

## Week 2 Checklist

Many SAHs check in about the settlement of the sponsored individual(s) two weeks after they have arrived in Canada. There are various ways that SAHs do this:

- Offer a mandatory in-person arrival orientation session using an interpreter with both the newcomer(s) and the Constituent Group (CG) and/or co-sponsors, followed by an orientation with an interpreter for just the newcomer(s).
- One SAH offers an orientation session for the CG and/or co-sponsors and newcomer(s) on the rights and responsibilities of each party.
- Another SAH offers a community circle to all newcomer(s). A community circle is a safe discussion space that encourages openness, empowerment and the opportunity to express differing thoughts and opinions in a safe, non-judgmental place.
- Some SAHs visit the newcomer(s) at their home to see how things are going and to find out if there are any issues or concerns.
- Check-in by phone or e-mail with the CG and/or co-sponsors and the newcomer(s).

If at all possible, it is best to meet in-person with both the CG and/or co-sponsors and the newcomer(s) during these first few weeks. If this is not possible, each SAH may wish to explore what options they have for obtaining meaningful feedback from the newcomer(s) directly as well as from their CG and/or co-sponsors. It is important for the SAH to communicate directly with the newcomer(s) and to ensure that the newcomer(s) feel comfortable contacting them. Doing so enables the SAH to receive first-hand information and feedback from the newcomer(s) about the sponsorship.

Some SAHs use a survey or a standard questionnaire to get feedback from the newcomer(s) directly. If your SAH chooses this option, please ensure that the survey or questionnaire is accessible in the newcomer(s)' language. The responses to the survey or questionnaire should be recorded and filed with the [Settlement Plan](#) and any other documents the SAH has on file for the application. This is also a good time to discuss with the newcomer(s) any questions, issues or concerns they have with the sponsorship and ensure that the CG and/or co-sponsors have connected or referred the newcomer(s) to a settlement agency so they can discuss with a settlement worker any questions they have about living in Canada.

The questions that could be asked of the newcomer(s) towards the end of their first or second week include those in the checklist below; they can be used in designing your survey or questionnaire.

### For the Newcomer(s)

#### Arrival and Communication

- Were the newcomer(s) met at the airport?

- Have the newcomer(s) been able to reach any family overseas?
- Are there any family or close friends in Canada?
- Do newcomer(s) have a cell phone and know how to contact the SAH, CG and/or co-sponsors?
- Do the newcomer(s) need interpretation support?
- Do the newcomer(s) have any urgent physical or mental health issues that need to be addressed immediately?

### **Housing and Clothing**

- Do the newcomer(s) have adequate temporary or permanent housing?
- If the newcomer(s) are in temporary housing, is there a clear and realistic plan to transition them to permanent housing?
- Do the newcomer(s) have adequate clothing (including winter clothing), food, linens, kitchen equipment and furniture?

### **Documents and Applications**

- Were the newcomer(s) issued a Social Insurance Number (SIN) on arrival at the airport in Canada and have the newcomer(s) made an application for one if they were not?
- Do the newcomer(s) know of or have they applied for the Canada Child Benefit (CCB)?
- Do the newcomer(s) know how to or have they opened a bank account?
- Do the newcomer(s) need to submit an application under the One-Year Window of Opportunity Provisions to bring any family members that were listed as non-accompanying on the application forms to Canada and is the newcomer(s) aware that this application must be submitted within one year of their arrival in Canada?
- Do the newcomer(s) need help with any other applications or documents?

### **Education**

- Have all school age children been registered at a school?
- Are the newcomer(s) enrolled in English or French classes, has the CG and/or co-sponsor made plans to do so if they are not and do the newcomer(s) know how to do this themselves?
- Are the newcomer(s) aware that they have the choice to study (full-time or part-time) or do employment training programs rather than work during the sponsorship period?

### **Sponsorship**

- Do the newcomer(s) have any questions regarding the sponsors' (SAH, CG and/or co-sponsors) role and their relationship with them?
- What are those questions?

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- Do the newcomer(s) know how to contact the SAH, CG and/or co-sponsors when they have questions?
  - Do the newcomer(s) feel comfortable contacting the SAH, CG and/or co-sponsors with questions?
  - Are the newcomer(s) aware of the length of the sponsorship period?
  - Are the newcomer(s) aware of their rights and responsibilities under PSR or BVOR programs?

### **Transportation**

- Do the newcomer(s) have access to transportation?
- Have all newcomers 18 years of age or older being provided with monthly public transportation passes, or in areas with no public transit system, do they have access to alternative transportation?
- Do the newcomer(s) know how to use public transit, if available?
- Do the newcomer(s) know of the requirements for a driver's license?

### **Budgeting and Finance**

- Have the CG and/or co-sponsors talked about budgeting with the newcomer(s)?
- Do the newcomer(s) have their own bank account?
- Do the newcomer(s) know how much money they will receive each month, when and from whom?
- Do the newcomer(s) know where to find food that they are familiar with at reasonable prices?
- Do the newcomer(s) know where to find clothing and household goods at reasonable prices?
- Are the newcomer(s) aware they'll have to repay their travel loan?
- Are the newcomer(s) aware that they can apply any funds that exceed the [personal asset exemption limit](#) against the balance of their loan before financial support is deducted?

### **Employment/Self-Employment**

- Are the newcomer(s) aware that they are not expected to work or start looking for employment or self-employment during the sponsorship period, but, are encouraged to do so if they would like to and it is appropriate, i.e. it is not interfering with settlement

tasks, such as language training, or out of necessity due to not receiving financial support equivalent to the RAP rates?

- Are the newcomer(s) aware of a settlement agencies and resources in the local area that can help them prepare for employment or self-employment?

### Health

- Do the newcomer(s) understand the benefits they will receive through the Interim Federal Health Program (IFHP)?
- Do the newcomer(s) know their basic coverage under the IFHP will end after 3 months once provincial healthcare coverage starts, and all IFHP coverage (including prescription drugs, vision, and emergency dental care) will end after the sponsorship period?
- Have the newcomer(s) signed up for provincial healthcare coverage?
- Have the newcomer(s) registered with local health professionals, i.e. family doctor, dentist and any other required medical services?
- Do the newcomer(s) have relevant information on vaccinations?
- Do the newcomer(s) require dental care?
- Do the newcomer(s) know how to contact emergency services if needed?
- Do the newcomer(s) know that counselling and mental health support is available and covered under IFHP for the duration of the sponsorship period?
- Do the newcomer(s) need assistance getting to appointments and, if so, do they know who will be helping them?

### General

- How are the newcomer(s) doing and adjusting overall?
- What else might the newcomer(s) need?
- Is there anything the newcomer(s) would like to know?
- Has the newcomer(s) been connected or referred to a settlement agency?

### Questions for the CG and/or Co-Sponsors

- Are there any concerns that the CG and/or co-sponsors have regarding the sponsorship?
- Are there any concerns that the CG and/or co-sponsors have regarding the newcomer(s)?
- Are there any concerns that the CG and/or co-sponsors have regarding another member of the group or another party to the sponsorship?
- Is everyone still following the Settlement Plan?
- Does the Settlement Plan need to be adjusted? If so, how?

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