

Lutheran Children and Family Service

Co-Sponsorship Information Packet

For

Refugee Resettlement

Part I

Refugee Resettlement and Co-sponsoring Overview

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Lutheran Children and Family Service

Lutheran Children and Family Service is a faith-based social ministry organization. Our agency provides services to refugees and immigrants. We look forward to partnering with local churches, organizations, and individuals who are interested in welcoming these newcomers to our community. Some of the services offered through our office include:



1. **Refugee Resettlement & Placement:** Lutheran Children and Family Service is authorized to provide resettlement services for newly arrived refugees, through a contract with the U.S. Department of State. We support newly arrived refugees by helping them to locate housing and furniture, make medical appointments, enroll in English classes, obtain employment, receive cultural orientation, and more. Whenever possible, we attempt to connect refugee families with community volunteers and local co-sponsoring churches. Refugee resettlement services are designed to create a smooth transition to life in the local community, and to promote economic self-sufficiency as soon as possible.
2. **Employment Services:** Our employment program assists refugees with job search, training, placement, and job upgrade services. We can also assist those who have obtained asylum in the United States. This program provides individualized assistance with job search, general skill assessment, completing applications, orientation to the workplace, and follow-up services.
3. **Immigration Legal Services:** Our immigration program is recognized by the Bureau of Immigration Appeals (BIA) and the United States Citizenship and Immigration Service (USCIS) to provide immigration legal services. This program provides assistance with immigration procedures such as applying for permanent residence (green cards), replacement documents, and travel documents.
4. **Refugee Case Processing:** In some circumstances, refugees may be eligible to apply for their family members to come to the United States. This application is submitted by filing an Affidavit of Relationship (AOR) with the U.S. Department of State.
5. **Other Services:** We also provide access to a variety of additional services, including: refugee foster care, counseling for survivors of torture and other trauma, and assistance to refugee children coming to the United States without their parents.

COMMITMENT FOR CONGREGATIONAL CO-SPONSORSHIP

Lutheran Children and Family Service (LCFS) is dedicated to assisting refugees and congregations to assure the best possible resettlement experience. As a co-sponsoring congregation, you are asked to make an initial commitment of 120 days. At the end of that period, support can be modified, as the newly arrived refugees become self-sufficient, contributing members of their community.

The following lists responsibilities of your commitment as a congregational co-sponsor. However, if congregational resources are limited, LCFS is flexible and can adjust expectations and commitments. LCFS works alongside a sponsoring group and holds the legal responsibility for clients, thus the “co” of sponsorship! Also, see the “Checklist For Refugee Co-sponsorship” document for specific and detailed tasks involved with co-sponsorship. This is a great resource that can be used for planning purposes and as a reminder during the sponsorship time commitment.

LCFS | Church (Please check the tasks below that your church is able to provide during your co-sponsorship time commitment.)

- Meet the refugee(s) at the airport and transport them to housing. An LCFS staff member will also be there to greet the family upon arrival.
- Provide clean, safe, and furnished housing for at least 120 days.
- Provide food or money for food for at least 120 days.
- Provide clothing and other necessities for at least 120 days.
- Assist refugee(s) in applying for Social Security cards at the closest office their first day.
- Take refugee(s) to the local County Assistance Office the first week.
- Assist refugee(s) in receiving a health exam within the first 30 days of arrival.
- Register children for school.
- Assist adults in learning English.
- Provide orientation to the new community and society by teaching them about the culture, giving them a tour of the neighborhood and city, etc.
- Assist adults in preparing for work and getting a job.
- Provide transportation or teach them how to use the SEPTA system for appointments.
- Maintain contact with the assigned family resettlement case manager for 90 days after the refugees' arrival and complete any required documentation.
- Help the family set up a filing system for important documents.
- Help the family establish a household budget and teach them personal financial responsibilities.
- Obtain police/child abuse clearance for those working directly with children.

OVERSEAS REFUGEE NAME: _____ CASE NUMBER: _____

I/We commit to be the co-sponsor for the above named refugee(s) in the United States and assure the resettlement agency that I/we will provide the services listed above.

Signature of Congregational Representative: _____

Name of Group: _____

Date: _____ (of assurance) Date: _____ (prior to arrival)

LCFS believes that churches are already well equipped to welcome and love our neighbors. The impact of someone who cares, who listens, who helps navigate a new country is impossible to measure. The first months of resettlement are more successful with less anxiety for a refugee family when they have a church family to welcome and befriend them. Thank you for answering the call!

CHECKLISTS FOR REFUGEE CO-SPONSORSHIP

These lists are provided to help you remember crucial tasks that must be performed during the co-sponsorship period. They are not all-inclusive, and may need to be modified. With each step of the co-sponsorship you will have the guidance and support of the of Lutheran Children and Family Service staff. Use this list in conjunction with a Resource Guide. It contains many important details and suggested resources.

Pre-Arrival Checklist

- ___ Attend an orientation presented by Lutheran Refugee Services Resource Developer.
- ___ Organize sponsoring group by responsibilities or sub-committees and create team roster. Preparing a document with names and photos is nice for the family. A photo directory is also helpful for security reasons.
- ___ Obtain security clearances (police and child abuse) for volunteers interacting with children in the family.
- ___ Publicize the co-sponsorship within the congregation.
- ___ Research and identify appropriate housing, but **do not rent or put a deposit on housing until you receive final arrival notification** from the affiliate office, as delays are frequent. The housing must have smoke detectors, a fire escape route, adequate heating, ventilation, and lighting. The bathroom should have a working toilet, sink, and bath or shower. The space and beds must be adequate for the number of people that will live in the home.
- ___ Collect necessary furniture and household goods. Use the Welcome Box lists and Supply list provided by the Resource Developer.
- ___ Identify temporary/emergency housing for the refugees in case arrival date is received last-minute, and does not allow for an apartment to be prepared in time.
- ___ If arrival is during winter, collect a few coats and sweaters. Collect other basic clothing and shoes prior to arrival. Clothing sizes for the refugees are not available so having a variety of sizes is helpful. If anything is needed, LCFS may have donated items to give you. Ask a staff member for more information.
- ___ Read available cultural material for information about where the refugees are from - or locate people of the same ethnic group in your community to talk with.
- ___ Secure an interpreter, if needed.
- ___ Establish contact with other sponsors in the area to learn from their experiences.
- ___ Locate language-training facilities or secure language-learning materials.
- ___ Locate a supermarket that provides ethnic goods, if possible.
- ___ Identify a health provider that is accepting new patients with Medical Assistance insurance.
- ___ Set up Google calendar for refugees' schedule and share with committee members and LCFS staff.
- ___ Secure and prepare family's home after final travel arrangements have been made.
- ___ Arrange for utilities to be turned on.
- ___ Purchase food staples one day prior to arrival.
- ___ Prepare to meet the refugees at the airport. A quiet, friendly reception is usually best. Having snacks and juice available is nice. If winter, bringing coats along can be helpful. Avoid having crowds and photographers.

First Week:

- ___ Pick up refugees at the airport and transport them to housing. (refugee families home or temp. housing)
- ___ Provide a meal or food on arrival. Plan to take them for groceries the first day or two.
- ___ Make sure that they have the clothing they will need for the first several weeks. Purchase any hygiene items, underwear, etc. for immediate needs. Take to clothing banks if necessary.
- ___ Orient family on basic safety and the operation of the home. For example:
 - How and when to call 911. Give them team phone numbers to call with problems.
 - How to operate bathroom, lights, stove, phone, laundry, etc.
 - What to do with trash
 - Where to find necessities (towels, dishes, cleaning supplies, clothing, etc.)
- ___ Accompany refugees to their orientation scheduled at the LCFS office within a few days of arrival.
- ___ Take family to the County Assistance Office (Welfare). See resource guide for needed documents.
- ___ Take family to the local Social Security office. See resource guide for needed documents.

Second and Third Week:

- ___ Transport family to a doctor for an initial health exam within the first 30 days.
- ___ Take adults for ESL testing and registration.
- ___ Take adult refugees to the Driver's license center to apply for PA State IDs. See resource guide.
- ___ Visit bank, open account, and deposit check.
- ___ Register children in school (if applicable).
- ___ Do further orientation on the following and more:
 - How to cook on American stoves and microwaves
 - Appropriate behavior for the neighborhood
 - Where to go shopping and do laundry - accompany them shopping at first
 - Explain how all utilities work
 - Banks and healthcare systems, post office, library, telephone
- ___ Start to make connections with possible employers and collect applications.
- ___ Register all 18-25 year-old males for Selective Service at the Post Office. (Forms from LCFS office.)
- ___ Make sure a volunteer is present at the refugees' home at the time of LCFS home visit.
- ___ Begin English tutoring to supplement classroom learning.

Fourth Week and Beyond:

- ___ Transport employable adults to job interviews and assist them in preparing applications/resumes.
- ___ Teach refugees payment of their own rent and utility bills. Help them develop a budget if they wish.
- ___ Provide cultural orientation: sports events, movies, church events, family gatherings, etc.
- ___ Teach them how to use public transportation.
- ___ Submit Donation and Service Log to LCFS staff (monthly).
- ___ Address closure issues with family and support team. Arrange for a party or ceremony.

Refugee Support Team

Congregations, groups and individuals form a *Refugee Support Team* to provide practical, emotional and spiritual support to a newly arrived refugee family throughout the first four to six months. One model in a larger *Refugee Support Team* is to divide into subgroups to handle specific tasks. For smaller groups, use this description to discuss and clarify the strengths that each person may bring and to identify the resources that may need to come from outside the group. Consider others in a congregation, or friends, family, co-workers, or neighbors you know who may be able to help with a particular task.

By providing a warm welcome, basic needs, and practical help, the Refugee Support Team helps the newcomers become self-sufficient and independent as quickly as possible.

The ideal characteristics of a *Refugee Support Team* include:

- ◆ Clearly defined leader/s.
- ◆ A committed team of volunteers. (Core group may be 4-10 people.)
- ◆ A clear method of communication and regularly scheduled times to meet, educate and coordinate.

Support Teams build
an extended family
for refugees .

Subgroup Responsibilities

HOUSING AND MATERIAL GOODS

- Identify possible host homes if extra time is needed to prepare house/apartment.
- Secure appropriate and affordable permanent housing
 - Find a solution to the “newcomer’s problems” when securing a lease
 - Set up utilities
- Solicit donations of basic household goods, furniture, bedding, etc. Consider purchase if necessary.
- Purchase or provide basic food items in house upon arrival.
- Know where to find appropriate clothing for children and adults if needed.

TRANSPORTATION *Note: The head of the transportation committee sometimes acts as the Support Team Leader.*

- Arrange to meet the family at the airport
- Arrange for family to attend the Orientation by LCFS
- Transport the family to Social Security and the County Assistance Office, health screenings, inoculations and other appointments.
- Be available to provide transportation as other committee members make appointments
- Transport the family to the grocery store and to take care of essential errands.
- Seek long-term self-sufficiency of transportation needs – use maps to educate and teach the family to use public transportation, car pools, walking routes, bicycles, etc.

ORIENTATION

- With the help of LCFS staff, educate family about U.S. healthcare system. (Sometimes one volunteer coordinates all medical care.)
 - Explain how to use "Access card" and the family's rights under this system.
 - Coordinate family health appointments and follow up care. Assist the family in completing Medicaid enrollment forms and choosing a managed care plan.
- Provide orientation to the home, appliances, community, and U.S. customs.
 - Use a map of the area to share general information about the neighborhood.
- Assist the family in managing their finances.
 - Help them to set up a bank account
 - Help the family to manage their cash flow and establish a budget if appropriate.
 - Introduce the family to a savings plan if they wish
- Arrange for social occasions and outings.
- Appoint a Friendly Visitor
- Meet with the family at regular intervals, with and without language interpreter.
- Identify documentation problems that arise such as ACCESS card or Social Security

EDUCATION AND ESL

- Enroll the adults in an English Language Training program
- Coordinate tutors to supplement formal adult learning, and conversation partners to practice oral language skills.
- Assist in enrolling the children in childcare, preschool, or public schools
- Coordinate tutors to work with the children in language skills and other subjects as needed.

EMPLOYMENT

- Find employment for all healthy adults.
- Expand the community network to identify entry-level job opportunities.
- Assist in completing job applications.
- Provide orientation to U.S. workplace, including basic principles of timeliness and communication with supervisors.
- Coordinate transportation and interpreters for interviews as necessary.
- Be available as a liaison between adults and their employers.



FUNDRAISING

- Determine the family's financial needs and create a budget to allocate funds.
 - Consider housing needs: First month's rent and a security deposit will be required for long-term housing.
 - Work with the housing committee to provide funds for the purchase of material goods: food, clothing, household supplies, furniture, etc.
 - Funds or material goods can pass through any approved not for profit organization or used to purchase specific items

Top Characteristics of a Healthy Refugee Support Team

- **Guilt-Free Service, Compassion**

Team members recognize the need for persons to take a break, take care of themselves, and not feel obligated to be involved. Motivation comes from wanting to make a difference in someone's life without losing touch with one's own life and needs. It is helpful to discern what benefits one's own needs vs. what benefits the refugee.



- **Flexibility and an Openness to Learning**

Effective teams adapt to the unpredictable nature of sponsorship. "Expect the unexpected". They realize that every refugee family is different. What worked last time may not work this time.

Problems are Addressed as they Arise

When problems arise among team members or with a refugee family, the concerns are discussed openly as soon as possible. If problems persist, the team contacts LCFS staff for guidance or other professionals who can be helpful.

- **Boundaries and Limits are Set**

Instead of trying to fix a refugee's problems, the team notes the needs that are present and determines what they can do, and what is beyond their control. It is possible to be under-involved or over-involved rather than HELPFULLY involved.

- **Lone Rangers Need not Apply**

This is a TEAM approach to care. Everyone gives what they can together and shares the responsibility for the team. Leaders delegate and encourage all team members to be involved.

- **Meaningful Work is Discovered**

Nothing is more frustrating than having people willing to help and nothing for them to do. Effective teams explore ways for their team to make a difference in their community during slower times. Education, adding another refugee family, and contacting LCFS staff for short-term volunteer needs are just some of the options.

- **No Secrets**

Healthy teams recognize the importance of communicating with one another and utilizes a clear plan of communication. Email lists, telephone trees, joint Google calendar, and weekly schedules are just some of the ways team members have creative, effective communication. And team members do not keep things they are doing for/with their family a secret from each other. Members are accountable to one another.

- **Meet and Get on With It**

An effective team meets at least monthly and is well-planned and concise. This meeting offers time for members to reflect on their experience, learn something new together (continuing education), and coordinate the upcoming care that is needed. Attendance is expected.

- **An Open Door**

Team members regularly share about their work with others and invite new persons to join the Support Team. This sharing should focus on the ways the experience is meaningful for them and at the same time protects the confidentiality issues of the refugee family. The more hands the better is the attitude!

Support Team Leader Job Description

The Team Leader coordinates the work of the Support Team, promotes good communication between the team and the refugee family, and facilitates team meetings. A Support Team may choose to have co-leaders. Some of the general responsibilities of the Team Leader include:

- **Coordinate the work of the Support Team.**

Given the specific ways the team has agreed to care for the family, the leader helps the team in scheduling and completing assignments. Team leaders base schedules on what each member is able/willing to do.

- **Promote good communication between the Support Team, the family and the LCFS Staff.**

The leader is involved as LCFS trains the team, and understands what the team is able and willing to do. The leader attends the family's orientation at LCFS if possible and hears what the expectations are for the family, LCFS, and the team.

- **Organize and facilitate Support Team meetings.**

The purpose of the team's meetings is to communicate about the work of the team and offer support to the members; to educate members on relevant topics; and to coordinate caring for the family in the next time period. Meetings should be at least monthly, though sometimes more frequent meetings are needed. The Team Leader confirms details of the meeting and facilitates the agenda.

- **Encourage the team to take ownership of their role and to use additional resources as needed.**

The Leader should be aware of each team member's role and expectations. He/she should also be aware of additional resources and how to access them.

- **Update Support Team on news from LCFS staff.**

LCFS case workers and the Support Teams will work together to provide care for the family. Communication with team leaders is key.



Lutheran Children and Family Service

Master supply list

*Also listed in Welcome Box list

KITCHEN

- Table
- Chairs (one per person)
- Broom
- Dustpan
- *Bowl, plate, cup, and glass for each person
- *1 set of silverware for each person
- *2 potholders, 2 dish cloths, 2 dish towels
- *Dish soap
- *Kitchen cleaner
- *Paper napkins
- *Paper towels
- *1 carving knife, 1 smaller paring knife
- *Can opener
- *Spatula
- *Large cooking spoon
- *3 plastic containers
- *1-2 mixing/serving bowls
- *Frying pan
- *Sauce pan with lid
- *Larger kettle (3+qt.) with lid
- *Baking dish
- *Box trash bags
- *Large kitchen garbage can

LIVING ROOM

- Couch and chair or equivalent seating
- End/side table
- Table lamp unless ceiling light is provided

SCHOOL/office supplies

- Pack in a school backpack or bag. Required to provide one per family. Optional: one per school-aged child, as appropriate.
- *2 notebooks
- *1 box of pencils
- *1 pencil sharpener
- *1 box of pens
- *1 ruler
- *1 calculator

BEDROOMS

- 1 bed per person or couple (frame, boxspring, mattress). Only small children of the same sex may share a full/double bed. Provide crib for infant.
- *1 set sheets for each bed. Mattress pads are optional.
- *1 pillow and pillowcase per person
- *1-2 blankets per bed
- *Alarm clock
- *Small trash can
- *1 box laundry soap
- 1 set of drawers, shelves or closet per bedroom
- 1 lamp per bedroom, unless ceiling light is provided
- Several hangers if closet is available
- Windows should have privacy blinds or curtains

BATHROOM

- Windows should have privacy blinds or curtains
- Showers should have waterproof curtain
- Tub should have functional stopper
- *Laundry basket
- *1 bath towel, hand towel, and washcloth per person
- *4 rolls toilet paper
- *1 box facial tissues
- *3 bars of soap
- *Bathroom cleaner
- *1 toothbrush per person
- *Large tube toothpaste
- *Large bottle shampoo
- *2 Sticks deodorant, clear
- *Sanitary napkins
- * first aid kit, or the following:
 - 1 digital thermometer
 - 1 bottle acetaminophen or ibuprofen
 - 1 box bandaids
 - 1 bottle alcohol or peroxide
 - 1 tube antibiotic cream or ointment

Non-Perishable Basic Grocery Items

25 lbs of rice
1 bottle of cooking oil
1 box of tea
Salt & pepper
Season salt
Chicken Bouillon
1 medium bag long grain rice
1 can of lentils
1 small box regular Tea
1 small bottle Cooking oil
1 bag Black eyed peas
1 can green beans
6 individual packs of Top Ramen noodles
1 box cereal (cornflakes, honey nut cheerios)
1 pack of chicken boullion cubes
seasoned salt
Pepper (red & black)
Basic spice: Maggi, Cumin, tumeric
Sugar

Perishable Grocery items: to be purchased upon arrival

Bread
Eggs
Milk (powered milk is sometimes what they are used to)
Fruits: Apples, bananas, oranges
Veggies: mixed frozen :veggies, spinach
Tomatoes
Potatoes
Juice
1 pack of frozen uncooked chicken
1 whole Rotisserie chicken (cooked)

Children/babies

Age-appropriate car seat is required for each child under age seven
Infant/child acetaminophen
Child-proof gate is recommended for open stairs
Child-proof outlet covers and safety locks for accessible cabinets containing medications and cleaning supplies are recommended.
Other baby supplies optional – may not be culturally appropriate

Optional things that are nice (if you have one to donate, or can help family find where to buy with their own money)

Rice cooker
Umbrellas
Snow shovel if they are responsible for snow removal
Vacuum cleaner
Bicycle
Extra blankets
Warm jackets
Phone, computer, TV are optional; clients can be expected to pay for their own unless sponsor has one to offer.
Sheer curtains with tension rods

Resource Guide

Social Security - Procedures for all counties

Refugees should apply for Social Security as soon as possible after they arrive. All other social services depend on having proof that they have applied for Social Security. No appointments are necessary.

Clients need to bring:

- Original I-94 (clients have this in their IOM bag)
- LCFS referral letter (given to client at orientation)
- Completed copy of the Social Security application (given to client at orientation)
- Social Security Memo from September 1997 (given to client at orientation)
- ORR State Letter (given to client at orientation)

BEFORE LEAVING THE SOCIAL SECURITY OFFICE CLIENTS NEED TO GET A LETTER OR RECEIPT AS PROOF THAT THEY HAVE APPLIED FOR SOCIAL SECURITY. You may have to explain the reason for the receipt.

BUCKS COUNTY RESOURCES:

Social Security

444 Lincoln Highway, Fairless Hills, PA 19030

Office Hours: M-F 9:00- 4:00PM

No Appointments necessary

County Assistance

1214 Veterans Highway, Bristol, PA 19007

Refugee Specialist: Miss Jackson (215) 781 3328

No appointments: call first!

Office hours: 8:00AM to 4:00PM.

They have "dial up" interpreters in the office. If client is just applying for medical benefits, use short form.

Clients need to bring:

- Receipt from social security
- I-94
- LCFS referral letter
- Proof of residency lease agreement, utility bill, letter from owner/lease holder that family is living with them.
- Completed Application Form for Health Care Coverage
- If the client is not on Matching Grant, then the client will apply for cash assistance also. Use the Application for Benefits

Health Care: Children Immunizations

Visiting Nurses Association

51 Medical Campus Drive, Lansdale, PA 19446, 215-855-8296

Hours: Mon., Tues. 8:30AM-4:30PM, Thur. 10:30AM-7:00PM.

Adult Clinic: (215) 855-2289

CHESTER COUNTY RESOURCES

Social Security

West Chester Office
330 W. Market Street, West Chester, PA 19382
Contact: 1-800-772- 1213
No Appointment necessary

County Assistance

100 James Buchanan Drive, Thorndale, PA 19372
Secretary: (610) 466 1155
Supervisors: Mr. Oyola (610) 466 1037
Ms. Nieves (610) 466 1035
Walk-ins ONLY NO APPOINTMENTS
Clients need to bring the following documents:

- Completed Application for Benefits form marked "Refugee please Expedite"
The long application is for cash, health benefits and food stamps. If the client is on Matching Grant, the short application is used. Mark it "Refugee please Expedite".
- LCFS referral letter (yellow paper if client is on Matching Grant Program)
- Proof of residency (a letter or bill in the legal resident's name with a second letter telling that the clients are living with this person.
- I-94
- Letter/receipt Proof of application for SS

DELAWARE COUNTY RESOURCES

Social Security

Barclay Square, 1570 Garrett Road, Upper Darby, PA 19082
Contact: (610) 394 8907
Call if more than 4 people are going to be arriving.
No Appointments necessary

County Assistance

For residents of Upper Darby, Yeadon, Springfield
DARBY OFFICE: 845 Main Street, Darby, PA 19023
Intake Person: (610) 461 3813
For residents of Media, Crum Lynne
CHESTER OFFICE: 701 Crosby Street, Chester, PA 19013-6099
Contact person: (610) 447 3224 or (610) 447 3187
Walk-ins ONLY NO APPOINTMENTS

Clients need to bring:

- Completed Application for Benefits form marked, "Refugee please Expedite"
This application is for health benefits and food stamps. If the client is not on Matching Grant program, then the client will also apply for county assistance.
- LCFS referral letter (yellow paper if client is on Matching Grant Program)

MONTGOMERY COUNTY RESOURCES

Social Security

Pottstown - New York Plaza Suite 201-A, 238 High Street, Pottstown, PA 19464
(610) 327 8258

Monday-Friday 9:00am-4:00pm

Norristown - 1700 Markley Street, Norristown, PA 19401

Interpreters by appointment

(610) 277 0440

Contact: Janice Garvey, Manager (610) 277 0639 ext221

No Appointments necessary unless a translator is needed.

County Assistance for residents of Montgomery County:

1931 New Hope St, Norristown PA 19401

Refugee Specialist: Robert Anthony (610) 270 3542

Intake Supervisor: Mr. Minson (610) 270 3568

Modified Appointment: Either send in completed application by mail, or drop off completed application and get an appointment returned in the mail

Walk In without appointment

Clients need to bring:

For clients on County Assistance: Completed Application for Benefits form marked "Refugee please Expedite." This application is for cash assistance, health benefits and food stamps. If the client is on Matching Grant: Complete Application for Health Care Coverage. (short form)

Health Care: Immunizations

Norristown Health Center, 1430 Dekalb St, 2nd Floor, Norristown, PA 19401
610-278-5145

Immunizations are on Mondays. Call for an appointment

OVERVIEW OF FINANCIAL ASSISTANCE TO REFUGEE FAMILIES

First Four Months (120 days) After Arrival

LCFS is able to provide a limited amount of financial assistance directly to our refugees. This money comes from the federal government and we are mandated to put it directly into the hands of the refugees we resettle. Checks will be written to the name listed as the head of the case.

1. Resettlement & Placement (R&P) Grant for Resettlement (Department of State)

LCFS receives \$925 for each refugee from the Department of State at the time of arrival. This amount is split. The first check (\$80 per person) is given on, or soon after, the day of arrival. If there is no co-sponsor paying for housing, the remaining amount of R&P money may go toward security deposit and rent, or for additional necessities for the family. Having determined that the family's basic needs have been met, the caseworker will disburse the remaining funds at the end of the first month, during the LCFS Home Visit.

2. Matching Grant (Office of Refugee Resettlement)

If a refugee is not receiving Refugee Cash Assistance (RCA) from County Assistance Office and is considered employable, they may be enrolled by our office in the Matching Grant program. The amount received through Matching Grant is comparable to that of County Assistance. However, the Matching Grant program also offers a \$50 signup bonus per case, and a \$70 (per employable adult) distribution to cover transportation costs each month. These checks are given at the end of 31, 61, and 91 days, provided that the individuals are actively seeking employment. An added advantage of the Matching Grant program is that refugees will continue to receive case management during this three month period, even once they have begun work. However, it is important to remember that until a refugee finds employment and receives their first paycheck, this money may NOT be used for rental expenses. Adult children 18 and older are treated as a separate case for MG purposes.

3. County Assistance Office (CAO) Funding

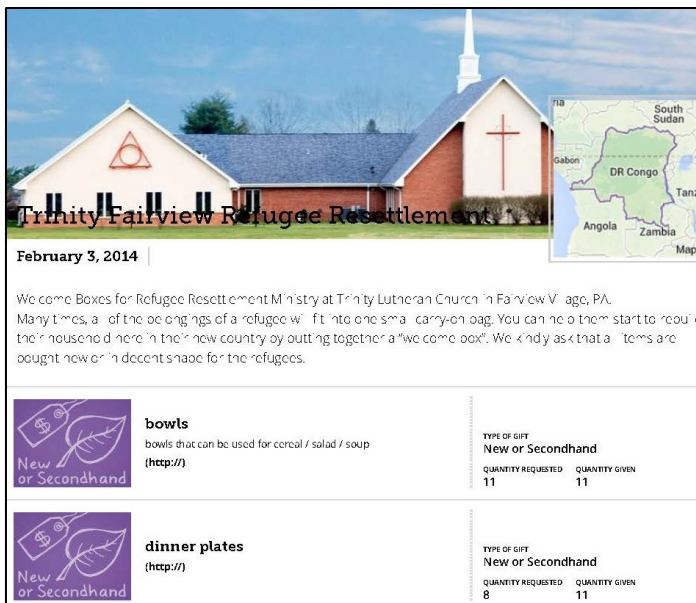
Soon after arrival, the refugee family will meet with the CAO to determine their eligibility. All refugees are encouraged to apply for **food stamps** and **medical assistance**. If they are not enrolled in the Matching Grant program, they will also apply for **RCA (Refugee Cash Assistance)**. The amounts of cash received are based on the family income and size and is received by the family onto the EBT card (like a debit card that is also used for food stamps and cash assistance) twice a month. As soon as a family member becomes employed, it is mandatory that CAO be notified, as it affects their eligibility status.

The goal throughout this initial four month period must always be to promote financial independence for the refugee family. As soon as the adults in the family become employed, they can begin to take responsibility for the housing and living expenses. Any challenges in leading the family through this important transition should be communicated with LCFS staff.

Suggestions for Dealing with Donations

Collection of Items



Below are two examples of what churches have used to collect household items, clothing donations, gift cards, volunteer hours, and much more. Both options can include a link on the church's website page and also shared via social media avenues like facebook, twitter, church emails, etc.



Trinity Fairview Refugee Resettlement

February 3, 2014

We come Boxes for Refugee Resettlement Ministry at Trinity Lutheran Church in Fairview Village, PA. Many times, a lot of the belongings of a refugee will fit into one small carry-on bag. You can help them start to rebuild their household here in their new country by putting together a "we come box". We kindly ask that all items are bought new or in decent shape for the refugees.

	bowls bowls that can be used for cereal / salad / soup (http://)	TYPE OF GIFT New or Secondhand	QUANTITY REQUESTED 11	QUANTITY GIVEN 11
	dinner plates (http://)	TYPE OF GIFT New or Secondhand	QUANTITY REQUESTED 8	QUANTITY GIVEN 11

www.sokindregistry.org

Lutheran Children and Family Services - Refugee Supply List

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Quantity	Name	Phone Number	Email Address
Items can be new or used. Drop items off at Trinity Lutheran Church, Lansdale Hall. Please contact Jane Jorgensen with questions. (jjorgy@verizon.net) T			
Miscellaneous Items			
	Bus tokens		
	Rolls of Quarters for laundry		
School Supplies			
	Binders	6	
2 packs	Pencils		
2 packs	Pens		
2	Thermal lunch bag		
6	2 pocket folders		
2	pack of 2 highlighters		
Kitchen Items			
2	bar stools for 34" high counter	Courtney Baker	
1	Complete set of dishes	Linda Zernany	
	Kitchen Table and Chairs	Jane Jorgensen	
8	6 bowls	Pastor Malloy	
8	6 dinner plates	Pastor Malloy	
8	6 cups/mugs	Pastor Malloy	
8	6 drinking glasses	Diana McClure	
1 set	7 sets of flatware (forks, knives, spoons)	Jane Jorgensen	

Excel spreadsheet uploaded to google drive - open to public

Monetary Considerations for Collections

The financial needs vary from family to family. It is helpful to determine the family's financial situation and create a budget to allocate funds. (housing, material goods, supplies, etc.) Generally co-sponsoring congregations raise funds for the family's initial expenses. Most congregations start their own account to collect and distribute funds, and track this internally. Congregations have used a variety of methods to publicize the need and to raise funds for their refugee account.

Most refugees that come through LCFS do not have co-sponsoring congregations. LCFS (and our parent corporation) often send out requests for money for our refugee emergency housing funds so that we can give an extra month or two of rent to a particularly needy family. All funds donated to LCFS for refugee "emergency housing" go directly to refugee emergency housing. The LCFS website (lcfsinpa.org) has a menu item "Giving" which allows individuals to make online donations and to choose where the donations are designated.

LCFS receives a one-time resettlement and placement (R&P) grant for each refugee from the Department of State at the time of arrival. A portion of that money is given to the family soon after arrival. If there is a need to cover other upfront costs such as housing deposit, furniture, etc. part of that money will be applied to cover those expenses. Any remaining money after determining no other initial expenses exist, are distributed to the family.

Specific Congregation Fundraising Ideas: Announcements during worship are helpful. Using the churches website, facebook page, twitter, and emails is another way to get the word out to the congregation and followers. Online funding (crowdfunding) is a new way non-profits are raising money for a cause. There are many websites that specialize in crowdfunding. Some examples of sites that are set up specifically to help non-profits raise money to support their cause are sites like Fundraise.com and Fundly.com. PayPal is another site that accepts donations and helps out non-profits. There are many others out there as well. These sites can be linked to the church website, facebook page, etc.

Tracking Volunteer Hours and Donations

As a co-sponsor in the LCFS refugee resettlement program, your time and donations are valuable. They are so valuable that we want you to write it down! Whether you are an individual or part of a church group, we need you to document all your efforts on behalf of our refugees.

There are two reasons why we ask you to document your services:

1. LCFS Caseworkers must keep a record in the case files of all services given to each refugee family. This helps us to stay up to date as to whether the required services are being offered to our refugees.
2. Many of our refugees are placed in a special program called the Match Grant Program. It is a requirement of the Match Grant Program to document all community efforts on behalf of the refugees during the time the refugee receives benefits from the program. Documenting community efforts enables us to continue receiving funds for this program, which offers important services for our refugees.

You will be asked to fill out a "Services and Donations Log." Receipts, copies of checks, or church financial records will be required if items are purchased new or money is used to pay bills or to give directly to the refugees. Any other donated time, items, or services will be recorded on the sheet with a calculated monetary value. Examples of this are: helping to search for jobs, driving refugees to interviews, or teaching them English; items donated like clothing, kitchen supplies, or furniture (for which there are no receipts).

