



Universalist Unitarian
Church of Halifax

Sponsorship Agreement Holder

REFUGEE SPONSORSHIP SETTLEMENT PLAN

Principal Applicant: *(list first & last names of all PAs)*

Constituent Group Name: *(if applicable)*

Co-Sponsor: *(if applicable)*

Date: *(latest date this Settlement Plan was updated)*



**Canadian Refugee
SAH Association**

MEMBER



Canadian Unitarian Council

MEMBER

I. Settlement Team

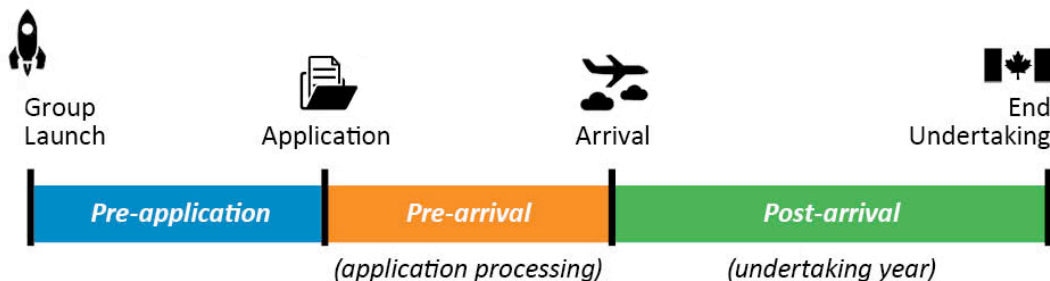
UUCH requires that Constituent Groups have a minimum of 5 settlement team members for an undertaking, who are Canadian citizens or permanent residents, 18 years of age or older. At least 3 members must be resident in the community of settlement. List all persons that will be assigned any tasks (Section II). Add more lines as needed.

ROLE	NAME	PHONE	EMAIL	ADDRESS
Leader	Firstname Lastname	555.555.5555	email@email.com	123 Any Street, Halifax NS B2B 1A1
Treasurer	Firstname Lastname	555.555.5555	email@email.com	123 Any Street, Halifax NS B2B 1A1
Secretary	Firstname Lastname	555.555.5555	email@email.com	123 Any Street, Halifax NS B2B 1A1
Member	Firstname Lastname	555.555.5555	email@email.com	123 Any Street, Halifax NS B2B 1A1
Member	Firstname Lastname	555.555.5555	email@email.com	123 Any Street, Halifax NS B2B 1A1

II. Settlement Tasks & Timeline

This section lists key settlement task areas, the persons responsible, and anticipated time to start or accomplish each task. All persons must be listed in Section I on Page 2.

Task areas have been filled with typical *example* tasks for a hypothetical sponsorship of a single adult refugee. Modify these tasks or add as needed. Write “Not Applicable” for any area that doesn’t apply to your undertaking (eg. **CHILD CARE** – *Not Applicable* if there are no children).



TEAM LEAD & COMMUNICATIONS

Name	Task	Time	Notes
Firstname Lastname	Chairs settlement team meetings, Main liaison & team contact w SAH	Ongoing until end of undertaking	Settlement team Leader
Firstname Lastname	Main contact w refugee family abroad	Ongoing until arrival	Contact established on email, WhatsApp
Firstname Lastname	Email donor list periodically with progress	Starting 5 mo before application until undertaking end	
Firstname Lastname	Write story for newsletter / blog / newspaper about sponsorship	2 months before application	
Firstname Lastname	Prepares ‘Welcome Kit’ – pictures & bios of settlement team members, emergency contact info, essential documents, basic personal care supplies.	1 month before arrival	Kit may need to be in mother tongue (depending on language ability)

APPLICATION

Name	Task	Time	Notes
Firstname Lastname	Coordinate application team & submit application to SAH	1 mo before application	Point of contact w SAH for application
Firstname Lastname	Arrange certified translations of ID documents	1 mo before application	
Firstname Lastname	Fill out all IMM forms	2 wks before application	Lists settlement team leader as 1 st CG contact on IMM
Firstname Lastname	Assist w IMM forms, Complete SAH Settlement Plan (this document)	2 wks before application	

FUNDRAISING

Name	Task	Time	Notes
Firstname Lastname	Coordinate fundraising team & events	6 mo before application	Ensures donations go to financial mgr.
Firstname Lastname	Organize bake sales 1 & 2	4 mo & 2 months before application	
Firstname Lastname	Organize donations from family	6 mo before application	
Firstname Lastname	Solicit donations from local businesses	5 mo before application	Approaches leads provided by local family

FIRST STEPS

Name	Task	Time	Notes
Firstname Lastname	Check in daily for needs	1 day after arrival until 2 wks after arrival	Bring interpreter if needed; any in-kind donation available?
Firstname Lastname	Assist with applications (eg. MSI, SIN, NS Pharmacare, IFH, GST Tax Credit, Canada Child Tax Benefit)	1 day after arrival	See Sec. V Forms & Applications, in this Plan
Firstname Lastname	Apply for Permanent Resident Card	1 mo after arrival	Must apply within 6 months

FINANCIAL MANAGEMENT

Name	Task	Time	Notes
Firstname Lastname	Treasurer, Chair of financial management	Ongoing until end of undertaking	Manages undertaking funds
Firstname Lastname	Open bank account for undertaking	6 mo before application	Co-ordinates w signing authorities
Firstname Lastname	Keep list of donors & donations for charitable tax receipts	Ongoing, start 6 mo before application	Collects donations in bank account
Firstname Lastname	Deposit funds raised with SAH	1 wk before application	Gives SAH donor / donation list
Firstname Lastname	Accompany refugee to open bank account	2 days after arrival	
Firstname Lastname	Assist with income taxes	March or April	
Firstname Lastname	Explain Canadian finances: budgeting, loans, credit, credit cards, chequing, etc.	2 wks after arrival	Incl. financial rights & responsibilities

AIRPORT WELCOME & PICK-UP

Name	Task	Time	Notes
Firstname Lastname	Co-ordinates welcome party at airport	1 week before arrival	Gets arrival flight time & date from team leader
Firstname Lastname	Drive refugee from airport to new home	Day of arrival	Confirms who is arriving. Need baby seat? Interpreter? Winter clothes?
Firstname Lastname	Borrow "Welcome" banner from UUCH	1 week before arrival	Calls 902-717-2639 to get banner

VOLUNTEER MANAGEMENT

Name	Task	Time	Notes
Firstname	Volunteer coordinator	Ongoing, start 5 mo	Maintains current

Lastname		before application	volunteer contact list
Firstname	Arrange team participation in undertaking	Start 5 months	Contact UUCH
Lastname	training session at ISANS, RSTP, UUCH, etc.	before application	liaison first
Firstname	Find volunteer interpreter	2 weeks pre-arrival	
Lastname			
Firstname	Find one more volunteer driver	At arrival	
Lastname			

TRANSPORTATION

Name	Task	Time	Notes
Firstname Lastname	Drive refugee to appointments as needed on Mondays & Wednesdays	Ongoing, starting at arrival	
Firstname Lastname	Arrange bus pass for refugee	2 days after arrival	Contact Metro Transit
Firstname Lastname	Drivers licensing	1 mo after arrival	Does the refugee want a drivers licence? Arrange.

HOUSING

Name	Task	Time	Notes
Firstname Lastname	Find, list housing options	2 mo before arrival	Team will decide on apartment
Firstname Lastname	Organize move-in	2 weeks before arrival	
Firstname Lastname	Sets up utilities	2 weeks before arrival	

HOUSEHOLD SET-UP & IN-KIND DONATIONS

Name	Task	Time	Notes
Firstname Lastname	Organize in-kind donations	3 mo before arrival	Leads collection of furniture, household goods
Firstname Lastname	Determine clothing needs & secures some essentials	2 mo before arrival	Winter clothes? Baby clothes?

Firstname	Organize apartment set-up (furnishings, housewares, linens, etc.)	2 weeks before arrival	Works with move-in organizer
Lastname			
Firstname	Find, acquired some food staples	2 weeks before arrival	Stocks cupboards with essentials
Lastname			
Firstname	Tour of apartment, how to use appliances & other equip; neighborhood orientation	1 day after arrival	May need interpreter
Lastname			

HEALTH & MEDICAL

Name	Task	Time	Notes
Firstname	Find doctor, dentist, eye Dr appropriate for refugee, billable under IFHP	2 mo before arrival	
Lastname			
Firstname	Arrange provincial health card (MSI), register at refugee health clinic	3 days after arrival	
Lastname			
Firstname	Set up initial doctor & dentist appointments	1 wk after arrival	May need interpreter; don't forget vaccinations
Lastname			

ENGLISH/FRENCH LANGUAGE TRAINING

Name	Task	Time	Notes
Firstname	Arrange for registration at ISANS, referral for language assessment (see Language Assessment Services of NS)	4 days after arrival	Work w refugee on a language objective & skills training plan
Lastname			
Firstname	Investigate options for language classes via EAL or LINC / CLIC, Halifax Public Libraries	2 weeks before arrival	Contact ISANS
Lastname			
Firstname	Volunteer English tutor	1 wk after arrival	Will give 1-on-1 tutoring 2x a week
Lastname			

EMPLOYMENT & JOB SKILLS TRAINING

Name	Task	Time	Notes
Firstname	Arrange job skills assessment, CV workshop, interview & job skills workshops as needed	2 weeks after arrival	Consult w refugee on what their work objectives are
Lastname			
Firstname	Investigate work training options	3 weeks after arrival	Work with refugee towards attaining work objectives
Lastname			

ORIENTATION TO CITY & SOCIAL

Name	Task	Time	Notes
Firstname Lastname	Links refugee to local cultural community	1 wk after arrival	
Firstname Lastname	Orientation to city	1 wk after arrival to 1 mo after arrival	Takes refugee to grocery & other shopping, library, bus, recreation, faith, etc.
Firstname Lastname	Social connection	1 wk after arrival to end of undertaking	Pays periodic social visits, takes refugee on outings
Firstname Lastname	Explain Canadian family law & customs	First wk after arrival	Bring interpreter if needed.
Firstname Lastname	Arrange a “Welcome dinner” or get- together with settlement team	First wk after arrival	

CHILD CARE

Name	Task	Time	Notes
Not Applicable	Investigate child care needs & options, secure child care space	3 mo before arrival to 3 mo after arrival	

K-12 SCHOOL & ENROLLMENT

Name	Task	Time	Notes
Not Applicable	Assist in enrollment of children in K-12 school, arrange school supplies	Arrival to 3 mo after arrival	

MONTH 13

Name	Task	Time	Notes
Firstname Lastname	Assist in finding permanent housing	10 months after arrival	
Firstname Lastname	Inform & apply for public housing if needed	10 months after arrival	Discuss w refugee
Firstname Lastname	Apply for Family Pharamacare, which starts after IFHP ends	10 months after arrival	
Firstname Lastname	Inform and refer to provincial income assistance, if needed	1 month before end of undertaking	Someone from Financial Mgmt team
Firstname Lastname	Arrange a "Last supper"	At end of undertaking	

III. Settlement Needs Budget

This is a budget to help your team estimate costs. Add or delete items as needed for your undertaking. The numbers below are for a hypothetical single adult refugee; modify as needed.

START-UP COSTS BUDGET

When & What	Details	Estimated Cost	In-Kind Contributions	Additional Needed to Cover Cost
		(\$)	Est. Value (\$)	(\$)
<u>START-UP COST</u> (one time)				
Furniture	Some secured by donation	50	50	0
Mattresses & Pillows	1 double or twin bed	400	400	0
Clothing	Incl. winter clothes & outerwear	300	300	0
Household Set-up	Bedding & bath supplies, lamp, clock, radio, etc.	450	450	0
Baby expenses	Car seat, stroller, etc.	n/a		
Food staples		175	175	0
Hook-up Costs	Home phone, TV, hydro, Internet, etc.	n/a		
Miscellaneous Incidentals		125	125	0
START-UP COST TOTALS		\$ 1,500	\$ 1,500	\$ 0

RECURRING LIVING COSTS BUDGET

When & What	Details	Monthly Allowance	Monthly In-Kind Support	12-Month Total
		(\$)	Est. Value (\$)	(\$)
<u>RECURRING EXPENSES</u>				
Shelter & Utilities	provided by Sponsors	0	500	6,000
Home insurance			15	180
Transportation				
Bus service	provided by HFX Transit	0	0	0
Occasional Taxi		15		180
Phone (basic cell phone)		50	0	600
Living Allowance				
Food		100	60	1,920
Laundry	Included w rent	0	0	0
Clothing		30	0	360
Medical (misc. fees)		25	0	300
Discretionary Spending		175	0	2,100
Reserve / contingency fund		30	0	360
LIVING EXPENSES TOTALS		Per month:	\$ 425	\$ 575
		Total 12 Mo:	\$ 5,100	\$ 6,900
			\$ 6,900	\$ 12,000

TOTAL ESTIMATED COST TO SPONSOR (family of: 1) \$13,500

Estimated value of In-Kind Gifts: \$8,400

Sponsorship expenditures

Start-up 0

12-months support - *provided as twice monthly*
Direct deposits of \$212.5 to bank account \$5,100

Total cash needed for 12-month sponsorship: **\$5,100**

TOTAL ESTIMATED COST TO SPONSOR \$5,100

FUNDRAISING PROGRESS - as of Date (latest date this Settlement Plan was updated)

Total Fund raised to Date \$5,100

In-Kind Start-up Expenses: furniture, clothes, household, food staples, etc. \$1,500

Fund-raised & In-Kind Donations - to date \$6,600

IV. Refugee Name & Photo

To facilitate airport pickup and other identification, include a photo of the refugee(s); for example, a photo of the family or scan of a photo ID document for each person.

V. Forms & Applications

1. **Medical Services Insurance (MSI)** provides coverage for doctors and hospital services, available for Permanent Residents after they arrive in Canada. The applicant will need to bring their Permanent Resident card and a confirmation of residency. There is more information on MSI at the back of this package.

Contact MSI: 230 Brownlow Avenue, Dartmouth NS, for same day service

Toll-free: 1.800.563.8880 (in Nova Scotia)

Phone: 902.496.7008 Fax: 902.481.3160

Telephone hours: Monday through Friday 8:00am to 5:00pm Mailing address:

Mail: PO Box 500, Halifax NS B3J 2S1

2. **Nova Scotia Pharmacare Program** is a provincial drug plan to help Nova Scotians with the cost of prescription drugs. The program protects against drug costs for families who have no drug coverage or if the cost of the prescription drugs is too much to pay.

The program is available to all Nova Scotians with a NS health card and there is no cost to join the program. The yearly cost to you is capped at a percentage of family income.

Call 1.800.544.6191 for specific questions about individual situations.

3. **Interim Federal Health (IFH)** will be given by IRCC.

Call 1.888.242.2100 if your family did not get this document upon landing in Canada (at the first airport they arrived at, usually Toronto, Montreal or Vancouver).

4. **Social Insurance Number (SIN) card** - An identification card that allows you to apply for GST Credit, Child Tax Benefit, etc. Your card should arrive in two weeks after application; check to see if an application for a SIN wasn't made upon landing. Everyone has a different number: it is illegal to use a number that is not yours. If the card gets lost, report it to the police and Service Canada.

There are a few ways to apply for a SIN card: <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

To apply in person, bring original immigration documents to a Service Canada office.

5. **GST Tax Credit** - A program to help people with low incomes. If they qualify, the applicant will receive a cheque 4 times each year.

To apply, complete form RC151 on Revenue Canada website www.cra-arc.gc.ca, and mail to tax centre in your area.

The applicant must be: 19 or older; a permanent resident; have a SIN number, provide date of birth; date of marriage (if applicable) and spouses' SIN number (if applicable); report on any income earned for last 3 years; and have banking information ready. Must complete income tax each April.

For more information, visit <http://www.cra-arc.gc.ca/bnfts/gsthst/menu-eng.html>

6. **Canada Child Tax Benefit** - A monthly payment to help support families with children under 18. How much your family gets depends on the income, number and ages of children. Usually the mother receives the payment.

To apply, visit: <https://www.canada.ca/en/revenue-agency/services/child-family-benefits/canada-child-benefit-overview.html#nt>

The applicant must provide children and parents' landing documents, children's birth certificates (if available) and family income documents. Usually this tax benefit goes to the mother, if present.

To continue receiving this benefit, both parents must file their income taxes each April. If your family receives a letter from the Canada Revenue Agency (CRA), follow up immediately as this may lead to suspension of payments.

V. Useful Links

ISANS Refugee Sponsorship Info Package – Helps groups understand the process and commitment of privately sponsoring a refugee.

http://www.isans.ca/wp-content/uploads/2014/01/InformationPackage_2015.pdf

RSTP Sponsorship Handbook - The Refugee Sponsorship Training Program's handbook provides a very good summary of the many different considerations to keep in mind when preparing for the arrival and settlement of your newcomer(s), especially Chapter 7 on the Settlement Plan.

<http://www.rstp.ca/en/resources/hand-book-for-sponsoring-groups/>

Government Benefit Finder - An online tool that may suggest benefits from federal, provincial or territorial governments to which the family may be eligible.

<http://www.canadabenefits.gc.ca/>

Living in Canada - Another online tool that can help newcomer families prepare for their move to Canada, while still abroad.

<http://www.cic.gc.ca/lctvac/>

Your First Two Weeks in Canada - Short video produced by the Government of Canada for newcomer refugees, in Arabic, English and French.

<https://cuc.ca/social-justice/refugee-sponsorship/your-first-two-weeks-in-canada/>

Halifax Metro Transit & Rec Pass - Information on the *Welcomed in Halifax* pass, providing a year of free transit and access to city recreational facilities for refugee newcomers. Get it.

<https://www.halifax.ca/about-halifax/newcomers/welcome-halifax>

VI. Refugee Sponsorship Acronyms

AOR	Acknowledgement of Receipt
AWR	Women at Risk
BVOR	Blended Visa Office-Referred
CAIPS	Computer-Assisted Immigration Processing System
CBSA	Canada Border Services Agency
CCLB	Centre for Canadian Language Benchmarks
CCR	Canadian Council for Refugees
CCTB	Canada Child Tax Benefit
CCVT	Canadian Centre for Victims of Torture
CET	Centre for Education and Training
CG	Constituent Group
CS	Community Sponsor
CLTA	Centre for Language Training and Assessment
CR	Convention Refugee
CSIS	Canadian Security Intelligence Service
CUC	Canadian Unitarian Council
DOB	Date of Birth
DMP	Designated Medical Practitioner
COB	Country of Birth
ESL/FSL	English as a Second Language/French as a Second Language
EAL	English as an Additional Language
GAR	Government-Assisted Refugee
G5	Group of Five
HDC	Humanitarian Designated Classes
IFH	Interim Federal Health Program
IOM	International Organization for Migration
IRB	Immigration and Refugee Board

IRCC	Immigration, Refugees and Citizenship Canada
IRPA	Immigration and Refugee Protection Act
IRPR	Immigration and Refugee Protection Regulations
ISANS	Immigrant Services Association of Nova Scotia
JAS	Joint Assistance Program
LINC	Language Instruction for Newcomers to Canada
MC	Matching Centre
NAT	Notification of Arrival Transmission
NGO	Non-Governmental Organization
PA	Principal Applicant
PR	Permanent Residency
PSR	Private Sponsorship of Refugee
PTSD	Post-Traumatic Stress Disorder
RAP	Refugee Assistance Program
ROC-O	Resettlement Operations Centre - Ottawa
RRAP	Rainbow Refugee Assistance Pilot program
RSD	Refugee Status Document
RSTP	Refugee Sponsorship Training Program
SAH	Sponsorship Agreement Holder
SPO	Service Provider Organization
UN	United Nations
UNHCR	United Nations High Commission for Refugees
UU	Unitarian Universalist
VOR	Visa Office Referred