

Guidelines for CGs Working with Co-Sponsors

Prior to Beginning a Sponsorship

1. **Recognize that the Undertaking/Application to Sponsor [IMM-5373] is a legally binding document.** The Constituent Group (CG) that signs this document is responsible for the sponsorship and all settlement activities and costs of the sponsored refugee(s) for one year after their arrival to Canada. The CG can name a co-sponsor(s) to assist with the cost and settlement activities of the sponsorship. It is the responsibility of the CG to ensure that all co-sponsors are screened and assessed to ensure that they can carry out all their sponsorship responsibilities.
2. To ensure the co-sponsor(s) has the financial capacity to carry out the settlement activities, it is recommended that the CG request a letter from the co-sponsor's employer stating the dates of employment and annual income. The letter should be on the employer's letterhead. In addition, the CG should request the Annual Summary from the income tax statements going back five years for each of the co-sponsors to ensure that the co-sponsors earn sufficient income to finance the settlement costs. It is at the discretion of the church whether a letter and annual summary are collected from the co-sponsor(s). Please note, the church must exercise due diligence in ensuring that the co-sponsor is well established in Canada. A co-sponsor who has arrived in Canada within the last five years may not have the financial means or knowledge of Canadian systems to carry out their sponsorship responsibilities.
3. The CG and the co-sponsor(s) are to jointly develop a budget based on rates specified in the Resettlement Assistance Program (RAP). It is expected that financial support under private sponsorship is equivalent to RAP rates. This means that you, as the CG and co-sponsor, should provide income support at least equivalent to the RAP rate in the community of settlement in order to fulfill your responsibility as a sponsor. For more information about RAP rates please visit: <http://www.rstp.ca/en/sponsorship-responsibilities/resettlement-assistance-program-rap-rates/>. The budget developed will ensure that both the CG and the co-sponsors understand all the costs associated with settlement. It

will also outline the division of responsibility between the CG and the co-sponsor in covering these various settlement costs.

4. The CG and the co-sponsor(s) are to complete a settlement plan provided by World Renew. The settlement plan will detail areas of settlement responsibility and it is to be signed by the CG and the co-sponsor(s) and submitted to World Renew upon submission of the sponsorship application.
5. The CG and co-sponsor must not collect any funds from the sponsored refugee overseas to be put towards the sponsorship.

Arrival

1. Once World Renew receives the Notice of Arrival Transmission (NAT), World Renew will forward it to the CG. The CG is to contact the co-sponsor(s) to gather the name and cellphone numbers of those who will pick up the newcomers at the airport and provide that information to World Renew. The CG is responsible to ensure that the newcomers are welcomed and picked up at the airport.
2. It is recommended that a representative of the CG be at the airport to welcome and introduce the sponsoring church to the newcomers. If this is not possible and only the co-sponsor will be at the airport, a representative of the church is to meet with the family within two days of their arrival to ensure the family is aware of the churches support in the sponsorship.

Following Arrival

1. Meet with the co-sponsor(s) and newcomers within two weeks of arrival to ensure that items from the 'First Weeks Checklist' are being implemented and that the budget is reviewed with the newcomers. It is very important that the newcomers are aware of the church support in the sponsorship and that the newcomers are aware of the budget for their settlement.
2. Check in with the co-sponsor(s) monthly throughout the sponsorship period. Inquire if there are ways for the church to be supporting the sponsored family. If there are children, ensure that they are settling well in school. If adults can

benefit from ESL classes, ensure they are attending. Assist with problem solving.

3. Check in with the newcomers periodically to ensure they are settling well, that they are living within their budget and to determine if any further support is needed for their successful settlement.
4. Meet with the newcomers and the co-sponsor(s), towards the end of the sponsorship (month 9 or 10). Assess if the newcomers are moving towards independence and employment. Determine if there are additional ways for the church to play a supportive role in helping the newcomers work towards these outcomes.
5. Note that World Renew will contact the Constituent Group at both the 2-month and 9-month points of the sponsorship period to check in. The first check-in will be by way of online survey, and the second check-in will consist of a phone conversation. By signing below, you acknowledge that you have read, understood, and accepted each of the guidelines outlined in this document.

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Name of Constituent Group

Constituent Group Representative (*print name and sign*)

Date

Co-Sponsor (*print name and sign*)

Date