcomer(s) with language practice.
- Continue to support the newcomer(s) in learning about their new community and life in the United States.
- Continue to support the newcomer(s) in connecting to available community benefits, services, and extracurricular activities.

ONGOING SUPPORT

- Continue to support the newcomer(s) in finding career training opportunities and securing employment.
- Continue to support the newcomer(s) with language practice.
- Continue to support the newcomer(s) in learning about their new community and life in the United States, including by fostering connections between parents and schools (as applicable).
- Continue to support the newcomer(s) in connecting to available community benefits, services, and extracurricular activities.