

TRANSITION CHECKLIST

Integrating into a community is an ongoing process. There is no clear endpoint of when a person is truly integrated into their new community. As the newcomers you are sponsoring approach the 90-day mark, it is important to have a discussion about this and how things will change. While your official commitment will end, some relationships may continue.

After 90 days of being in a new place, this is an opportunity to identify any remaining Sponsor Circle responsibilities or activities and see if the newcomers have all the tools and information they need to continue this journey. The below checklist may help you with this transition.

Health

- Do the newcomers know how to contact emergency services in cases of emergency?
- Have the newcomers secured available health insurance (Medicaid, CHIP, RMA, Health Insurance Marketplace, etc.)?
- Is the newcomer registered with a primary care physician?
- Have you provided the newcomers with relevant information on vaccinations?
- Have newcomers been connected with mental health services if desired?
- Do the newcomers have any remaining medical needs that need to be addressed? If so, have you made a referral or provided them with the relevant information on how to access the necessary services?
- Do the newcomers know how to navigate the medical system?
- Have the newcomers been connected with a dentist?

Legal Assistance

- Are the newcomers connected with qualified legal counsel who is assisting them in making their asylum claim or applying for another appropriate adjustment of legal status in the U.S.? Do newcomers have legal assistance contact information and are they aware of any next steps?

English Language

- Have the newcomers been enrolled in English Language classes?
- Do the newcomers wish to continue with English Language classes?
- Do the newcomers know how to access English Language classes if they need them at a later date?
- Are the newcomers aware of any language learning resources for short and long-term employment goals?

Education

- Are all of the children of primary or secondary school age enrolled in school?
- Do the newcomers wish to pursue further studies (e.g., higher education, vocational training, GED etc.)? If so, have you provided them with the relevant information on courses and institutions?
- Are there any specific educational needs that need to be addressed before the end of the sponsorship period?
- Do the newcomers need your support to find volunteer opportunities in their field?

Employment

- Are the employable newcomers employed?
- If not, what can be done before the end of the sponsorship period to assist the newcomers with finding employment or self-employment?
- Are the newcomers aware of any relevant vocational training opportunities?
- Are newcomers aware of professional licensing requirements for their long-term employment goals?
- Are newcomers aware of their rights as an employee, or their responsibilities as an employer?
- If they are interested in starting a business is there someone in the community who can mentor them in the process?
- If newcomers are working or will work in the future, have they considered possible childcare options?

Housing

- Have the newcomers accessed affordable permanent housing? Are they able to pay their rent ?
 - If not, how will you support them in accessing affordable permanent housing before the end of the sponsorship period?
 - Do the newcomers need/want to relocate to another house or apartment, or another town or city?
 - If yes, are they aware of the pros, cons, and expenses of relocating?
 - Are the newcomers aware of their rights as tenants?
 - Have the newcomers registered for relevant utilities under their own names?
 - Do the newcomers know when and how to pay their rent, and any other household bills (e.g. utilities, phone, internet, cable etc.)?
 - Are the newcomers aware of any available subsidized housing options?
- Do the newcomers understand the terms of their housing lease including landlord contact information, lease end date, and termination or renewal requirements?

Finances

- Have the newcomers opened a bank account?
- Do the newcomers need any further assistance with budgeting or banking? For example, are they comfortable taking care of their finances on their own? Do they know how to transfer money electronically?

Transportation

- Do the newcomers know how to travel within the city? Are they comfortable taking public transportation? Do you need to provide further explanations or accompany them?

Interpretation

- Do the newcomers know how to access interpretation provided at schools or healthcare providers?

Community and Cultural Orientation

- Do the newcomers require more support to find community activities or events?
- Are they aware of the USAHello app and CORE (Cultural Orientation Resource Exchange) website to find community and cultural information and resources?
- Do the newcomers want your help connecting them with specific programs or groups in your community related to their interests?
- If the newcomers plan to move are there any community resources for which you can provide contact information?

Documentation, Benefits, and Services

- Are newcomers receiving all the benefits they are entitled to?
 - Supplemental Nutritional Assistance Program (SNAP / food stamps)
 - Refugee Cash Assistance
 - Supplemental Security Income (SSI)
 - Temporary Assistance to Needy Families (TANF)

Documentation, Benefits, and Services (cont'd)

- Matching Grant Program (employment services accessed through refugee agencies)
 - Local Energy Assistance Programs
 - Additional benefits available via local government
 - Public local services (e.g., public libraries, local faith communities, community centers, etc.)
- Do newcomers have all the documents that they require? Do they require your assistance with the application process for any remaining documents?
 - Employment Authorization Document social security cards
 - I-94
 - State ID or driver's license
- Have the newcomers connected with, or do they know how to reach local social services providers and the State Refugee Coordinator, as applicable?
- Do the newcomers know how to contact the nearest refugee resettlement agency?
- Have you helped the newcomers complete the required change of address with the U.S. Department of Homeland Security and with the U.S. Postal Service?
- Have you assisted any newcomer males 18-26 in selective service registration?
- If the newcomers have moved, do they need your further help to change their address with the U.S. Department of Homeland Security and with the U.S. Postal Service? Do they have the information needed to do this in the future?
- Do the newcomers need your help in making changes to any identity or other formal documents to reflect their new address?
- Have the newcomers opened a bank account?