

Activity	Notes	Timeline
Complete U.S. Tie Assessment and Commitment Form*	If applicable; EMM will provide customized form.	Pre-arrival
Conduct home evaluation	Using Home Evaluation and Safety Checklist, ensure the housing available upon arrival is decent, safe, sanitary, and in good repair.	Pre-arrival
Secure home supplies	Using Home Supply List, secure all required furniture, household items, and personal hygiene items, and ensure they are in new or good condition and available upon arrival.	Pre-arrival
Pick up newcomer(s) at airport	Ensure appropriate interpretation is available.	Arrival
Transport to housing	Ensure that housing meets safety requirements (see Home Evaluation and Safety Checklist).	Arrival
Provide ready-to-eat meal and initial food supply	Provide culturally appropriate, ready-to-eat food, plus one day's worth of additional food supplies/staples (including baby food as needed).	Arrival
Provide initial clothing supply	Provide appropriate seasonal clothing required for work, school, and everyday use, including proper footwear and diapers for children.	Arrival
Provide contact information	Provide contact information for RPCP team members and emergency services.	Arrival
Provide initial cultural/safety orientation to housing	Ensure newcomers understand how to lock doors, use thermostat, safety with stove/oven, how to use shower/bath, and what to do in event of emergency, etc.	Arrival
Provide pocket money	Provide an appropriate amount of pocket money to each adult to allow independent spending at the refugee's discretion.	1 CD
Conduct First Home Visit	Provide Housing and Personal Safety Orientation, including emergency contacts and procedures.	1 CD

Activity	Notes	Timeline
Conduct Intake Interview	Verify refugee documentation and discuss roles and responsibilities.	Within 5 WD
File change of address forms	File change of address forms with DHS (AR-11) and the U.S. Post Office . Note: additional forms due within 10 CD of a move to a new address.	Within 10 CD
Conduct 30-Day Home Visit	Use EMM-provided form to conduct check-in with newcomers.	On or right before 30th CD
Enroll in ESL classes	Enroll in online or in-person English classes, as needed.	30 CD
Register for Selective Service	Applies to men ages 18-26. Register at sss.gov/register/ .	30 CD
Develop Service Plan	Develop Service Plan for each refugee.	30 CD
Enroll in school	Ensure that children meet school enrollment requirements, including immunizations, and are registered for school.	30 CD
Ensure health screening is conducted	Refugee health screenings are conducted by certain providers in each state.	30 CD ideally, if not, by 90 CD
Enroll in employment services	Services should help client access appropriate job counseling, placement, and/or training programs as available in the community.	30 WD
Provide cultural orientation	Using CORE Lesson Plans, provide cultural orientation in refugee's native language (to the extent practical). NOTE: Health care system orientation recommended prior to refugee health screening.	90 CD
Review Service Plan	Review implementation of plan(s) and progress toward reaching each refugee's goals.	Throughout
Transport to job interviews, training, and services*	As needed.	Throughout
Additional Home Visit	Conduct additional home visit if newcomers have moved from a temporary to permanent home within R&P period.	As needed, throughout