Pre-Arrival

"Welcoming your Newcomer"

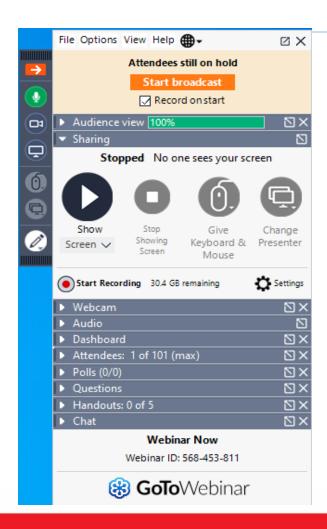
Office for Refugees, Archdiocese of Toronto (ORAT)

in collaboration with

Catholic Crosscultural Services (CCS)



Housekeeping: Control Panel





Housekeeping: Raising Your Hand

- For the duration of the webinar all participants will be muted;
- At the end of the webinar, you will have the chance to ask your questions. You have two options:
 - You can raise your hand by clicking on the icon on the Webinar panel (see Figure .1). You will then be unmuted by the presenter. Once granted permission, you will also have to unmute yourself.

Figure 1

✓ Attendees: 1 of 101 (max)

Attendees (0)

Staff (1)

MAMES - ALPHABETICALLY

All All All All

Search

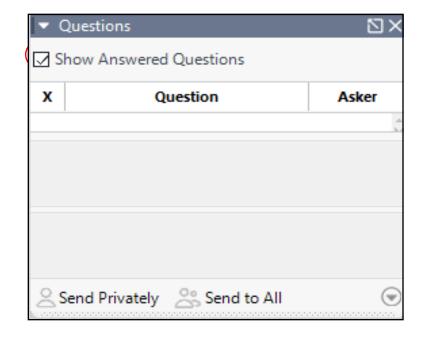
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Housekeeping: Typing Your Question

- If your microphone is not working or you prefer to type your question....You can write your question in the "Questions Section" (see Figure 2);
- The presenter will then be able to see your question and respond to it.

Figure 2





Housekeeping: <u>Downloading handouts</u>

During the webinar, attendees will be provided with the following handouts (See Figure 3):

- 1. Pre Arrival
- 2. Checklist for the First Two Weeks

You are encouraged to download these documents by opening and saving them to your computer.

Figure 3





What are the key things to arrange

- 1. Communication
- 2. Mandatory Quarantine (Prepare your plan)
- 3. In-Kind Donations
- 4. Research & Resources
- 5. Temporary Housing
- 6. Airport Pickup
- 7. Checklist for the First Two Weeks





The CG is to be in regular communication with the refugee throughout the process...

- Arrange for an interpreter to facilitate your communications.
- Provide refugees with key information about Canada.
- Direct the refugee(s) to bring all their official documents to Canada.

Things to share

About Canada

- Geography
- Seasons & Climate
- Population
- Language
- Canadian Culture
- Class Structure
- Religious Practice
- Government
- Rights & Freedoms
- Bullying & Harassment





...this is particularly important as the arrival date approaches

- Provide a phone number and mailing address of either a CG representative or the parish, which the newcomers will need at the airport (the newcomer's permanent resident card will be mailed to the address provided).
- You may wish to send them a picture of the CG so that they will be able to easily recognize the group at the airport.

Things to share

Journey to Canada

- How much to bring
- What to pack/not pack
- Important documents to bring
- Preparation for entry to Canada
- Airport interviews
- Pre-arrival services



It is critical that the cosponsor/CG is fully engaged for the work ahead



- Review and update your budget and settlement plan, and get ready for some math!
- Assign tasks and responsibilities.
- Update the contact information for every CG member.
- Encourage members to participate in the education sessions provide by ORAT.
- Ensure that everyone has an up to date police check, which is to be renewed every 5 years.





...And don't forget ORAT



- Complete the Pre-Arrival checklist and email it to ORAT at Oratoutreach@archtoronto.org.
- Also, it will be important to identify any CG member that requires their police check to be updated.
- Arrange for the newcomers to attend the mandatory Welcome Orientation at ORAT.

Things to consider

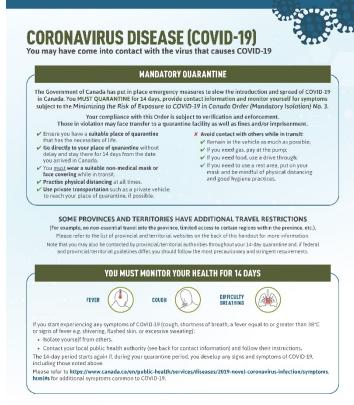
- CG member contact info
- Updated settlement plan
- Refined budget
- Submit Cheque request
- Welcome Orientation





Mandatory quarantine: Prepare your plan

- The Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada.
- Newcomers **MUST** quarantine for 14 days and monitor themselves for symptoms.
- Those in violation may face transfer to a quarantine facility as well as fines and/or imprisonment.
- Here are some useful links to the government's instructions that are available in different languages:
 - Coronavirus disease (COVID-19)
 - How to quarantine (self-isolate) at home



Public Health Agence de la santé
Agency of Canada publique du Canada

Canada !

Office for Refugees Archdiocese of Toronto

Quarantine instructions for Cosponsors/ CG members



- Ensure that newcomers have a **suitable place of quarantine** that has the necessities of life.
- Arrange to take them directly to the place of quarantine without delay and have them stay there for 14 days from the date they arrived in Canada.
- Sponsors and newcomers **must wear a suitable mask or face covering** while in transit.
- Practise physical distancing at all times.
- **Use private transportation** such as a private vehicle to reach your place of quarantine, if possible.



The Arrival Confirmation Process

The Process

- Email request from IRCC followed by one from ORAT
- Follow instructions from ORAT contained in the email
 - Provide confirmation asap so that ORAT can respond to IRCC
 - Complete confirmation Letter for the Refugee (send copy to PA & ORAT)
 - Complete the detailed Quarantine Plan Template (send to ORAT for review)

Download COVID Alert to be notified if you may have been exposed to the virus.



Ensure that the PA has a copy of the quarantine plan details in the event that s/he is questioned by CBSA officers upon their arrival to Canada







Sample of confirmation letter template

[date]

Dear Public Health Agency of Canada and/or Canada Border Services Agency Officer,

RE: [INSERT NAME OF SPONSORED NEWCOMERS AND G NUMBER FOR APPLICATION]

We [insert name/type of sponsoring group] have sponsored the above named refugees to Canada under the Private Sponsorship of Refugees (PSR) program

The [insert name of sponsored newcomers] will be staying at [insert full address of accommodation], where they will quarantine for a 14-day period following their arrival.

Our sponsoring group has ensured that [insert name of sponsored newcomers] will have access to food, medicine and other supplies and essentials during their 14-day stay at the above address. They will also not have any contact with vulnerable persons during their stay at this address.

We have shared information with the newcomers on the entry requirements they must follow and the consequences of breaching the requirements. We will also continue having discussions with the newcomers about the requirements and consequences to ensure they understand them.

If you would like further information, or have any questions or concerns, please contact: [insert name of someone from the sponsoring group, along with their primary telephone number and email address].

Yours faithfully,

[name of contact from sponsoring group/name of sponsoring group]

Avoid contact with others while in transit:

- Remain in the vehicle as much as possible;
- If you need gas, pay at the pump;
- If you need food, use a drive through;
- If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.



^{*} Source Refugee Sponsorship Training Program (RSTP)

The sponsor may consider using a signup sheet for donated items

- We suggest putting together a sign-up list for inkind donations, and arrange for donors to store these donations until they are needed. Be prepared to arrange for pickup.
- Donating items like furniture, clothes, household items etc. creates a family-like atmosphere.
- You might also consider agencies that provide free/low cost in-kind items (e.g., furniture bank, Value Village, Salvation Army...).

In-Kind Items

- 1. Bedroom
 - Beds, Mattresses, Bedding
 - Dressers, Night Tables, Lamps...
- 2. Household appliances
 - Vacuum, Iron
 - Kettle
 - TV, Radio, Clock
- 3. Other
 - Towels, Draperies
 - Desks





Sponsorship costs can be reduced through in-kind ponations support. CGs are encouraged to solicit in-kind donations

Category	Details	Frequency	Percent of RAP/Start-up
Shelter	Includes housing costs, utilities, etc.	Ongoing (monthly)	100%
Clothing	Includes: Basic clothing needs and seasonal needs such as: winter coat, boots, mittens, scarf, snow pants, rain wear, etc.	One-time start-up	70%
Furniture	Includes: bed frame or crib, dining set, couches, end table, lamps, etc.	One-time start-up	70%
Household Needs	Includes basic window coverings & common household products (e.g., kitchen utensils, pots, pans, brooms, mops, detergents and cleansers, etc)	One-time start-up	50%
Linens	Includes: bedding, towels, etc.	One-time start-up	100%
School supplies	Not including registration costs	One-time start-up	50%
Food staples	New, unopened pantry items (rice, flour, sugar, spices, etc.)	One-time start-up	50%



- Personal assets are things that persons might own before arriving in Canada, or have in their possession when they arrive to Canada.
- Refugees receiving financial support are expected to submit the "Declaration of Funds and Assets on Arrival" as this may impact the level of financial support that is to be provided. Form can be found online at:

https://www.archtoronto.org/refugee/Pages/ Forms-2.aspx

Family Composition	Personal Asset Exemption (CAD)		
Single person	\$5,000		
Couple	\$7,500		
Single plus one dependant	\$7,500		
Each additional dependant	\$2,500		

Example: The personal asset exemption for a family of 4 (mother, father & 2 children) is \$12,500.



This will be an important time for the sponsor to undertake some important research...

Research

Topics

Housing

(Temporary & Permanent)

Employment

School / Education*

English Language Classes

Some key questions

- What free/low cost temporary & permanent accommodations are available (e.g., Rectory; CG members/parishioner's house; Motel etc...)? What are the rental rates? And, are utilities included?
- What documents would newcomers need to rent a house?
- If the newcomer cannot rent right away, who will rent for them?
- What are the skills/work background of the refugee(s)? Leveraging personal networks, what employment options may be available?
- Location and value of employment agencies?
- How to write resume and cover letter etc.?
- If applicable, what grades will the children enter when they arrive in Canada?
- Where are the schools located? What is the process of enrolling children in schools?
- What immunizations do the children require?
- Where can newcomers get their credentials evaluated for education?
- What financial help can newcomers get for their education?
- How to evaluate a newcomer's English language skills?
- How to enrol in LINC/ESL classes?



 $^{^{*}}$ Adult income earners are not allowed to enrol in full time studies during their sponsorship period

Other topics to research...

Topics

Translation

Banking

Transportation

Shopping

Some key questions

- Location and how to access translation services? What is the cost?
- Using parish/personal networks, are there any free / low cost options?
- What documents would a newcomers need to translate? Drivers license, transcripts, etc.
- Which bank to go with? Are there any banks offering accounts with no fees for refugees?
- What documents are required to open a bank account?
- What types of accounts should newcomers use?
- What are the costs of transportation? What are the lowest cost options? Are volunteers available to assist with drives?
- Do the newcomers require special needs (i.e. Wheel-Trans) transportation?
- What value shopping options are available (e.g., grocery stores, clothing stores etc.)? And where are they located?
- What options do newcomers have to save money while shopping?



... and just a few more

Topics

Health Care

Mental Health Support & Trauma Counselling

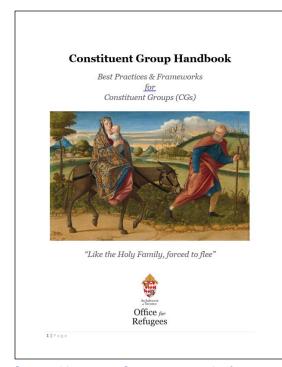
Sport & Recreation

Some key questions

- Where and how to apply for OHIP?
- Does the refugee(s) have pre-existing health conditions (vision, hearing, other...)?
- What family doctors are accepting new patients? Where are they located?
- Is there a dentist that may be willing to do dental work at no or low cost?
- Does the refugee have any mental health issues (e.g., mental illness, addiction, gambling...)
- What services are available to deal with mental health issues?
- What is PTSD? And, who can provide trauma counselling?
- What options exist for newcomers to establish social networks?
- Where can newcomers find free/low cost recreation centres in their area?
- What outdoor activities are available?
- Are there any volunteer centers in their area?



ORAT has developed several resources to assist cosponsors and CGs in their resettlement work



 $\frac{https://www.archtoronto.org/refuge}{e/Documents/O\%20CG\%20Handboo}\\ \frac{k\%2028-May-20.pdf}$



https://www.archtoronto.org/refugee/Documents/0%20Sponsor%20Resource%20Toolbox%2011-Jun-20.pdf



Details about Sponsor Resource Toolbox

- Available online on our website
- PDF searchable document (point and click on table of contents)
- Provides links to most commonly used resources



Settlement Services Connection

- Connecting the refugees with a local Settlement agency that can assist sponsors with fulfilling their settlement responsibilities and help newcomers to meet their settlement and integration needs is very important.
- CCS Catholic Crosscultural Services is a national non-profit organization, based in the GTA (Greater Toronto area). CCS aims to empower immigrants and refugees of all religious, ethnicities, countries or origin, or political affiliation to develop the skills and acquire the necessary knowledge to settle, integrate, and succeed in Canada







Settlement Services

Presented by: Ghazal Amiri



Who We Are

- Founded in 1954, Catholic Crosscultural Services provides services that assist in the settlement and integration of immigrants and refugees.
- We provide assistance at no cost to all newcomers regardless of race, religion, country of origin or immigration status
- Our offices are located in Toronto, Mississauga, and Brampton

www.ccscan.ca



Languages

- We proudly offer our clients services in over 30 different languages:
- Amharic, Arabic, Armenian, Azeri, Cantonese, Croatian, Dari, English, Farsi, French, Gujarati, Hindi, Italian, Korean, Malayalam, Mandarin, Marathi, Nepali, Pashto, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Sindhi, Sinhala, Spanish, Tagalog, Tamil, Tigrinya, Turkish, Ukrainian, Urdu



What We Offer

- Settlement services
- English language classes
- Information sessions and workshops
- Employment services
- Support services for women
- Training and support to groups sponsoring refugees
- Newcomer mental health
- Connections to community resources



Settlement Services Includes:

- ❖Information and orientation to temporary and permanent housing, health care, employment, family doctor and dentist, school, daycare and language training.
- **❖**Referral to community programs and access to services for your family
- **❖**Applications for Social Insurance Number, health card, Ontario photo card and Child Tax Benefit
- **❖**Applying for child tax benefit
- ❖Develop and review settlement action plan, follow ups after initial meeting Settlement Worker to address further needs

Do not feel overwhelmed, CCS is here to help you with your settlement process.



Once the NAT* is received, sponsors are to arrange temporary housing



- Temporary accommodation should be secured until the family is moved to the permanent house.
 - Room at the rectory or the church facilities.
 - Room at a CG member/parishioner's/cosponsor's house or at a motel.
- Ensure that you have food staples in place for their arrival.
- Decorate and fill accommodation with items to make it feel like a home. Such items can be donated to them through the church.
- Inspect the premises
 - If needed, instruct newcomer(s) how to use certain items and identify any potential dangers.



^{*} Notice of Arrival Transmission

Accessing Settlement Funds

- All Cheque Request Forms to be completed by cosponsors or CGs chairs
- <u>1st installment</u>: will be released by ORAT upon receipt of a completed Cheque Request Form and receipt of the Notification of Arrival Transmission (NAT) equal to 1st 3 months of support plus start-up costs. The 1st cheque can be made out to cosponsors or CG representative
- <u>2nd, 3rd & 4th installments</u>: Cheque to be made out to the newcomer in cosponsored cases and to the CG in Project Hope cases. A Cheque Request Form must be completed and submitted for each installment.
- When the newcomer becomes self-sufficient and monies on deposit with ORAT are no longer required to support the newcomer, we ask that any over payment be worked out between the cosponsor/CG and the newcomer. If this is not possible, please contact our office.

Since it takes about 4 weeks for cheques to be processed, we ask that you submit a cheque request for the next instalment by the end of the second month of each quarter.



Arrange for Airport Pickup



- Ensure that you are kept up to date re: flight information, which is found on the Notice of Arrival Transmission
 - Email from ORAT
 - Communication from refugee
- Keep Immigration Reception & Information Services (IRIS) contact information on hand 905.672.3660
- Consider traffic and parking etc.
- Bring a welcome sign with the names of newcomers (consider using both languages).
- Document the experience (consider photos).





Prepare a welcome package for the newcomer(s)



- Consider the amount of luggage a family may have and plan transportation accordingly.
- If cold weather, bring warm clothing.
- Consider food and drink for the newcomers.
- Don't forget to sign the release form from IRIS.
- Finally, take the newcomers to their accommodation and orient them.



Airport

Pickup

Before leaving the airport ensure that <u>all</u> <u>newcomers</u> obtain the following documents:

All Persons (Including children)

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Confirmation of Permanent Residency

Interim Federal Health (IFH) document

Travel document





Sponsor task list after newcomer arrival

Tasks	Assigned to	Importance	$\sqrt{}$
Newcomers have the necessary documents (OHIP, IFH, SIN, PR)		High	
Open a bank account		High	
Provide an emergency contact info and explain 911 to them		High	
Arrange for permanent housing		High	
Arrange for a check up, and find a family doctor & dentist		High	
Arrange for needs assessment with settlement counsellor		High	
Attend the Welcome Orientation at ORAT		High	
Register for ESL/LINC training		High	
33		ORAT Office for Ref Archdiocese	•



Sponsor task list after newcomer arrival

Tasks	Assigned to	Importance	$\sqrt{}$
Register children in school, if applicable		High	
Apply for Canada Child Benefit (CCB), if applicable		High	
Search and apply for jobs/volunteering opportunities		High	
Explain to newcomers rights and responsibilities		Medium	
Help newcomers with shopping		Medium	
Relationship building activities between sponsors & newcomers		Low	
Organize cultural outings with newcomers		Low	



Conclusion

Questions?

Thank you for attending!

See you at the Welcome Orientation. The date, time, and location of the session is provided in the Notice of Arrival Transmission "NAT" email.

Please fill out the anonymous evaluation sheet and hand it in.

If you have further questions, please email our Outreach team at oratoutreach@archtoronto.org.



Samples

- Sample of the landing paper
- Sample of the PR card
- Sample of the OHIP card
- Sample of the IFH



Landing Paper (Sample)

- The landing paper is one of the most important documents that refugees obtain upon their arrival at the airport.
- It's as important as a birth certificate!

Key Documents in Canada







Permanent Resident Card (Sample)

• Permanent Resident (PR) card is proof of your a legal status in Canada.





Ontario Health Insurance Plan (OHIP) (Sample)

Key Documents in Canada

- You will be asked to show your valid health card each time you visit a doctor, hospital, or health care clinic.
- For more information about OHIP, please

visit: https://www.ontario.ca/page/what-

ohip-covers





Interim Federal Health Program (IFH) (Sample)

Key Documents in Canada

- IFH is a program that provides limited, temporary coverage of health-care benefits to landed refugees (newcomers).
- It does not replace OHIP
- Detailed information about IFH coverage is available on www.cic.cg.ca/ifhp





Social Insurance Number (SIN)

- The Social Insurance Number (SIN) is a nine-digit number that you need in order to work in Canada, or to have access to government programs and benefits.
- The most common uses of your SIN are:
 - For employment
 - For income tax filings
 - For financial institutions (e.g., banks, credit unions)
 - To obtain Child Tax Benefits (CCB)
 - To obtain Canada Student Loans

