



## Sponsor Circle Welcome Plan

Through the Sponsor Circle Program, sponsors who pull together a group of at least five people (creating a Sponsor Circle), complete background checks, and develop a welcome plan can be connected to an organization called a Sponsor Circle Umbrella, that will provide them with guidance and support for the first six months of sponsorship. Sponsor Circles also have access to other resources that you can read about [here](#).

The Welcome Plan is a tool for Sponsor Circles to prepare to welcome newcomers to their community. The Welcome Plan offers guiding questions and resources to Sponsor Circles to assist them in considering how they will receive, maintain, and support newcomers. Each community is unique, and this tool intends to guide Sponsor Circles in identifying resources in their community.

**TIP:** For a comprehensive list of Sponsor Circle activities and responsibilities, see [Sponsor Circle Checklist](#).

### A. SPONSOR CIRCLE:

Sponsor Circle Name		
City	State	Zip code
Sponsor Circle Coordinator Name		Email
In a few sentences, briefly summarize your Sponsor Circle's motivation to welcome.		

### B. NEWCOMER(S)

If there is an individual(s) with whom you are already connected that you intend to or have already sponsored to come to the United States, please include their information (head of household) here.

**Information about known newcomer(s) (if applicable):**

Last Name	First Name



**Please list the family size.** If you have named the case above, list their family size. If you aren't already connected to an individual in need of sponsorship, but would like to be, please note the number of individuals you are capable of sponsoring here.

<b>Family Size</b>	
--------------------	--

**NOTE:** You will need to demonstrate sufficient financial capacity to the US government to support each newcomer as part of the I-134.

Describe how your Sponsor Circle was connected with or came to know the newcomer(s). Please include when/how they came to know them and whether individual Sponsor Circle members had personal connections.

**C. WELCOME PLAN**

**a. Travel**

Once the newcomer(s) you are sponsoring has confirmed their basic biographic information and attested to completing all other requirements, they will receive authorization to travel to the United States, valid for 90 days. They will be responsible for arranging and funding their own travel. **Use the space below to consider how you might support that travel, including raising funds to cover the cost if necessary/appropriate.**

**TIP:** The newcomer with which you will connect will likely have thoughts about the most appropriate means of travel, based on their location.

**b. Financial Support**

While those arriving through humanitarian parole are typically eligible for employment authorization from USCIS, it will likely take months for this to be received and for employment to be secured. In addition, beneficiaries will not have access to mainstream benefits (see benefits section below). To provide for basic supports during this period, you will likely want to have additional resources on hand. **Use the space provided to detail how you will ensure adequate resources.** You may find that you have sufficient income or that you need to identify alternative community resources or fundraise.

**TIP:** Check out [these fundraising tips and tools](#).



c. **Housing**

You will need to ensure that the individual(s) you are welcoming has safe and appropriate housing. Depending on your relationship with the newcomer, this may be space in your own home. **Use the space provided to describe your plans for housing and/or the resources you have identified within the community related to identifying and securing appropriate housing.**

**TIP:** Factors you might consider are the anticipated number of rooms, estimated rental and utilities rates, and access to employment, education, transit and shopping. Check out this [tips sheet](#) for guidance on how to secure temporary and permanent housing for the newcomers you will support. If you need access to temporary housing credits through Airbnb.org, be sure to indicate this in your Sponsor Circle application.

**d. Basic Necessities**

You will need to ensure the newcomers have basic start-up necessities. **Use the space provided to describe your plans for purchasing or securing commitments for donated furniture and household goods, clothing, and food staples. Please also describe your plans for ensuring access to groceries and utilities (telephone, electricity, internet) until employment and/or access to benefits is secured.**

**TIP:** Review a list of [household supplies](#) and [pantry essentials](#) to help prepare a home for newcomers.

**e. Documentation**

You will need to support the newcomers in securing essential documentation.

Newcomers should apply for employment authorization from USCIS using [Form I-765](#). Using this same form, they may also apply for a [social security card](#). If the newcomer does not receive their social security card that they requested on their I-765, they will need to visit a social security office. You can find your local social security office [here](#).

- Please check to confirm that you have reviewed the Form I-765.

To ensure that the US government is aware of a newcomers' residence until they have obtained citizenship, newcomers must complete a [change of address form](#) and submit to the US Department of Homeland Security each time they move.

- Please check to confirm that you have reviewed the DHS change of address form.

Males ages 18 – 25 must [register for selective service](#). This does not mean that they will need to serve.

- Please check to confirm that you have reviewed the selective service registration form.

Newcomers should be supported in obtaining a state ID and/or driver's license. Because this process varies by location, we encourage you to research what this looks like in your community.

**Use this space to detail the process.**

**f. Services and Benefits**

You will need to guide newcomers through the process of accessing any available services and benefits for which they might be eligible. Humanitarian parolees may not be eligible for the full suite of benefits, but each benefit program has its own eligibility requirements. Access to services is based on location, population, the pathway they came under, and individual circumstance.

Federal public benefits that humanitarian parolees may be eligible include:

Low-Income Heat and Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP) for families with children under 18, Women, Infant and Children (WIC), Children's Health Insurance Plan (CHIP), and Emergency Medicaid. **Use the space provided to describe the steps you have taken to identify available benefits and services, including those available through relevant local/state/federal authorities, and what those benefits and services are.**

\*Note: At this time Venezuelans and Nicaraguans with an immigration status of humanitarian parole are not eligible for refugee benefits or services funded by the Office of Refugee Resettlement. Not all newcomers arriving through humanitarian parole are eligible for the same benefits. States may have state-funded benefit programs, some of which mirror or expand federal benefits for different populations, including newcomers.

**TIP:** United Way's 2-1-1 service (find your local 2-1-1 [here](#)) can be a great place to start to learn about community resources in your area.



**g. Health and Mental Health Services**

You will need to connect newcomers to necessary health and desired mental health services. Once the newcomers have obtained medical assistance (see above), they may need to be supported in completing health requirements as a condition of their parole.

You will also need to support the newcomers in identifying available health care. If they have access to public or private medical assistance, this will include identifying a primary care physician and other desired health and mental health providers covered through their medical assistance. If they do not have access to public medical assistance, you will need to research other options in your community. **In the space provided, please describe your plan to identify relevant health and mental health providers and support the newcomer in accessing health care.**

**TIP:** Local community health care centers, also called Federally Qualified Health Care Centers or FQHCs, are funded by the federal government to offer affordable health care in communities across the United States. FQHCs cannot turn anyone away for an inability to pay or for lack of insurance. [Each community has one. Local public health departments](#) (or agencies) also have low or no cost resources available to all residents and are the primary resource for humanitarian parolees not eligible for mainstream benefits.



**h. Education and Childcare**

Children are *required by law* to attend school (consult your local school district or state specific regulations for specific ages and requirements), regardless of immigration status. You will need to support newcomers in enrolling any school-aged children in the public education system. In the space provided, **list your district's local point of contact for school enrollment and briefly describe the enrollment process in your community, including any needed immunizations.**

For families with young children, child development programs and affordable childcare are important. **Briefly describe available child development programs or affordable childcare options for your community as relevant.**

**TIP:** Some school districts may have newcomer centers or community school programs that help students transition to a new learning environment. Many school districts offer school choice, which means newcomer families can explore what learning environment may be best suited for their student's strengths and interests. Many state and county human service agencies can help newcomer families understand options for child development programs and affordable childcare, such as [here](#). Information about Head Start and Early Head Start that provide low-income families with free learning and development services for their children from birth to age 5 is also available [here](#).

**i. Language**

**Use the space provided to describe your plans to support language acquisition.** This may include English language learning opportunities in your community (*e.g.*, English language classes, conversation circles at libraries, tutoring through local literacy council) and/or informal language learning through regular conversational practice.

**TIP:** Federal and state governments fund English as a Second Language classes (ESL). Visit your state's adult education program online (commonly in Departments of Education) to get a list of providers in your area.

**j. Interpretation and Translation**

While many activities may be completed without formal interpretation (spoken) or translation (written), essential topics such as those regarding health or safety will need appropriate interpretation or translation. **Use the space provided to describe how you will communicate with the newcomers you are supporting. If you intend to use professionals/volunteers, include the names of those individuals/companies and their contact information.**

**TIP:** Potential sources of low-cost or free interpreters are colleges/universities, churches, and cultural groups. Note that agencies that receive federal funds, such as hospitals or health departments, are responsible for ensuring language access. If professional interpretation comes at a cost, Sponsor Circles will need to budget for this in advance.

**k. Cultural Connections**

It's important to feel connected to one's culture. **Use the space provided to describe how you will facilitate cultural connections for newcomers including access to culturally appropriate foods, faith communities, and/or other compatriots.**

**l. Community Orientation**

Newcomers will benefit from a basic introduction to their new home, community, and life in the United States. This will include a review of topics such as home and personal safety orientation, rights and responsibilities, laws, navigating public transportation, and community supports. **Use the space provided to describe how you will provide this introduction including any resources you might use such as those listed below.**

**TIP:** The [Cultural Orientation Resource Exchange](#) and [USA Hello](#) offer information for newcomers about life in the United States, [United Way's 2-1-1 service](#) and the [FindHello](#) app can help you find resources in your area. County or state human services departments, local city offices for immigrants, and statewide offices for new Americans can also be great first stops in your exploration of available services.

### m. Employment

Those arriving through humanitarian parole are eligible for employment authorization from USCIS. The Sponsor Circle will help the newcomer(s) apply for their employment authorization using [Form I-765](#). While they are awaiting authorization, you will want to support them in preparing to enter the US workforce. This preparation may include English language learning, orientation to the American workplace, connection to workforce services in your community, development of short and long-term employment goals, resume preparation, and interview practice. Once authorization is received, you will want to support them in securing employment. **Use the space provided to outline employment opportunities in your community and personal networks you might leverage to support the securing of early employment.**

**Tip:** [The Job Readiness Curriculum](#) empowers newcomers to find and succeed in jobs and offers tools to help them understand their documents and their rights as workers, career path options, and personal finances. Employment opportunities are often listed through workforce services, your local library, and job boards such as [Welcome Employment](#).

**n. Transportation**

**Use the space provided to describe available transportation in your community**, noting how the newcomers might travel (e.g., bus, metro, rideshare, taxi, walk) to and from possible employment, schools, healthcare, faith community, shopping, and grocery store.

**TIP:** Some municipalities may offer discounts on public transportation passes. You will want to orient yourselves to any possible transportation benefits that might be available in the community.



**D. DESCRIPTION OF SPONSOR CIRCLE AND COMMUNITY**

For those not already connected to a beneficiary in need of sponsorship, you may wish to offer information about your sponsor circle and the community that is prepared to welcome. Use the space provided to summarize this information.

**TIP:** When writing this summary, think about what you would like to know if you were being sponsored to a new community.

**E. SPONSOR CIRCLE DECLARATION**

With the signature of the Sponsor Circle Coordinator, the Sponsor Circle members declare that:

- We have made or will make adequate arrangements in our community for the welcome of the newcomer(s) we are matched to, as outlined in this Welcome Plan.
- If we have not already done so, we will submit an I-134 in support of the newcomers we intend to welcome.
- We will provide periodic surveys as required by the Sponsor Circle Program.
- We understand that the Community Sponsorship Hub is authorized to share information contained in this Welcome Plan with operational partners.

Sponsor Circle Coordinator		
Name (print full name)	Signature	Date (MM/DD/YYYY)