Refugee Sponsorship
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The Refugee Sponsorship Process in Four Stages

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The Refugee Sponsorship Process in Four Stages

STAGE 1 – The C&MA Sponsorship Agreement Holder (SAH) PROCESS

Pre-submission >> First Steps

During the first steps period interested persons will:
- learn about the different types of sponsorships available
- speak to their church leadership about their interest in refugee sponsorship
- form a group of 5 people (minimum)
- submit pre-screening forms for any church-referred refugees
- begin fundraising as needed

The Canadian Council for Refugees (CCR) website has a great tool kit which helps to outline the entire process. The SAH Association website is also a good resource which contains a sponsorship guidebook that you may find useful too. Learn more about sponsorship responsibilities here:

Pre-submission >> Next Steps

When your church leadership agrees to move forward with refugee sponsorship, has formed a committee of 5 (min) people, and is financially ready to embark on a sponsorship undertaking, we can begin the next steps process.

During the next steps processing period sponsoring groups will:
• be matched with refugee(s): PSR, BVOR, or JAS
• connect with local settlement agencies
• prepare a detailed settlement and budget plan
• complete required forms
• receive required training
• finalize fundraising as needed
• receive status updates while awaiting the arrival of their sponsored refugee(s)
C&MA Process Flowchart

1. E-mail CMA SAH Team
   refugeesponsorship@cmacan.org
   Subject line to include:
   Church name; Refugee name
   CC: Denom. Rep - if applicable

2. Form a Sponsorship Committee

   TO DO LIST
   - Settlement Plan
   - Available Funds

Contents
Download IRCC Forms & SAH Required Documents from website
www.cmacan.org/sponsorship-forms

Download to computer before typing in information. Save all completed files electronically (do not print & mail)

Assist Refugee(s) with completing the forms and obtain supporting documents
Upload Completed Forms to Dropbox

A Complete Application includes:
- Refugee's Forms & supporting documents
- CG Forms
- CMA Required Documents

CMA SAH Program Assistant

FILES NEED TO BE REVIEWED, APPROVED & PREPARED FOR SUBMISSION
When will the application be submitted and how long until the refugee(s) will arrive?
Depending on the type of sponsorship, the processing times (and number of applications) at ROC-O and the visa office, plus any potential exit visa requirements in the country of asylum, it may take anywhere from 6 months to a year (or more) for the family to arrive.
STAGE 2 - PROCESSING AT ROC-O

An application to resettle a privately sponsored refugee to Canada has two parts:

1. a sponsorship portion, and
2. a refugee portion.

Approval of the sponsoring group

The Resettlement Operations Centre in Ottawa (ROC-O) receives and reviews the full application (both portions) to make sure it’s complete. If the application is found to be incomplete, it will be returned to the SAH.

If an application is found to be complete, IRCC will assess the sponsorship portion first (at ROC-O), and if the sponsoring group is approved, then the application will be forwarded to one of IRCC’s migration offices (visa office) overseas for assessment of the refugee portion. At that time, an email notice will be sent to the SAH that the sponsor’s portion has been approved. Please note, refugees being resettled to Quebec follow a slightly different process.

It can take 1-3 months to receive IRCC’s letter of confirmation for the approval of the sponsor’s portion of the application.

Learn more about the refugee sponsorship application process here:

Find answers to FAQs on in-Canada processing here:

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**ROC-O Application Process Flowchart**

**MAILED**

- Received at ROC-O Mail Room
- 5 days
  - Manual email AOR generated (name of PA listed)
  - 30 days
    - If incomplete, application is returned via mail and email is sent to sponsors and PA

**EMAILED**

- Received in ROC-O Inbox
  - Immediate
    - System generated auto-reply (no name of PA listed)
  - 30 days
    - If incomplete, email is sent back to sponsors and PA

**Completeness check done.**
**Case entered in GCMS**
**File is promoted / # of persons known**

**If application is complete:**
- System generated AOR sent (PA and accompanying dependants’ names on application included)

**ROC-O**
- CAPs report is generated when week # is completed. Report is sent to Capper Tracker

**Capper Tracker**
- Applications entered in tracking sheet & space used is recorded

**Capper Tracker**
- Capper Tracker confirms space/no space with ROC-O

**Within 3 months**

**SPACE**
- Application put in queue for officer decision
  - Decision - Approved
    - Case transferred overseas
    - Approved confirmation sent to SAH
  - Decision - Refused
    - Refused confirmation sent to SAH

**NO SPACE**
- Within 24 hours
  - PAPER application: SAH notified by email that application is being returned due to lack of space
    - Application is returned via mail
  - EMAIL application: SAH notified by email that application is returned

**Within 2 months**

- Decision - Refused
  - Application is returned via mail

**Contents**
STAGE 3 – PROCESSING AT THE VISA POST

Permanent Residence Approval for the Refugee(s)

When the application is approved to be forwarded to the visa office overseas, the information will be scanned into the GCMS database, and a G-number will be generated. That number, along with the applicants name and date of birth can be used to track the status of the application online through the Client Application Status (ECAS) query webpage.

Processing to assess the refugee portion at the visa office typically includes interviews, medicals, and security screening checks.

Learn about the assessment process here: See the Overseas Processing FAQs here:

It is also important to understand that due to back-logged inventory levels, and other delaying factors, it can take up to a year or more to receive a decision.

NOTE: The Government of Canada sets the number of applications that can be processed in a given year in the Annual Immigration Levels Plan. In 2018, that target is 18,000 privately sponsored refugees. IRCC generally process applications on a first-in, first-out basis. There are applications for roughly 41,000 refugees waiting to be processed (as of December 2017).

Learn about the Government of Canada's priority for providing timely protection to refugees and eliminating the backlog of applications waiting to be processed.

STAGE 4 - PROCESSING AT CG AFTER ARRIVAL

Post-arrival >> Settlement Steps
Upon arrival in Canada, refugees are considered permanent residents and with the assistance of their sponsorship group, they have a lot to do and learn; especially during the first weeks and first month of settlement. Throughout the settlement period, sponsoring groups will:

- refer to their settlement guide and checklist
- fulfil their financial and support obligations
- be in regular contact with the newcomers and provide updates to church leadership
- submit settlement reports to the CMA SAH during the first month, the mid-year, and at the end of the sponsorship time period.
- identify and discuss any challenges with the SAH representative

Review sponsorship responsibilities here:
We invite you to take a FIRST STEPS look at refugee sponsorship. At its best, refugee sponsorship is a relational investment in which sponsors work together to help displaced persons resettle into a local Canadian community. The result of assisting one family can have an impact for years to come, not only on those who have been sponsored, but also the whole community and future generations.

As active members of the Sponsorship Agreement Holders (SAH) Association, we have the benefit of providing you with access to helpful training resources, guidance and supportive networking opportunities. You can confidently rest assured that you will have help throughout the process by drawing upon the vast experience of many sponsoring groups in Canada who have a rich and rewarding history of refugee sponsorship.

Who Can Sponsor

The Christian and Missionary Alliance (C&MA) is a Sponsorship Agreement Holder (SAH) and provides refugee sponsorship support to local sponsorship groups associated with Alliance churches or our partner denomination churches belonging to the:

- Associated Gospel Church of Canada
- Fellowship of Evangelical Baptist Churches in Canada
- Evangelical Missionary Church of Canada

The office of Justice and Compassion is eager to assist Canadian citizens and permanent residents who are associated with a local Alliance church or one of our partner denomination churches to engage in a refugee sponsorship undertaking.

Working together with local church representatives on behalf of their sponsorship committees, we have the ability to ensure sponsoring groups have the information and resources they need to “welcome the stranger” and become a Constituency Group (CG) under the C&MA's SAH Agreement.

It is our goal to connect new CG's (Alliance churches and partnering denomination churches) with other sponsoring groups who have experience and advice to share. Drawing upon a vast network of sponsoring groups located in urban and rural settings, your church sponsorship committee will find encouragement and answers questions you may have like: where to begin, how to prepare the community, and how to respond to the unexpected.
Who May Be Sponsored

The Guide to Refugee sponsorship explains Refugee Sponsorship at a glance, giving information related to who can be sponsored as well as the different types of sponsorship.

According to Immigration, Refugees and Citizenship Canada (IRCC) a convention refugee is:

Any person who by reason of a well-founded fear of persecution because of race, religion, nationality, membership in a particular social group or political opinion:

- is outside the country of his or her nationality and is unable or, by reason of that fear, unwilling to avail himself or herself of the protection of that country; or
- does not have a country of nationality, is outside the country of his or her former habitual residence and is unable or, by reason of that fear, unwilling to return to that country.

The CMA Sponsorship Basics Information Package 2018 includes details about the C&MA SAH structure, and FAQ’s about each private sponsorship type: Private Sponsorship of Refugees (PSR), Blended Visa Office Referred (BVOR), and Joint Assistance (JAS).

If you believe that the person(s) you would like to sponsor meets the criteria, and you represent a church group that is interested in the C&MA’s Private Sponsorship Program, we ask that you and the refugee(s) complete the C&MA’s pre-screening form. Information gathered from this form will help the C&MA’s Refugee Sponsorship Program staff determine if the refugee, and your group are eligible for submitting a private sponsorship under the C&MA’s SAH agreement.
What does it Cost

Minimum Resettlement Assistance Program (RAP) Rates

As of 1 January 2018, the Christian and Missionary Alliance in Canada has signed a new sponsorship agreement with Immigration, Refugees and Citizenship Canada (IRCC). Under this new agreement, the minimum cost of sponsorship will be calculated using the prevailing Resettlement Assistance Program (RAP) rates for each province (See RSTP.ca for provincial RAP Rate charts), however, it must be recognized by sponsors and co-sponsors that the minimum RAP rates are insufficient for meeting the financial needs of the newcomers for the year of sponsorship commitment.

The following figures are estimates for a single individual (over 21 and not a senior) using the minimum RAP Rates in the following provinces:

<table>
<thead>
<tr>
<th>City, Province</th>
<th>Without gifts in kind</th>
<th>After gifts in kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-W Territories, Yukon, and Nunavut</td>
<td>Contact CMA SAH</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Vancouver, British Columbia</td>
<td>$14,384</td>
<td>$7,479</td>
</tr>
<tr>
<td>Calgary, Alberta*</td>
<td>$19,051</td>
<td>$7,194</td>
</tr>
<tr>
<td>Saskatoon, Saskatchewan</td>
<td>$13,294</td>
<td>$5,451</td>
</tr>
<tr>
<td>Winnipeg, Manitoba</td>
<td>$13,821</td>
<td>$5,356</td>
</tr>
<tr>
<td>Toronto, Ontario</td>
<td>$14,216</td>
<td>$7,194</td>
</tr>
<tr>
<td>Montreal, Quebec</td>
<td>Contact CMA SAH</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Moncton, New Brunswick</td>
<td>Contact CMA SAH</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Saint John’s, Newfoundland</td>
<td>Contact CMA SAH</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Halifax, Nova Scotia</td>
<td>$11,536</td>
<td>$5,631</td>
</tr>
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*NOTE: Alberta has a special allowance that may additionally be applied to the min RAP rates called “Barriers to Employment.”

Legal Obligations and Sponsorship Responsibilities

Overview of sponsorship responsibilities document describes what a Sponsorship Agreement Holder is (C&MA in Canada), what a Constituency Group is (The local Alliance Church or our Partner Denomination’s churches), and co-sponsors (usually the local family members in Canada) and the general responsibilities associated with those commitments.

The 2018 CMA SAH Agreement with the Canadian Government outlines the legal obligations of the SAH, it’s CG’s, and co-sponsors who undertake a sponsorship. The CMA’s financial guidelines provide information related to funding, receipt of funds and disbursements of funds for a sponsorship. It also includes IRCC’s financial guidelines and FAQ’s information which helps to explain the minimum financial costs.
obligations, special allowances, meeting minimum expectations, and percentage of gifts in kind allowable.

**Sponsorship Undertakings Submitted Under the C&MA SAH**
Sponsoring groups will be required to prepare a **detailed settlement plan** which includes start-up costs and a monthly budget proposal which are based upon local estimated costs within the area of settlement.

<table>
<thead>
<tr>
<th>City, Province</th>
<th>Estimated Amount **</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-W Territories, Yukon, and Nunavut</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Vancouver, British Columbia</td>
<td>$26,000</td>
</tr>
<tr>
<td>Calgary, Alberta</td>
<td>$22,500</td>
</tr>
<tr>
<td>Saskatoon, Saskatchewan</td>
<td>$20,426</td>
</tr>
<tr>
<td>Winnipeg, Manitoba</td>
<td>$21,000</td>
</tr>
<tr>
<td>Toronto, Ontario</td>
<td>$23,000</td>
</tr>
<tr>
<td>Montreal, Quebec</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Moncton, New Brunswick</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Saint John's, Newfoundland</td>
<td>Contact CMA SAH</td>
</tr>
<tr>
<td>Halifax, Nova Scotia</td>
<td>$22,000</td>
</tr>
</tbody>
</table>

**2018 Figures calculated using [numbeo.com](http://numbeo.com)**

**Refugee fund**
If your group decides that they are not in a position to take on a sponsorship at this time, but are interested in helping other sponsoring groups to meet the financial commitments required for sponsorship, please consider **making a donation**.

We look forward to working with you in this educational journey to discover more about refugee sponsorship and, ultimately, working with your group to become sponsors of a family in need.
Next Steps

Form a Sponsorship Committee

You may have identified several volunteers who are interested in helping out with refugee sponsorship, however, a minimum dedicated team of at least 5 core members are required in order to move forward with a sponsorship undertaking with the C&MA SAH.

If your sponsorship team is going to submit a co-sponsored undertaking (where the referred refugee has family members already living in Canada), then at least one of the five committee members should be a representative of the local family in the area of settlement.

Gather your committee for a few face-to-face meetings together to discuss and decide upon managing expectations, sponsorship types, and team member roles.
Structuring the Committee

Determine the **structure of your committee** and discuss who will be responsible for what.

Outline preliminary details for the following:

a. The maximum number of persons your group could reasonably sponsor
b. Financial and human resources available
c. Estimated budget
d. Raising awareness, fundraising, and engaging the broader community

Code of Ethics

Before you begin to outline what you will each be responsible for, it is a good idea to discuss how you will function as a team. The C&MA SAH highly recommend your sponsorship team to adopt this **Refugee Team Code of Ethics** and to encourage each individual who is working directly with the refugee family to sign an agreement to uphold these values.

**Sponsorship Team Training**

The Refugee Sponsorship Training Program (RSTP) Trainers will provide the following training sessions:

- Cross-cultural Awareness Training
- Supporting Settlement and Integration
- Financial planning for PSR
- Preparing for the Visa Office Interviews
- Refugee Mental Health: Addressing Common Trends
- Preparing for Month 13

**Contact RSTP Trainers** in your area to arrange for team training sessions

**Managing Expectations**

It is important to ensure the committee members are approaching refugee sponsorship from the same perspective. Participation in the following exercises together will be invaluable to your team in managing expectations and increasing the understanding of the group on caring for newcomers.

**Refugee Sponsorship—Managing Expectations video**

This training resource has a great set of questions for the group to do a self-assessment in their understanding of refugees, the settlement process and their own expectations. There is also a discussion component: **Managing Expectations - Discussion Questions** to illustrate what potential expectations might be on the part of sponsored refugees and refugee sponsors.

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Additional recommendations

- **Sponsorland Film** a Canadian documentary following the day-to-day lives of a Syrian family of 13 and their community of well-intentioned sponsors in Picton, Ontario, exploring the joys, expectations, and challenges on both sides.

- **The Lost Boys of Sudan** a documentary that follows two Sudanese refugees on an extraordinary journey from Africa to America.

We also encourage groups to educate the broader community in how to care for newcomers to Canada by reading:
- **Partnering to Reach the Nations Among Us**
- **Guide To Action March 2015.**
Selecting a Sponsorship Type

**Sponsor-Referred Private Sponsorship (PSR) Program**

The Private Sponsorship of Refugees (PSR) program does not rely on public resources but rather taps into the energy and funds of faith communities, ethnic groups, families, and other benevolent associations. These organizations typically fund-raise or use their personal income to provide for and support the sponsored individual or family for 1 year in Canada.

PSR sponsorships are submitted for refugees of whom the sponsoring group is already connected, and is identifying for sponsorship. The sponsoring group is responsible for the full cost of sponsorship and settlement support.

Sponsor-referred applications can potentially take one year or longer before the refugee(s) are approved for resettlement and to arrive in Canada.  

(READ MORE: PSR PROCESS INFO)

**Blended Visa Office Referred (BVOR) Program**

The Blended Visa Office-Referred Program is designed to resettle refugees identified by the United Nations High Commissioner for Refugees (UNHCR) and submitted to Canadian visa offices abroad. It is referred to as a “blended” program because it is a cost-sharing arrangement whereby Citizenship and Immigration Canada (CIC) and Sponsorship Agreement Holders (SAHs) both contribute to financially supporting the refugees.

Refugees under this program have already met eligibility and admissibility criteria, making them travel-ready. However, they must be matched with a sponsor before they can travel to Canada.  

(READ MORE: BVOR PROCESS INFO)

**Joint Assistance Sponsorship (JAS) Program**

The JAS program has been created to enable the resettlement of vulnerable refugees who require special assistance and whose admissibility to Canada depends on the additional support of a sponsor. Refugees sponsored under the JAS program are identified as having special needs that will likely result in a longer or more difficult period of integration in Canada due to:

- trauma from violence or torture
- medical disabilities
- effects of systemic discrimination, or
- Large family unit (i.e.: higher number of family members).

(READ MORE: RSTP JAS INFO SHEET)
Frequently Asked Questions

Can we refer/name a specific refugee(s) for sponsorship?
- Refugees can be named via the PSR program only, and there is a pre-screening form that needs to be completed in order for the C&MA SAH to determine if the named refugee(s) will indeed be considered eligible and admissible for sponsorship by IRCC.

How long is the process for approval for a PSR (sponsor referred) Application?
- From the date you officially submit the sponsorship undertaking, it may be a lengthy waiting period before the family will receive approval for the sponsorship from CIC. This is dependent upon which visa post the application is being processed at and if they are Syrian or Iraqi priority profiles.
- The waiting period is anywhere from six months to a year for Syrian and Iraqi applicants, and for some visa posts, it may even take up to four years for other approved refugee population's applicants because of back-logs.

How much notice is there before a PSR (sponsor referred) refugee family arrives?
- The CG/SAH will typically have a three to four-week notice of arrival for the refugee family, so it is best to confirm that the funding is in place by the time the family has received their travel notification.
- NOTE: do not sign/begin a rental agreement until the notice of arrival has been received, but do plan to have an interim housing solution for their first week or two in case they arrive mid-month.

How much notice is there before a BVOR/JAS (Visa Office referred) refugee family arrives?
- These refugee are typically travel-ready, so from the date you are approved to undertake a sponsorship, it can be anywhere from one month to four or five months before the notice of arrival will be received.
- You will typically have a three to four-week notice before they will be traveling to Canada, so it is best to ensure that the funding is in place by the time the notice of arrival is received.
- NOTE: do not sign/begin a rental agreement until the notice of arrival has been received, but do plan to have an interim housing solution for their first week or two in case they arrive mid-month.
Sponsorship Board Approval

The sponsoring group must provide the church’s board of elders’ approval to move forward with refugee sponsorship as a ministry of the church. The following documents will be helpful to provide to the board for consideration:

- **Church Board Motion Request**: This is a sample of what a church group may want to provide to their church board as a motion for affirming the refugee sponsorship as a ministry of the church and to approve setting up a refugee fund.
- **CMA Financial Guidelines 2018**: This document will be necessary to provide to your board for reference when considering the motion to approve refugee sponsorship as a ministry of the church.
- **CG Letter of Financial Support 2018**: This document from the church Board that is to be signed and sent to the SAH when the church is going to provide funding, or to affirming the sponsorship undertaking and agreeing to provide a contingency support in the event the financial commitment for the year of sponsorship falls short.
- **Memorandum of Understanding (MOU)**: When the application paperwork for sponsorship is ready to submit, this document will need to be signed and submitted to the CMA SAH.
- **Issuing Tax Receipts**: The board may have questions about how to handle tax receipts, and gifts in kind. This document is a useful guide to help explain what a charitable organization can and cannot do.

Note: the sponsorship does not become 'official' and legally binding until you sign and submit the required documents for the Sponsorship Agreement Holder (SAH) and the forms required by Immigration, Refugees and Citizenship Canada (IRCC).
Completing the Forms

CG representatives assisting refugees to complete the forms or who are reviewing the completed IMM6000 package should read through the following linked documentation:

- Sponsor’s Instruction Guide (IMM 5413)
- Principal Applicant’s Instruction Guide– IMM 6000

Experiencing difficulties?
Get help to open an application form or to complete an application form.

Submitting documents to the CMA SAH
The CMA’s email server will not accept large file sizes, so it is best to set-up a shared OneDrive folder instead of breaking apart email attachments into multiple emails. Once you have started the application process with us we will create a OneDrive folder for you to share documents with us.

If you have never used OneDrive before, you can learn about sharing files from this quick video tutorial. This service is free to set-up and use.

Forms to be completed and signed by the Sponsoring Group – CG (constituency group)

1. Documents required by the C&MA SAH:
   - Refugee Pre-screening Form 2018 Note: groups who have been matched with a C&MA-referred refugee family or a VOR/JAS/BVOR -referred family do not need to complete this document (this form is required when a church group is working with a local family as co-sponsors, or if the church has self-identified a refugee for sponsorship).
   - Detail Settlement Plan the CMA SAH has created templates which contain the minimum RAP calculation charts, monthly budget and settlement plan details. See section below “preparing the detailed settlement plan” for templates.
   - CG Letter of Financial Support 2018 from church board (or proof of funding in place)
   - Sponsorship MOU and Agreement 2018 (between C&MA SAH and CG (church/co-sponsor)

2. Documents required by IRCC to be completed and submitted to the C&MA SAH:
   - Undertaking/Application to Sponsor [IMM 5373]
   - Appointment of Representative(s) in Expected Community of Settlement [IMM 5956] This document is needed when the refugees will not live in the same community as the sponsorship group (generally residing more than 30 km away).
   - Settlement Plan — Sponsorship Agreement Holder or Constituent Group [IMM 5440]
   - Sponsor Assessment [IMM 5492] (the sponsorship group’s representative and if applicable, the co-sponsor representative(s), will complete this document.)
• **Proof of Canadian Citizenship, Indian Status, Permanent Residence** - a copy of one of the following approved documents for co-sponsors:
  
  o Canadian Passport;
  o Canadian provincial or territorial birth certificate;
  o Canadian citizenship certificate (card or paper certificate);
  o Canadian certificate of registration of birth abroad;
  o Record of Landing (IMM 1000);
  o Confirmation of Permanent Residence (IMM 5292 or IMM 5688);
  o Permanent Resident Card; or
  o Indian status card (formerly known as a Certificate of Indian status).

**Forms to be completed and signed by the Refugee Applicant(s)**

• **IMM0008 - Generic Application**
• **IMM0008 - Schedule 2**
• **IMM5669 - Schedule A**
• **IMM5476 - Use of a Representative** (Optional however this is highly recommended).
• **IMM 008DEP - Additional Dependants** (Only use this form if the PA has more than 5 dependants to list on their IMM0008)

• **Supporting Documentation** As a minimum, the refugee's should provide some form of official ID documentation if at all possible (Passport, National ID, Birth Certificate etc.). The supporting documentation is used to prove their identity, their family relationships and may also be used to corroborate their refugee story (see the Principal Applicant’s Instruction Guide).

**The Spouse of the Principal Applicant, and any children who are 18-21 year old** should be listed as a dependant on the PA’s IMM0008 Generic Application under the additional dependant information in Section E and will each also require (even if when not accompanying the PA) to submit their own:

• **IMM0008 - Schedule 2**
• **IMM5669 - Schedule A**

**Children 17 years and younger of the Principal Applicant** should be listed on the PA’s IMM0008 Generic Application under the additional dependant information in Section E. These children do not require any additional forms to be completed unless the number of dependants exceeds 5, then the IMM 008DEP -Additional Dependants form shall also be used.

**Children 22 years and older of the Principal Applicant** should NOT be listed as a dependant on the PA’s IMM0008 Generic Application and will require their own application package:

• **IMM0008 - Generic Application**
• **IMM0008 - Schedule 2**
• **IMM5669 - Schedule A**
Preparing the Detailed Settlement Plan

Have you learned as much as you can about the culture of the refugees you are going to sponsor? Knowing about a specific people group will help you to create a settlement plan that is culturally aware and centred on making the transition to life in Canada as easy as possible for the family. You can learn about greetings, communication style, personal space, eye contact, views of time, gestures, gender roles, taboos and much more here: Culture Crossing.

Assessing the Committee’s Initial Progress

Work through the self-assessment tool provided by RSTP. It may help you to identify things your group may not have considered yet.

Refer to this handy C&MA Process Checklist as you proceed through the required steps to undertake a refugee sponsorship.

The following linked documents will be valuable for your group to take a look at in preparation for creating your detailed settlement plan:

Settlement Handbook 2017 (download)
This document has a lot of information to read through and absorb, however other groups have found it beneficial to divide them up between selected members of the committee who will commit to read through a particular document and then present/summarize the information for everyone at your next meeting.

Detail Settlement Plan Templates
These documents are the C&MA required templates which contain the minimum RAP calculation charts, monthly budget and settlement plan details. Sponsoring groups must submit one of these detail settlement plans prior to or in conjunction with completing IRCC’s documentation:

For PSR

- Alberta PSR Detail Settlement Templates 2018
- British Columbia PSR Detail Settlement Templates 2018
- Ontario PSR Detail Settlement Plan Templates 2018
- Manitoba PSR Detail Settlement Plan Templates 2018
- Nova Scotia PSR Detail Settlement Plan Templates 2018
Stage 2 Waiting Period

**While you wait**
There are still things that can be done while waiting for the processing stages to progress:

- **Complete necessary settlement team training.**
  Learn about the refugee(s) country of origin, culture, and take the necessary settlement training in preparation for their arrival.
- **Send a welcome letter and pictures to introduce the sponsoring group to the refugee family and provide information about the settlement location.**
- **Communicate with refugee(s) on social media or through video-calls; learn what their dreams and goals are for when they arrive in a safe country like Canada. Learn what kinds of foods they like to eat. Give them an orientation to your geographical location, tell them about our country’s history, languages, aboriginal treaties, and multi-culturalism. Discuss human rights, Canadian Laws, governance, and the freedoms of religion, speech and peaceful public demonstration.**
- **Assist refugee(s) to prepare for the interview.**
- **Engage the broader community in refugee sponsorship by planning educational and/or fundraising events. Invite local school children to send letters and pictures about Canada.**
- [Check the Status of an Application](#)
- [Track Processing Times](#)

**Adding Dependants and One Year Window**

Please contact the CMA SAH sponsorship assistant if you need to add a dependant or have questions about the one year window sponsorships.

- **Add Dependant Request form** - This form is only used when adding a new spouse or adopted children. Newborn dependants do not require this form, however the SAH or Visa office must be notified of the birth of newborns within 90 days of the date of birth.
• **One Year Window (OYW) Application Form and Guide**
  Under the sponsorship agreement and the settlement plan, sponsors are responsible for providing support to all members of a family for the duration of the sponsorship, regardless of the time of their arrival, unless the refugee in Canada is able to provide adequately for their family. This includes One Year Window application arrivals of unaccompanied dependants.

**Notice of Arrival**
Once you have received the Notice of Arrival for your sponsored refugee, now it is time to re-connect with your local settlement agency, and have the sponsoring group review together the following resource links:

- First Weeks Checklist
- Settlement Handbook
- Interim Federal Health (IFHP) Coverage
- Supporting Settlement and Integration
- The Rights of Privately Sponsored Refugees
- Cultural Awareness
- Post-Traumatic Stress Disorder (PTSD)
- Locating Community Services
- A Settlement Councillors Guide to Refugee Sponsorship
- Sexual Harassment
- Prepare for Month 13
- Program Assurance Monitoring

**Settlement Steps**
Welcome the arrival of refugee(s) and work the settlement plan as you assist the newcomers in reaching self-sufficiency, building connections and integration within their new community.

The information links below will help you to understand what is involved in settlement responsibilities as you prepare for the arrival of your refugee who will now be referred to as a "newcomer" to Canada.

**Settlement and Integration Stories**
With the arrival of the sponsored refugee(s), your settlement team will be well immersed in assisting the newcomer family to adjust to their new life in Canada. As a SAH, we would like to hear how the family is doing and see if you have stories or pictures to share that can be used for promoting the refugee sponsorship program of the C&MA through social media.

**CG Reporting**

*Also, as required by the IRCC, we ask that CG’s report back to us as the SAH, on how the family and settlement is going. We have three reporting periods that we need you to complete within the sponsorship year timeframe:*

- **Initial reporting** takes place after the first month.
• **Mid-year reporting** takes place around the sixth month.
• **Final reporting** takes place around the 10th or 11th month.

These reports can be completed online, just click on the linked report names above. Also, here is some good information for you related to preparing for **month 13** when you approach the end of the sponsorship year.
**Additional Resources**

**Destination Change Requests**
There are situations where a sponsor may request to change the intended final destination to Canada for their sponsored refugees. In most cases, this occurs because of long wait times in some missions and the sponsor or co-sponsor is no longer residing in the community where the original Sponsorship Undertaking was approved.

**Self-Destining**
Secondary migration, also known as "self-destining," occurs when newcomers come to an autonomous decision to relocate to another geographical location. CRR’s website provides good information on what would be considered a secondary migration.

**Appointing Representatives**
RSTP has provided detailed steps on what needs to be done by the sponsoring groups when self-destining occurs, or if the family will not be living within a reasonable commuting distance from the sponsoring group. Typically, the CG would attempt to name two representatives in the geographical location where the family will reside or to identify a replacement CG.

**Mediating Disputes**
Disagreements or misunderstandings between sponsors and newcomers may naturally arise during the course of a sponsorship. Sponsorship disputes can range from disagreements over the terms of the sponsorship, to differences of opinions on various issues. Fortunately, sponsorship disputes do not always result in sponsorship breakdowns.

**Income Tax Reporting**
If the newcomer refugees have only lived in Canada for part of the year, they will still need to file a tax return - even if they have not received employment income in the year of arrival. They must file a tax return so that the CRA can determine eligibility for the goods and services tax/harmonized sales tax (GST/HST) credit, or if they need to begin or continue receiving the Canada Child Benefits. Note that as per CRA’s newcomer information video series, settlement income received from sponsors is non-taxable and generally does not need to be reported (*See video segment 7*)

**Information related to refugee sponsorship**
- **Quebec’s Sponsorship Program** by the Government of Quebec
- **Private Sponsorship of Refugees Program** by Citizenship and Immigration Canada
- **Overview of Sponsorship Responsibilities** by the Refugee Sponsorship Training Program
- **FAQ & Information Package 2018 for Constituency Groups** — C&MA’s Information package for potential groups seeking more information

▲ Contents
• **Refugee Prescreening Form 2018** — C&MA’s pre-screening form for co-sponsors/refugees seeking sponsorship.

• **IW Referral Guide** — C&MA’s Refugee Referral Guide for International workers who are assisting refugees seeking sponsorship.

• **FAQ - Blended Visa Office Referral Program** — C&MA’s information guide for the BVOR program and how it works.

• **Syrian Population Profile (EN) (Profile de Population: Refugies Syriens (FR))** — Citizenship and Immigration Canada

**Welcoming newcomers to Canada:**

• **Partnering to Reach the Nations Among Us** by Harv Matchullis, Encompass Partnerships

• **Beyond the Welcome: Churches Responding to the Immigrant Reality in Canada**

Research carried out collaboratively by World Vision, The Tyndale Intercultural Ministries Centre and the Centre for Community Based Research.

• **Congregational Assessment**

• **Resource Toolkit**

Welcoming Syrian Refugees

Syrian Population Resources for understanding the culture, the Syrian Refugee Crisis, and statistical information related to potential strengths and limitations, and identified areas for providing assistance to Syrian families who arrive in Canada.

Welcoming Syrian Refugees

Caring for Syrian Refugee Children: A program guide for welcoming young children and their families provided by www.cmascanada.ca

Syrian Population Profile (EN) (FR): culture, demographics, and crisis specific information provided by Immigration, Refugees, and Citizenship Canada.

Syrian Refugee Profile Addendum Jan 2016 (FR): In Canada arrival statistics and specific demographic information to understand what is needed and how best to help newcomer Syrians. Resource provided by Immigration, Refugees, and Citizenship Canada.

Ontario agencies offering assistance:

PowerPlay program for Syrian children: A counselling program being offered in the Waterloo area by Spark Child and Youth Counselling. Watch their promotion video here: Life is good Playmakers

Refugee Fund

We have established a Refugee Fund to support local churches who are participating in refugee sponsorship resettlement. This fund is a safety reserve for sponsoring groups to apply for unexpected financial emergencies outside of the resettlement budget.

Click to Donate