



episcopal
MIGRATION MINISTRIES

Remote Placement Community Partner Welcome Plan

A. COMMUNITY PARTNER ORGANIZATION

Community Partner Organization Name		
Address		
City	State	Zip code
Team Lead Name		
Email	Cell Phone #	
Preferred Method of Contact <input type="checkbox"/> Email <input type="checkbox"/> Phone		
In a few sentences, briefly summarize your organization's motivation to welcome.		

B. COMMUNITY PARTNER TEAM MEMBERS

Primary Members (print full names)	Email Address	Phone #
Team Leader		
Member 2		
Member 3		
Member 4		
Member 5		
Member 6		
Member 7		
Member 8		
Member 9		
Member 10		
Member 11		
Member 12		
Member 13		
Member 14		
Member 15		
Member 16		
Member 17		
Member 18		
Member 19		

C. TEAM MEMBER CORE SERVICE RESPONSIBILITIES

Core Services:	Role and Responsibilities	Team Member(s)
Team Lead	Coordinates community partner team members' service delivery to refugee(s), maintains a casefile, and liaises with EMM staff.	
Airport Reception	Greet the refugee(s) at the airport and transport them to housing.	
Housing	Ensure that the refugee(s) have safe, sanitary, and affordable housing for the duration of the core service period.	
Basic Necessities	Provide basic start-up necessities, including but not limited to utilities, furniture and household goods, culturally appropriate meal and food staples, seasonally appropriate clothing, baby and/or children's items as needed, and pocket money.	
Refugee Documentation	Help refugee(s) apply for essential documentation including a social security card, employment authorization document, and state ID for each refugee, regardless of age. File change of address notifications and Selective Service registration (if applicable).	
Benefits and Services	Help refugee(s) access public benefits for which they may be eligible (SNAP, TANF, Medicaid/ Refugee Medical Assistance, WIC, etc.).	
Health and Mental Health Services	Connect the refugee(s) to necessary health and mental health services.	

Education and Childcare	Support the refugee(s) in enrolling any school-aged children in school. Support the refugee(s) in identifying available child development programs and/or childcare.	
Language	Connect the refugee(s) to English language learning opportunities in their community.	
Interpretation and Translation	Ensure appropriate interpretation/translation when communicating with the refugee(s).	
Community Orientation	Facilitate cultural connections for refugee(s). Such cultural connections may include access to culturally appropriate foods, houses of worship, other culturally or ethnically appropriate community-led organizations and/or compatriots.	
Cultural Orientation	Provide a basic introduction to the refugee(s)' new home, community, and life in the United States, ensuring all 15 required topics are understood.	
Employment	Support employable refugee(s) in securing employment in the U.S. workforce.	
Transportation	Guide refugee(s) in accessing available transportation in the community.	
Financial Management and Support	Manage the administration of federal funds and expense reporting to EMM. Provide each refugee with basic financial support during the 90-day Reception and Placement period, including the provision of initial pocket money.	

Fundraising	Raise cash and in-kind support as needed to meet the above core services needs of the refugee(s).	
Reporting to EMM	Complete 90-day reports via an established online submission process. Complete community partnership experience surveys as requested.	
Legal Assistance	Ensure refugee(s) are informed of legal service providers so that they can initiate the process for adjusting their status to permanent resident.	
Family Reunification	Conduct outreach and assist beneficiaries to file affidavits of relationship for family reunification (Affidavits of Relationship, Refugee Information Forms).	

D. NEW NEIGHBORS

Please share information about the refugee(s) you feel capable of supporting. Note that you must include preferred family size. Please add more rows if you can support additional nationalities/ethnicities and note your language capacity to serve those populations.

Family Size

Nationality/Ethnicity	Language

If known, what is the Case Composition (add rows as needed):

Sex	Age

If the refugee(s) have a U.S. Tie, are they willing to welcome their family members and how will they provide support? (If applicable)

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E. WELCOME PLAN

a. Housing

As a Community Partner team, you must secure decent, safe, sanitary, and affordable housing for the refugee(s) you are supporting. Please describe your plans for permanent housing, including the anticipated number of rooms, area of town, estimated rental rate, and access to employment, education, healthcare, transit, and shopping. Please provide the address for permanent housing, if known.

- Please acknowledge receipt of the Home Safety Checklist and Home Evaluation and Safety Guidance and your agreement to comply with the requirements listed within these documents.

b. Basic Necessities

As a Community Partner team, you must ensure that refugee(s) are equipped with basic start-up necessities. Please describe your plans for purchasing or securing commitments for donated furniture and household goods, clothing, and food staples. Please also describe your plans for ensuring access to culturally appropriate groceries and utilities (telephone, electricity, internet,

if needed) for a minimum of 90 days. Reference any corporate and/or charitable resource you will rely on to provide these necessities.

Please acknowledge receipt of the Home Supply Checklist and Guidance documents and your agreement to comply with the requirements listed within these documents.

c. Refugee Documentation

Community Partner Teams support refugees in securing documentation. Please indicate the links or locations that offer guidance on this below, demonstrating that you know where to go for relevant forms and information.

Refugees must apply for their social security card(s) (if an application is not already pending) upon receipt of their Employment Authorization Document (EAD). Please provide the link for the nearest Social Security Administration Office.

To ensure that the U.S. government is aware of a refugee's residence, newcomers must complete a change of address form and submit it to the U.S. Post Office and the AR-11 form and submit it to the U.S. Department of Homeland Security each time they move. Please provide the link for the U.S. Department of Homeland Security change of address form.

Males ages 18 – 26 must register for selective service. This does not mean that they will need to serve. Include the link for selective service registration here.

Refugee(s) should be supported in obtaining a state ID and/or driver's license, in municipalities/states where applicable. Detail the process for this using the space below.

d. Benefits and Services

Please research what, if any, public assistance/services are available to refugees in your state or municipality, such as SNAP, TANF, Medicaid/Refugee Medial Assistance, WIC, etc., as well as private resources like food pantries, clothing closets, etc. Please detail how you will assist the refugee(s) in accessing these resources below.

e. Health and Mental Health Services

As a Community Partner Team, you are responsible for connecting the refugee(s) to a refugee health screening, as well as immunizations, general health, and desired mental health services. Please investigate local health clinics and other services that may be available to the refugee(s) in your area.

f. Education

As a Community Partner Team, you are responsible for supporting the refugee(s) in enrolling any school-aged children in the public education system within the first 30 days of arrival. Please include your district’s local point of contact for school enrollment. Briefly describe the enrollment process in your community, including any immunizations needed.

g. Language

Please describe any English language learning opportunities in your community that ESL adults may access, including availability and cost (e.g., English language classes, conversation circles at libraries, tutoring through local literacy council, etc.). You are also responsible for informal language training support through regular interaction and conversation or serving as language partners. Please describe your plans to support language acquisition.

h. Interpretation and Translation

While some Community Partner activities with newcomers may be completed without interpretation or translation, please describe how you will communicate with refugees(s) for essential topics and key appointments. Include the name(s) of those individuals or organizations who will provide in-person or telephonic interpretation. Note that agencies that receive federal funds, such as hospitals or health departments, are responsible for ensuring language access.

i. Community Orientation

Please describe how you will facilitate cultural connections for newcomers including access to culturally appropriate foods, connections to any relevant ethnic or faith communities such as nearest mosques, temples, or diasporas.

j. Cultural Orientation

Refugee(s) will benefit from a basic introduction to their new home, community, and life in the United States. This will include a review of the following 15 required topics: the role of the Community Partner, refugee status, English, public assistance, U.S. laws, community orientation, employment, health, budgeting and personal finance, housing, hygiene, safety, cultural adjustment, education, and transportation. Please detail how you will facilitate this introduction, including any resources you might use such as those offered by the Cultural Orientation Resource Exchange (CORE) (<https://coresourceexchange.org>), public library, or elsewhere.

k. Employment

As a Community Partner Team, you will be responsible for connecting the refugee(s) to work force services in your community. Please describe local employment resources, including job centers, library programs, and local job boards. You are also responsible for providing support in the job search process, including identifying short and long-term employment goals, development of resumes, support with applications, interview practice, and using personal networks where available. Please outline your plans for providing employment support, including any networks you plan to leverage.

l. Transportation

Please describe available transportation in your community, noting how the refugee(s) might travel (e.g., bus, metro, rideshare, taxi, walk) to and from possible employment, schools, healthcare, faith community, shopping, and grocery stores.

m. Financial Management and Support

Please describe how you will oversee the administration of federal funds to ensure appropriate spending and expense reporting/billing to EMM. Include general information on how funds will be used to cover administrative expenses and direct expenses for the refugee(s), such as rent, utilities, household goods, food staples, etc. Please see Appendix A for examples of allowable expenses.

n. Fundraising

Please describe how you will raise any cash and in-kind support that may be needed to supplement the federal funds you will receive and help you meet the core service needs of the refugee(s).

o. Reporting to EMM

Please describe how you will ensure timely completion of 90-day reports to EMM.

p. Legal Assistance.

You are responsible for ensuring the refugee(s) understand where to access legal assistance, so that they can initiate the process for adjusting their status to legal permanent resident (LPR). Please provide a description, name, and contact information of an organization or legal professional who may assist the refugee(s) in their status adjustment process.

q. Family Reunification.

You are responsible for ensuring the refugee(s) understand that if the case is eligible and expresses interest in petitioning for eligible family members, the Community Partner staff must assist. Please provide a description of how family reunification petitions will be supported.

F. FINANCIAL ASSESSMENT

This section will allow you to estimate the expenses associated with sponsorship.

a. Estimated Income Available

Number of refugees the team is prepared to support	
Administrative Funds Available = \$1100/refugee	
Direct Service Funds Available = \$1275/refugee	
Total Estimated Funds Available	

b. Estimated Living Costs First 90 Days

If estimated costs are reduced due to the availability of in-kind donations, indicate by writing “+ in-kind” next to the estimated cost.

Items	Estimated Costs
i. Monthly Cost of Living in Welcoming Community	
Rent	
Utilities (electric, water, gas, oil as applicable)	
Food	
Phone and internet	
Transportation (public transit)	
Other costs	
Monthly Total	
Total Living Costs First 90 Days (Monthly x3)	
ii. One-time Start-up Costs	
Pocket money (\$50 per adult suggested upon arrival)	
Furniture and household items	
Clothing	
Food staples and welcome meal	
Housing security deposit	
Hook-up costs for utilities, phone, and internet	
School supplies	
Other costs	

One-time Start-up Costs Total	
Total Estimated Expenses First 90 Days	

G. FUNDRAISING PLAN

Community Partners should have financial resources to meet/supplement the living expenses as calculated under TOTAL ESTIMATED EXPENSES FIRST 90 DAYS in the previous section. Please list committed funds below. Committed funds are often from individual team members, fundraising campaigns, supporting organizations, or others. Please note: nationally the average cash raised is \$880/refugee and the average in-kind amount raised is \$841/refugee.

Name or source of committed funds	Amount of funds committed
TOTAL COMMITTED FUNDS	

H. REQUIRED DOCUMENTS:

- Provide signed Code of Conduct(s)
- Provide proof of completed Background Checks

I. COMMUNITY PARTNER TEAM DECLARATION

With the signature of the Community Partner Team Lead, the Community Partner Team members declare that:

- The information provided is to the best of our knowledge true, complete, and accurate.
- We have made or will make adequate arrangements in our community for the welcome of the refugee(s), as outlined in this Welcome Plan.
- We will provide 90-day progress reports as required by the Reception & Placement Program.
- We will participate in regular check-in calls with an EMM program officer.
- We understand that the Remote Placement Community Partner Program is authorized to share information contained in this Welcome Plan with operational partners.

Community Partner Team Lead		
Name (print full name)	Signature	Date (MM/DD/YYYY)

Once approved, Remote Placement Community Partners should be ready to receive newcomers upon completion of EMM required training.

APPENDIX A – ALLOWABLE EXPENSES

Administrative Expenses:	Direct Expenses:
Staff Salaries	Rent/Utilities
Staff Benefits	Telephone
Staff Mileage	Pocket Money/Cash
Staff Phones	Food
Occupancy	Personal Care Items
Office Supplies	Household Items
	Clothing
	Transportation (bus passes)