

A Successful Sponsorship Year

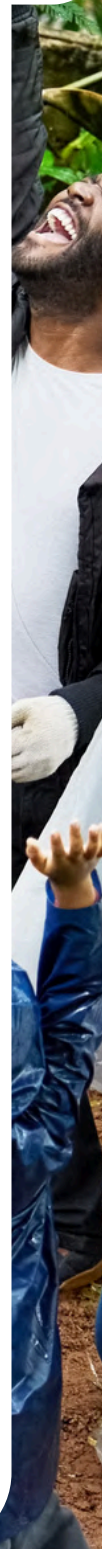
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Refugee Sponsorship Handbook

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ABBREVIATIONS

IRCC - Immigration Refugees and Citizenship Canada

OYW - One Year Window

RAP - Resettlement Assistance Program

RSAT - Resettlement Services Assurance Team

RSTP - Refugee Sponsorship Training Program

TERMS

Minimum Financial Support Calculator - the RSTP Online calculator that helps sponsors estimate the monthly financial support for sponsored newcomers. You can find the calculator [here](#).

Month 13 - the first month after the sponsorship year is completed; the first month the sponsored newcomers are independent of sponsor financial and settlement supports.

Non-accompanying family member - a person who can be included on the principal applicant's application (See IRPR [here](#)) but was not able to travel at the same time as the PA to Canada.

One Year Window (OYW) program - a family reunification program that helps sponsored refugees bring to Canada their immediate family members who were declared on their original permanent residence application.

Settlement Plan - a plan detailing what you and members of your group will do to orient and support the newcomer(s) during the sponsorship. The Settlement Plan is a formal part of the sponsorship application process.

RAP rates - financial support rates for resettled refugees determined by the Resettlement Assistance Program (RAP). You can find information about the RAP rates [here](#).



The Sponsorship Year

Chapter 7 on Arrival and Orientation focusses on the first 3 months of the sponsorship year. This chapter will cover months 4 through 12 and the year in general.

The central goal of the sponsorship year is to provide supports to sponsored newcomers towards their independence. There are 3 tools that help sponsorship groups make sure they are providing the right supports:

- Settlement plan
- [Post-arrival requirements guide](#)
- [Month 13 Toolkit](#)

Sponsor groups can keep track of the plan they made to support the newcomers by reviewing the Settlement Plan they made for their application, and any updates made for any changes to the sponsored newcomers support needs.

Next, sponsor groups can follow the advice given in [IRCC's Post-arrival Requirements guide](#). The guide may be able to answer questions about support details that come up throughout the sponsorship year.

When groups are about half way through the sponsorship year, they can use RSTP's [Month 13 Toolkit](#) to prepare for the transition months at the end of the sponsorship - when newcomers will be transitioning from sponsor support to full independence. There is more about the Month 13 Toolkit and completing the sponsorship year on the final page of this chapter.

The Settlement Plan and Post-arrival Requirements

Your group's original settlement plan aligns with the IRCC [Post-arrival Requirements](#). You can use the Post-arrival Requirements guide to answer questions you might have about supporting the sponsored refugees throughout the sponsorship year and beyond.

As you may have seen in the previous chapter, the infographic below summarizes the sections of the settlement plan checklist and Post-arrival Requirements guide timeline. You can use the infographic to remind yourself about what type of supports to focus on at different times in the year.



Calculating and Providing Financial Supports: Reminder

Sponsorship groups provide financial support as part of the sponsorship responsibilities. To be sure sponsors are providing the required support, calculations need to be made each month according to the sponsored newcomers situation.

While sponsorship groups make a budget in the application, post-arrival financial support takes into account that the sponsored newcomers' situation may have changed: children may be above the age of majority, newcomers may begin working, the cost of living may have changed since the budget was made.

If your group is sponsoring through a Sponsorship Agreement Holder (SAH) organization, the SAH representative will help you understand if you need to pay and keep records of payments in any specific ways.

Your group will also follow the advice on financial supports given in the Post-arrival Requirements guide.

Use the RSTP Minimum Financial Support Calculator to estimate the amount of support your group will provide. Be sure to consider that the amounts in the calculator are only a minimum and may not be enough to cover the cost of living in your community.



A Note on Keeping Records

If you are the sponsor involved in making direct financial support payments to the sponsored newcomers, be sure to follow the advice on keeping [Proof of Support](#) in the IRCC examples document.

About the One Year Window Program

Under the **One Year Window (OYW)** program, the permanent resident who arrived in Canada as a resettled refugee can bring to Canada family members who were part of their permanent residence application abroad but could not travel with them to Canada.

The OYW program is named because the sponsored refugee has the entire sponsorship year, a window of one year after arriving in Canada, to apply to bring their family members. After 12 months has passed, the sponsored refugee must apply to bring family through either the [family class sponsorship program](#) or further [refugee resettlement programs](#) if their family members are eligible.

As Sponsors, you will have already created a budget and signed the **Declaration** in the original sponsorship application to support the sponsored refugee's **non-accompanying family** members.

Learn more about the OYW program on the RSTP website [here](#).
You can find the OYW program Application Guide on the IRCC website [here](#).



Keeping Records, Contacting RSAT, and Case Review

Sponsor group should keep records of all the supports you provide to sponsored newcomers. This includes financial supports and resettlement supports. You can find examples of the kinds of records to keep in the [Case Review-Examples of Proof of Support](#) document.

If you have any questions about what supports your group is providing or needs to provide, you can contact the RSAT team for help. The **Resettlement Services Assurance Team (RSAT)** “provides guidance and support to sponsoring groups on post-arrival program requirements and issues”. This means, your sponsorship group can contact RSAT if you have any concerns or questions about providing settlement supports once the Newcomers have arrived.

You can contact RSAT

IRCC.PSRCasereview-RevuedecasPSR.IRCC@cic.gc.ca

To have a useful conversation with an RSAT Office, it is important that you are able to be specific and show record of any supports or issues you want to ask about. So, be sure that your group is keeping record of the settlement and financial supports you provide to the newcomers.

RSAT can contact you



It is also possible that an RSAT Officer will contact your group as well. RSAT is responsible for making sure newcomers are receiving required settlement and financial supports. If RSAT contacts your group for a **Case Review**, they may ask for information about the settlement and financial supports your group has provided to the newcomers. This is where your record-keeping comes in so handy!

RSAT will be asking for types of records like the ones listed in the [Case Review-Examples of Proof of Support](#). For more information about Case Review, see the [Case Review Process Timeline](#).

Completing a Successful Year

Getting ready for the end of the sponsorship year begins at least a few months before the end of the year. In other RSTP training, we call it preparing for “Month 13”, the first month after the sponsorship supports end and the newcomers will be entirely independent.

Preparing for the transition can start as early as month 6 of the sponsorship year. However, it is important to start preparing by the 9th month of the sponsorship. It is important to communicate with the sponsored newcomers that the sponsorship will be ending in 3 months, and that the financial and settlement supports will end.

A best practice is to do a ‘needs assessment’ with the newcomers to figure out what needs to be done to transition out of any sponsorship supports. That way sponsors and newcomers can work to make sure newcomers are connected with any services they need and sponsorship requirements are fulfilled.

Sponsors can use the Month 13 Planning Checklist in the [Month 13 Resource Kit](#) as a starting point for their needs assessment. Then develop an action plan that outlines what activities need to be conducted before the end of Month 9, Month 10, Month 11 and Month 12 in order to ensure that the newcomers are prepared for Month 13 with no unmet needs or service gaps.

Others Who Can Help with the Transition

- Local settlement organizations can also assist sponsors with developing a needs assessment and action plan.
- If you are working with a Sponsorship Agreement Holder (SAH) organization, be sure to communicate with the SAH representative as part of preparing for the end of the sponsorship year.
- A local RSTP Trainer can help sponsorship groups with the RSTP Month 13 Resource Kit and creating an action plan. [Find out how to contact a Trainer.](#)





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