


MEMORANDUM OF UNDERSTANDING

between

World Relief and

Insert Co-Sponsorship Team Name

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world relief 

This memorandum of understanding clarifies the roles of, the responsibilities of, and the relationship between the resettlement agency, World Relief Corporation of National Association of Evangelicals (World Relief), and the community co-sponsorship group with whom World Relief will place a newly arriving Reception & Placement (R&P) client. The Parties to this MOU seek to undertake a joint venture, as more fully described herein, for the benefit of R&P clients.

The Parties to this MOU recognize that they are independent organizations, and that the employees of World Relief are not the employees of XX, and vice versa.

WORLD RELIEF is a 501(c)(3) humanitarian organization and is allocated resettlement cases through the United States Refugee Admissions Program (USRAP) on the basis of a contract between World Relief and the Department of State. WORLD RELIEF chooses some cases for placement with a co-sponsor based on availability, need and specific factors related to each case.

In order to be eligible for a co-sponsorship placement, all members of the community group must go through WORLD RELIEF's orientation and training program. Their self-assessment must be approved by WORLD RELIEF, and they must submit a green light form stating that they can be ready to resettle a case with two (2) weeks' notice. The group must have the following:

- Confirmation that all core team volunteer members at 18 years or older.
- Confirmation that each volunteer has signed the release of liability and confidentiality agreements as stated on the volunteer application.
- Confirmation that each volunteer who engages with any refugee under this MOU has undergone a criminal background check within the last 12 months, as well as a motor vehicle background check if the volunteer will be driving any refugee
- Confirmation that any volunteer driving refugees has the state-mandated automobile insurance coverage.

Within the WORLD RELIEF Community Co-Sponsorship model, many required R&P services are delegated to the community co-sponsorship group. While WORLD RELIEF remains directly accountable to the federal government, once the co-sponsorship placement is confirmed, the community co-sponsorship group agrees to take responsibility for the following:

- **Interpretation:** All services shall be provided with appropriate language interpretation, to the extent possible. U.S. Ties or other friends/family of a case

shall not be used for interpretation unless specifically requested by each adult case member, with outside interpretation being offered.

- **Housing:** Acquire suitable housing in accordance with the R&P Site Visit Housing Checklist. Coordinate housing plans with the U.S. Tie, when possible. If applicable, provide a security deposit for initial housing and/or secondhome at end of initial lease.
- **Rental Assistance:** Follow the WORLD RELIEF Financial Assistance Policy and provide continued rental assistance according to this policy once the R&P client per capita funds have been spent.
- **Material Needs:** Collect furnishings, kitchen and household items, hygiene, and cleaning items in accordance with the R&P Material Needs Support form, including additional essential items like diapers for infants and toddlers if necessary. Ensure that these items are available to the case upon arrival.
- **Seasonal Clothing:** Ensure that each member of the case has adequate seasonal clothing and footwear for work, school, and everyday use in accordance with the guidance provided in the WORLD RELIEF Co-Sponsorship Program Manual.
- **Food Support:** Purchase culturally appropriate groceries for the case, enough for 4-5 days or until they can buy their own groceries.
- **Arrival:** Pick up the case from the airport or the WORLD RELIEF office and transport to their new home and community, making sure to provide car seat(s), if necessary.
- **Welcome Meal:** Provide a culturally appropriate meal, ready for the case member(s) to enjoy immediately upon arrival at their new home.
- **Required Home Visits:** A next day home visit must occur the day after the case's arrival to final destination, along with a welfare assessment of each member of the case to be recorded in case notes. The same must be completed by the 30th and 90th day after arrival, including welfare assessment(s).
- **Food and Pocket Money:** Upon arrival, provide adult case members with pocket money in accordance to the WORLD RELIEF local office pocket money distribution amounts, as well as food allocations (in accordance with guidance provided in the WORLD RELIEF Co-Sponsorship Program Manual). This provision must be signed for and dated by each adult case member, and documentation of these signatures must be kept in the case file.
- **Public Benefits:** Ensure the case receives social security cards, or assist with an application when necessary, and enroll in public assistance programs (TFA/RCA, SNAP, Medicaid) shortly after arrival. The case file must show proof of application and receipt.
- **Health:** Ensure that Refugee Health Assessments are conducted within 30

days of arrival. Accompany the case to medical appointments and assist as an advocate for the case's healthcare access. Teach adult case members to navigate healthcare systems independently.

- **Education:** Ensure that children are enrolled in school as soon as possible and that the school provides adequate ESOL assistance.
- **English Language Acquisition:** Ensure that adult case members are enrolled in ESOL/ESL classes as soon as possible. Focus on developing English skills in conversation with the case members.
- **Other Services:** Assist the case in applying for other services, as needed, throughout the R&P period. This may include services such as WIC and/or SSI.
- **Financial Education:** Facilitate financial education for adult case members. Help establish a budget and support financial literacy.
- **Job Development:** Help all employable individuals within the case with employment preparation in order to work towards self-sufficiency. Confirm EAD card receipt. Complete R&P Service Plans for all case members, including children. Prepare resumes. Help identify employment opportunities. Provide interview preparation. Liaise with employers to facilitate communication.
- **Selective Service:** Assist male case members between the ages of 18-25 in registering for selective service within 30 days after arrival.
- **Transportation Assistance:** Teach the case to use public transportation and other independent transportation options as soon as possible to work towards self-sufficiency. Arrange for transportation in situations where public transportation is not possible/practical.
- **Community Orientation:** Ensure the case learns of local resources and opportunities that will help facilitate their transition and integration into their new community and to promote self-sufficiency.
- **Cultural Orientation (CO):** Ensure that adult case members are provided instruction, with written materials to the extent possible, on orientation topics as outlined in the World Relief National CO Policy. Conduct a CO Assessment after all CO topics are covered and provide those results to the World Relief office by the end of the R&P period.
- **Compliance:** Ensure that all federally required documentation is completed in a timely manner and kept in the case's designated case file. Submit reimbursement requests in accordance with WORLD RELIEF policies. Provide case notes according to the designated instructions and timeline.
- **Health Safety [COVID-19 Protocols]:** Follow WORLD RELIEF Health Safety procedures and Volunteer Covid-19 policy. This information can be found in your Co-Sponsorship e-toolkit.

WORLD RELIEF is both supporter and supervisor of the community co-sponsorship group. WORLD RELIEF will seek to ensure the best possible resettlement experience for both client and co-sponsor Good Neighbor Team by clearly communicating regulations and expectations, providing training and continuing support, and facilitating the resolution of any conflicts.

WORLD RELIEF will ensure compliance with federal and internal expectations through regular (at least weekly) communication and at least 3 home visits during the R&P period. Co-sponsorship group leaders are expected to communicate any difficulties to the WORLD RELIEF case manager so that they can be rapidly addressed.

Disbursement of R&P funds:

It is generally expected that co-sponsorship groups will provide financial and material assistance directly to the clients or on their behalf and later seek reimbursement from WORLD RELIEF for eligible R&P expenses. If in a given circumstance it is more efficient for WORLD RELIEF to provide the assistance directly then WORLD RELIEF may decide to do so, but it is expected that in most cases reimbursement to the co-sponsor is most efficient.

Community co-sponsors must prepare reimbursement requests as specified in the WORLD RELIEF Co-Sponsorship Manual using the required form and attaching copies of all expenses signed by all parents within the client household. These will be submitted to the WORLD RELIEF Case Manager assigned to the co-sponsored case and reviewed by their supervisor before being processed according to the WORLD RELIEF R&P Disbursement Protocol.

Reimbursement requests must be submitted in a timely manner so as to ensure that all funds are spent by the client's 90th day after arrival. WORLD RELIEF expects to receive request for all expenses to date at the first and second home visits (approximately 10 and 45 days after arrival) if not before.

Termination of Co-Sponsorship Agreement

Both WORLD RELIEF and the community co-sponsorship group are committed to making efforts to preserve the co-sponsorship agreement even if the co-sponsorship proves to be difficult due to unexpected circumstances. However, the community co-sponsorship group also has the right to end the agreement for whatever reason if they feel that they cannot continue. Likewise, if at any point WORLD RELIEF feels that the co-sponsorship group is unable to meet the expectations set forth and that it is in the best interest of the clients to end the co-sponsorship, WORLD RELIEF reserves the right to do so. In this case, WORLD RELIEF would decide whether to directly support the resettlement of the case in their initial placement location or to move them to a new location.

Under normal circumstances, it is expected that community co-sponsorship groups will continue to support the clients that have been placed with them at least through the duration of the rental assistance period (3-6 months, as assigned shortly after arrival). Groups can continue to assist beyond this period but should stop financial

assistance and all actions that promote dependency. They should instead encourage all efforts toward financial and functional self-sufficiency. If the client has been placed in a location where rents are high then it is also expected that the community co-sponsorship group will assist the client to move to a more affordable location at the end of the lease should this be necessary or desired by the client. It is not expected that the community co-sponsorship group will continue to support the clients in order to help them stay in a location that they cannot afford independently.

Barring unforeseen circumstances and with certain exceptions, our expectation is that **the formal co-sponsorship period comprises one year from the date of arrival**, as illustrated in the “Post-Arrival Timeline” in the WORLD RELIEF Co-Sponsorship Program Manual. Gradual decreases in assistance over time, as highlighted in the above paragraph, are expected. While WORLD RELIEF will continue to serve the refugee case for an additional four (4) years, as well as liaise with the co-sponsor group for troubleshooting and other forms of assistance, the co-sponsor group’s direct involvement with the case after the co-sponsorship period has ended is understood to be purely voluntary while assuming all liability for any group members’ activities and actions.

Signed Commitments

Commitment of the Co-sponsorship Group:

We enter into this joint venture thoughtfully and prepared to perform the activities

indicated above to the best of our ability. We have been trained in our role and know whom at WORLD RELIEF to contact with questions or concerns. We understand that WORLD RELIEF is ultimately responsible for the provision of all core resettlement services, and that this memorandum of understanding is not a legally binding agreement. However, in the best interest of the clients, we enter into this joint venture committed to our responsibilities and to respecting the regulations and guidelines set by the federal government and by WORLD RELIEF.

Community Co-Sponsorship Group Representative Name and Signature

Full Name: _____ Date: _____

X

Signature

Commitment of WORLD RELIEF:

We enter into this joint venture confident that the community co-sponsorship group has been adequately trained and is fully committed to the mission of refugee resettlement and self-sufficiency. We will provide oversight and support during the resettlement period and remain accountable to the federal government for the resettlement services received by the clients placed with this community co-sponsorship group.

WORLD RELIEF Representative Name and Signature

Full Name: _____ Date: _____

X

Signature

For Resettlement Office Use Only:

Principal Applicant: Click or tap here to enter text.

Case Number: Click or tap here to enter text.

Case Size: Click or tap here to enter text.

Please indicate completion with a check mark:

- Community co-sponsorship group self-assessment has been approved by WORLD RELIEF.
- Community co-sponsorship group has received in-person training on the resettlement process and their responsibilities for activities indicated above. Date(s) of training:___
- Community co-sponsorship group has provided green light form.

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