



## Co-Sponsor Description & Responsibilities

A LSS/NCA Refugee Co-sponsor is a group of volunteers who closely works together to help a newly arrived refugee family rebuild their lives in America. The co-sponsor serves as a personal guide through a culture and community that is new and often strange to our refugee neighbors. Most importantly, co-sponsors are trustworthy and caring friends to families who frequently have endured terrifying persecution and turbulent journeys to reach newfound opportunity in the Washington, DC Metro Area.

While the ultimate responsibility for the provision of core services remains with LSS/NCA, co-sponsors are vital to helping refugees become self-sufficient and feel effectively part of their new community. All co-sponsor responsibilities will be discussed prior to a family being assigned. Please share any expertise with LSS/NCA regarding Social Security, Medicaid, or other core services so the newly arrived family receives the best service and care we can all provide together.

### **Objective:**

In partnership with faith communities, foundations, government partners, and hosts of volunteers, LSS/NCA is proud to welcome hundreds of refugees from around the world to our community every year. LSS/NCA supports refugees during an important transition in their lives by mobilizing community partners to offer hope and a comprehensive range of services, including resettlement assistance and employment training throughout the Greater Washington DC Region.

Many refugee families are starting over often with limited or no belongings. Each year LSS/NCA resettles more than 600 refugees—each individual with their own set of particular needs ranging from employment to healthcare requirements. LSS/NCA staff are limited in the time they are able to dedicate to each refugee. Co-sponsors ensure that each family and individual receives the extra care and guidance they need to reach self-sufficiency.

### **LSS/NCA Key Goals:**



## How We Will Work Together:

In all cases, LSS/NCA will be responsible for working with the family to secure available government benefits including Medicaid, Medicare, TANF, food stamps, WIC, child care subsidies, and Social Security. In addition, LSS/NCA staff will work with the refugee family to enroll all children in public school and placement exams. Finally, LSS/NCA caseworker will work closely with the co-sponsor team and general coordinator to ensure that all family needs are met and co-sponsor is confident and successful in fulfilling all co-sponsor responsibilities. See general outline of services divided between co-sponsor and LSS/NCA below.

| Co-Sponsor Agree to:                | LSS/NCA Assists with: | Service   |
|-------------------------------------|-----------------------|---|
| <b>To complete by arrival date</b>  |                       |   |
| X                                   | X                     | Assist with apartment set up  |
| *                                   | X                     | Meet the family at the airport and transport to new home.                                       |
| *                                   | X                     | Provide a culturally appropriate meal ready to eat upon arrival                                 |
| *                                   | X                     | Provide safe and affordable housing   |
| X                                   | X                     | Provide basic furnishings for housing.  |
| *                                   | X                     | Provide initial seasonal clothing and other necessities.  |
| *                                   | X                     | Provide food allowance for approximately 2 weeks  |
| <b>To complete in first 10 days</b> |                       |   |
| X                                   | X                     | Enroll in English as a Second Language Class (ESL)  |
| X                                   | X                     | Provide orientation of community and public transportation                                      |
| X                                   | X                     | Assess for employment services job/training   |
| *                                   | X                     | Assist in applying for government assistance programs (i.e. Social Security Cards, food stamps) |
| <b>To complete in first 30 days</b> |                       |   |
| *                                   | X                     | Assist with transportation to initial health screening  |
| *                                   | X                     | Register children for school  |
| X                                   | X                     | Help prepare adults to obtain and retain employment.  |
| X                                   | X                     | Assist with financial literacy  |
| X                                   | X                     | Commit to spending a minimum of 1-2 hours per week teaching self-sufficiency skills to refugee  |
| X                                   | X                     | Transporting refugees to appointments, interviews, and necessary daily appointments             |
| *                                   | X                     | Assist men 18-26 in registering for selective services  |

| Ongoing services           |   |  |
|----------------------------|---|--|
| X                          | * | Submit volunteer time and mileage online   |
| X                          | * | Continue mentoring, transportation assistance, and employment training                             |
|                            | * | Give money, medicine, or medical advice directly to refugee  |
|                            |   | Transporting refugees <b>without</b> attending volunteer orientations and being cleared by LSS/NCA |
|                            |   | Proselyting  |
| X = Required, * = Optional |   | Prohibited   |

## Outline of Co-Sponsorship Opportunities:

Co-sponsorship opportunities have been developed to allow congregations and community groups to assist a refugee family in congruence with their group’s financial and volunteer capacity. The varying levels of sponsorship offer different levels of responsibility, engagement, and relationship building.

### Home Raiser



Time commitment: 1 year  
 Volunteer group Size: 6-10+

#### Requirements:

- Assist in finding housing that meets refugee family needs prior to arrival
- Collect and provide all furnishings and household supplies required for resettlement, including linens, toiletries, cleaning supplies, kitchen cookware, etc.
- Furnish and set-up apartment home prior to family’s arrival
- Provide Rental Assistance\*
- Provide 3 additional core areas of support (see page 8)

#### **\*Rental Assistance:**

*Ensure that the family can maintain housing by financially contributing rental assistance directly to LSS/NCA. Work with LSS/NCA to secure safe and affordable housing for the family before their arrival. (LSS/NCA does not co-sign any leasing agreement at any point in time. Arrangements should be made with landlord to sign agreement upon family’s arrival.) LSS/NCA will work with each co-sponsor to determine the extent of their ability to provide financial assistance.*

- 1) *Work with leasing company to secure an affordable rental rate OR provide accommodations within a home (or otherwise unoccupied space) of a co-sponsor group member/connection at little or no cost(example: In-law unit, vicar house). Housing must meet state and federal guidelines. If providing accommodations in an in-law unit, vicar house, etc, the family must be*

able to freely move in and out of the housing and make their own meals.

- 2) Provide full rental assistance for 3 months. Rental Assistance will depend on location and size of the family. (Please see budget below for sample cost.) OR provide full rental assistance for an agreed upon length of time and then provide half the total expense for the remaining time of the co-sponsor commitment.

**Monthly Budget--Home Raiser**  
**(Sample Budget based on a family of four)**

| Fixed Expenses<br>(Same each month)              | Family Expenses                             |   | Expected Assistance<br>from Co-sponsor (per month)            |  |
|--|---|---|---|--|
|  | MD  | VA  | MD  | VA   |
| Rent/Mortgage                                    | \$575-\$1150                                | \$850-\$1700                                | \$575-\$1150  | \$850-\$1700   |
| Child Care                                       |   |   |   |  |
| IOM Loan/Credit Payments                         | \$35  | \$35  |   |  |
| Savings (if possible)                            |   |   |   |  |
| Other  |   |   |   |  |
| Flexible Expenses<br>(Change each month)         |   |   |   |  |
| Utilities (gas, electric, water)                 | \$150                                       | \$150                                       | \$150   | \$150  |
| Transportation                                   | \$420                                       | \$420                                       |   |  |
| Food   | \$400                                       | \$450                                       |   |  |
| Medical  | \$420                                       | \$420                                       |   |  |
| Telephone  | \$50  | \$50  |   |  |
| Clothing   |   |   | *In-Kind Donations<br>may be needed                           | *In-Kind Donations<br>may be needed                          |
| Education  |   |   |   |  |
| Household items (soap,<br>cleaning supplies, etc | \$200-\$300<br>(not included<br>in total)   | \$200-\$300<br>(not included<br>in total)   | * In Kind Donations<br>(May cost \$300—<br>see list page 8)   | *In Kind Donations<br>(May cost \$300—see<br>list page 8)    |
| Furniture  | \$1000-\$1300<br>(not included<br>in total) | \$1000-\$1300<br>(not included<br>in total) | * In Kind Donations<br>(May cost \$1300--<br>see list page 8) | *In Kind Donations<br>(May cost \$1300--<br>see list page 8) |
| Personal Expenses                                |   |   |   |  |
| Insurance  |   |   |   |  |
| Support to other relatives                       |   |   |   |  |
| Other  |   |   |   |  |
| <b>Total Monthly Expenses</b>                    | <b>\$2050-\$2625</b>                        | <b>\$2375-\$3325</b>                        | <b>*\$725-\$2900</b>  | <b>*\$1000--\$3450</b>                                       |

*\*Financial Assistance depends on the co-sponsor's ability to collect in-kind donations*

## Home raiser: Financial Case Studies

**Scenario 1:** The Alan family has been resettled in the state of Maryland. Their co-sponsor worked directly with LSS/NCA to provide rent in full for the first three months after they arrived. Once funds were collected or budgeted for, the Financial Team leader provided a check directly to LSS/NCA. LSS/NCA ensured the gift was designated for the Alan family. For the final 9 months of the co-sponsorship year, the co-sponsor began a decreasing financial scale plan\* which ensured the Alan family was able to provide for their needs yet encourage the family's financial independence with ultimate goal of self-sufficiency.

*\*Decreasing Financial Scale Plan is designed to gradually decrease a co-sponsor's financial assistance to a refugee family over the final 9 months of their relationship. For instance: 100% financial assistance for the first three months, 50% of rent cost for next 6 months, and 25% of rent for the final 3 months.*

**Scenario 2:** The Mataw family has been resettled in the state of Virginia. Since the family was a larger size (5 individuals) they had fewer options for affordable housing. The co-sponsor decided that they would provide rent in full for a total of 6 months and then half of the cost of rent for the last six months. The Co-Sponsor worked directly with the LSS/NCA case manager to provide rent payments directly to LSS/NCA. This was coordinated through the Financial Team leader. After the first six months the Mataw family was able to provide half the rent as both adults had found work thanks to the co-sponsor employment team.

**Scenario 3:** Before a family was assigned, a co-sponsor group identified an unoccupied vicar house that could provide free housing for a refugee family. This co-sponsor worked diligently with LSS/NCA staff to ensure that the house was furnished with all of the items on the supply list (see page 7). Once the family arrived, the co-sponsor helped maintain the house for the family's use, teaching them about homeownership and repairs. Since the family did not have to pay rent for the first year, they were able to save money for the years to come and afford their other daily expenses.

## Foundation Layer



Time commitment: 6 months  
Volunteer group size: 4-10

### Requirements:

- Collect and provide all furnishings and household supplies required for resettlement, including linens, toiletries, cleaning supplies, kitchen cookware, etc.
- Furnish and set up apartment home prior to family's arrival  
Provide 3 additional core areas of support (see page 8)

### Budget—Foundation Layer (Sample Budget based on a family of four)

| Fixed Expenses<br>(Same each month)                    | Family Expenses                          |  | Expected Assistance<br>from Co-sponsor                        |   |
|--|--|--|---|---|
|  | MD                                       | VA                                       | MD  | VA  |
| Rent/Mortgage  | \$575-\$1150                             | \$850-\$1700                             |   |   |
| Child Care   |  |  |   |   |
| IOM Loan/Credit Payments                               | \$35                                     | \$35                                     |   |   |
| Savings (if possible)                                  |  |  |   |   |
| Other  |  |  |   |   |
| Flexible Expenses<br>(Change each month)               |  |  |   |   |
| Utilities (gas, electric, water)                       | \$150                                    | \$150                                    |   |   |
| Transportation   | \$420                                    | \$420                                    |   |   |
| Food   | \$400                                    | \$450                                    |   |   |
| Medical  | \$420                                    | \$420                                    |   |   |
| Telephone  | \$50                                     | \$50                                     |   |   |
| Clothing   |  |  | *In-Kind Donations  | *In-Kind Donations  |
| Education  |  |  |   |   |
| Household items (soap, cleaning supplies, linens, etc) | \$200-\$300<br>(not included in total)   | \$200-\$300<br>(not included in total)   | * In Kind Donations<br>(May cost \$300--<br>see list page 8)  | *In Kind Donations<br>(May cost \$300--see<br>list page 8)  |
| Furniture  | \$1000-\$1300<br>(not included in total) | \$1000-\$1300<br>(not included in total) | * In Kind Donations<br>(May cost \$1300--<br>see list page 8) | *In Kind Donations<br>(May cost \$1300--see<br>list page 8) |
| Personal Expenses                                      |  |  |   |   |
| Insurance  |  |  |   |   |
| Support to other relatives                             |  |  |   |   |
| Other  |  |  |   |   |
| <b>Total Monthly Expenses</b>                          | <b>\$2050-\$2625</b>                     | <b>\$2375-\$3325</b>                     | <b>*1600</b>  | <b>*1600</b>  |

*\*Financial Assistance depends on the co-sponsor's ability to collect in-kind donations*

## Architect



Time commitment: 6 months  
Volunteer group Size: 4-10

### Requirements:

- Offer mentoring to help refugee adapt to a new community. Mentoring may include educational tutoring, professional development, English tutoring, and community guidance.

### Educational Tutoring:

Refugee adult may be taking certification classes, job training courses, or trying to secure their GED. Tutors are essential in not only explaining certain concepts, but also motivating the individual to stay on track and meet deadlines. Likewise, refugee school-aged children will be placed in public school upon arrival. Tutoring may also be needed in grade school courses such as math, science, history, and language.

### Professional Development:

Help prepare refugee for American workforce and secure employment. Professional development may include helping draft a resume, practice for interviews, navigate the job market, and network with professionals in refugee's career of interest, etc.

### English Tutoring:

Focus on developing English skills for all family members. Frequent visits and conversations can help an individual utilize his new language in a friendly and patient environment.

### Community Guidance:

Use creativity and knowledge of the Washington DC Area to help refugee family learn more about their new community including but not limited to navigation of the public transportation system, fun and cheap ideas for family outings, explanation of local and national history, and conversation regarding interest points such as grocery stores, banks and doctor offices.

## Carpenter



Time Commitment: 3 months  
Group Size: Unlimited

### Requirements:

- Plan donation drive(s) before the family's arrival. Donation drives should focus on collecting the required housing items listed on page 5. Co-sponsor assists in setting up apartment home prior to family's arrival. Group must be willing and able to retrieve apartment keys from the leasing office and return them LSS/NCA or the leasing office the following day.

## Additional Core Areas of Support

Home Raiser & Foundation Layer co-sponsors must provide at least 3 core areas of support, one from each category. When choosing your core areas of support, keep in mind the refugee family's needs as well as the talents and abilities of your co-sponsor team.

### **THE BASICS (Choose one):**

- Stock the Pantry:** Purchase culturally appropriate groceries for the family.
- Arrival:** Pick up the individual or family from the airport and welcome them to their new home and community.
- Welcome Meal:** Prepare a culturally appropriate meal, ready for the individual or family to enjoy immediately upon arrival at their new home.

### **EDUCATION (Choose One):**

- Health:** Accompany the individual or family to medical appointments and assist as an advocate for the individual or family's healthcare access.
- Conversation:** Focus on developing English skills with the individual or family.
- Financial Education:** Facilitate financial education for the individual or family.
- Job Development:** Help the individual or family with employment preparation and/or securing employment in order to work towards self-sufficiency.

### **FRIENDSHIP (Choose One):**

- Transportation Assistance:** In partnership with LSS/NCA staff and case managers, arrange for transportation of individual or family in situations where public transportation is not practical.
- Community Guide:** Use your creativity to help the refugee family to learn more about their new community.

## Required Home Supply List

(Sample Quantities based on a 4-person family)

| <b>Family Name:</b> Refugee Name   |                          | <b>Case #:</b> 555   | <b>List Completed by:</b> Co-sponsor name        |  |
|--|--------------------------|--|--|--|
| <b>Case Size:</b> 4  | <b>DOA:</b> Arrival Date | <b># of Occupants:</b> 4   | <b>Date Completed:</b> Date of completion        |  |
| <b>Address:</b> Virginia/Maryland address of residence   |                          |  | <b>Temporary (T) or Permanent (P) Housing:</b> P |  |
| Furniture  | Quantity                 | Kitchen Items  | Quantity   |  |
| Mattress and box spring<br>(only married couples or small children of same gender may be expected to share beds) | 3                        | One place setting of tableware (fork, knife, spoon) per person                                   | 4  |  |
| Bed frame  | 3                        | One place setting of dishes (plate, bowl and cup) per person                                     | 4  |  |
| One set of drawers, shelves or other unit appropriate for storage of clothing per family                         | 1                        | Pots and pans: at least one sauce pan, frying pan, and baking dish                               | 3  |  |
| One couch or equivalent seating per family (in addition to kitchen chairs)                                       | 1                        | Mixing/serving bowls   | 2  |  |
| One lamp per room, unless installed lighting is present and adequate, and light bulbs as needed                  | 3                        | One set of kitchen utensils (such as a spatula, wooden spoon, knife, serving utensils, etc.)     | 1 set  |  |
| Kitchen table (per case) and chair (per person)  | 1 table, 4 chairs        | Can opener   | 1  |  |
| Linens and Other Household Supplies  |                          | Toiletries (new)   |  |  |
| One bath towel per person  | 4                        | Toilet paper (list number of rolls)  | 4  |  |
| One set of sheets for each bed   | 3                        | Shampoo  | 1  |  |
| Blanket(s) for each bed as seasonally appropriate  | 3                        | Soap   | 3  |  |
| One pillow and pillowcase for each person  | 4                        | One toothbrush per person  | 4  |  |
| Alarm clock  | 1                        | Toothpaste   | 2  |  |
| Paper, pens and/or pencils<br>(one set per case recommended)   | 1                        | Personal hygiene items as appropriate (such as deodorant, feminine hygiene products, and razors) | 5  |  |
| Cleaning Supplies  |                          |  |  |  |
| Dish soap  | 1                        | Two waste baskets  | 2  |  |
| Bathroom/kitchen cleanser  | 1                        | Trash bags (list number of boxes)  | 1 box  |  |
| Laundry detergent  | 1                        | Mop or broom   | 1 mop  |  |
| Sponges or cleaning rags and/or paper towels   | 2                        |  |  |  |

| Other Items and Food  | Description   |
|---|---|
| <i>Appropriate seasonal clothing for work, school and everyday use:</i> Clean clothing, in good condition, for all members of the family (including proper footwear)  | 4 winter coats  |
| <i>Baby items as needed:</i> baby food, clothing, diapers, infant and children car seats, and cribs   | Diapers, clothes, car seat, etc. for household with baby                                    |
| <i>Food available on arrival:</i> Culturally appropriate, ready-to-eat food, plus one day's worth of additional food supplies and staples (including baby food as needed)   | Meal from culturally appropriate restaurant. Food staples familiar and adequate for family. |
| <i>Food within one day of arrival:</i> Food or food allowance at least equivalent to the food stamp allocation for that family unit and continued food assistance until receipt of food stamps or until individual/ family is able to provide food for himself, herself or themselves |   |