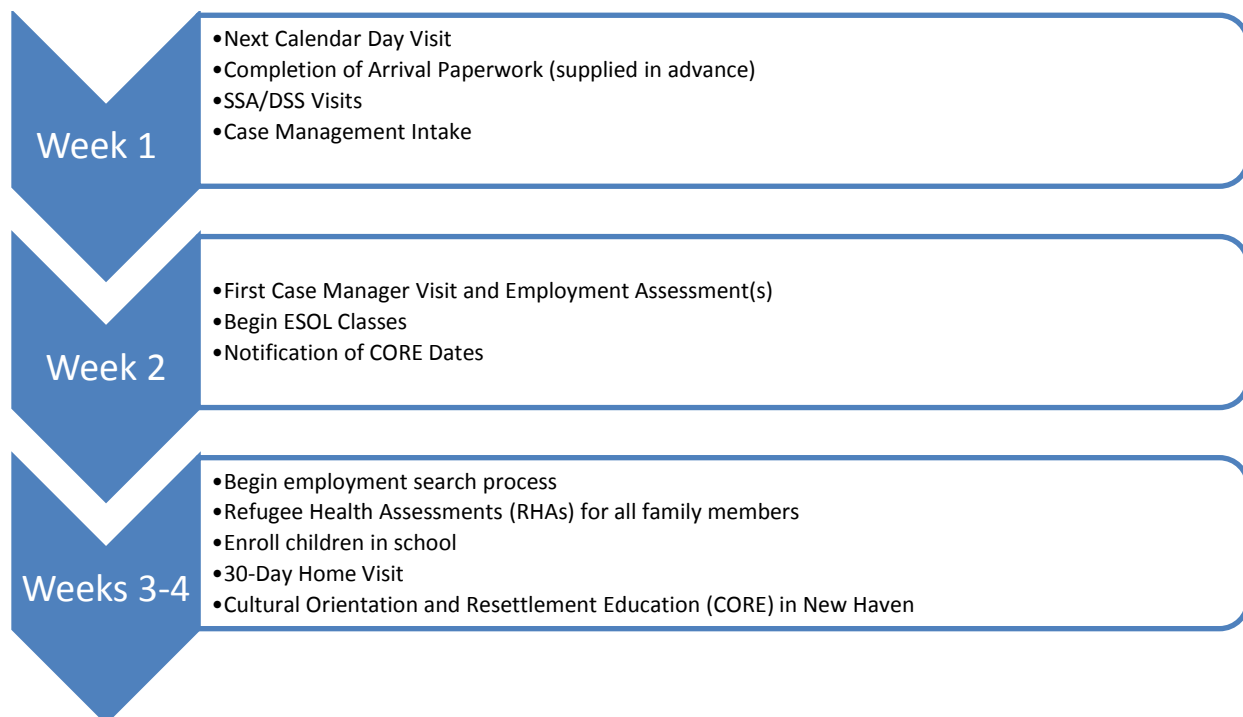


## CO-SPONSORSHIP TIMELINE IN BRIEF

### *Pre-Arrival*



### *Post-Arrival*



## CO-SPONSORSHIP MEETINGS AND BASELINE TRAJECTORY

### Pre-Arrival

- Group leader submits Memorandum of Understanding (MOU)
- Case Manager meets with core team of Co-Sponsor group to discuss family particulars, travel arrangements, and any other important issues about the family and the group's preparations

### 10 days

- Give case manager completed and signed **Housing Evaluation and Safety Checklist, Home Supply List, Next Day Calendar Visit, Case Management Intake, and Authorization to Release Information and Photo/Interview Release Forms.**
- Case manager meets the family to get acquainted and talk about their experiences thus far with the contact person(s) and employment person present.
- After visiting for up to an hour, case manager conducts required employment assessment(s) for the employable adult(s) in the household. Each assessment can last about an hour per person with interpretation.

### 45 Days

- Case manager meets with family and contact person at the half-way mark of the 90-day R&P period to check in on progress with employment, education/ESOL, and cultural adjustment
- Case manager, group and client work to identify particular issues/problems that need to be address approaching the end of the R&P period (90th day).
- Case manager will collect any outstanding forms from contact person

## CO-SPONSORSHIP MEETINGS AND BASELINE TRAJECTORY

90 Days

- Case manager will have a meeting to settle administrative matters at the end of the R&P period
- Case manager, contact person(s), and client will discuss setting of milestones for resolving outstanding issues and for achieving self-sufficiency at 180 days.

180 Days

- Case manager will meet with contact person and client to evaluate progress in working toward self-sufficiency to date
- With the exception of the contact person(s) and the leader of any area that requires continued attention/assistance, the group will begin a 3 month period of hiatus to wind down from 180 days of activity.
- At 270 days, the group hiatus ends and regroup to assess feasibility to work toward cosponsoring another family after one year has passed.

365 Days

- Guarantor responsibility ends with the lease and the family assumes control of the lease *or* moves to another apartment/city
- Group decides whether it is ready to undertake another family co-sponsorship now, in another 6 months, or another year.