

# Month 13 Planning – Checklist

## Health

- Is the newcomer registered with a family doctor?
- Have you provided the newcomers with relevant information on vaccinations?
- Do the newcomers need counselling or any other mental health support? If so, have you made the appropriate referrals or provided them with the relevant information on how to access these services?
- Do the newcomers have any remaining medical needs that need to be addressed? If so, have you made a referral or provided them with the relevant information on how to access the necessary services?
- Do the newcomers know how to contact emergency services in cases of emergency?
- Do the newcomers know how to navigate the medical system?
- Do the newcomers require any dental care?
- Do the newcomers understand that their benefits through the Interim Federal Health Program (IFHP) will end after month 12?
- Do the newcomers know what they are entitled to through their provincial health insurance?

## English Language Classes

- Do the newcomers wish to continue with ESL classes?
  - Would the newcomers like to engage in any further or advanced ESL classes?
- Do the newcomers know how to access ESL classes if they need them at a later date?

## Education

- Are the newcomers interested in continuing with ESL classes? Do they know how to register for further classes?
- Are any children that are now old enough enrolled in school?
- If newcomers have moved or will move, have you assisted them to enroll their children in school?
- Do the newcomers wish to pursue further studies? If so, have you provided them with the relevant information on courses and institutions?
- Are the newcomers aware of the various vocational programs and academic courses they are able to access?
- Are there any specific educational needs that need to be addressed before the end of the sponsorship period?
- Do the newcomers need your support to find volunteer opportunities in their field?

## Employment

- Are the newcomers employed?
  - If not, what can be done before the end of the sponsorship period to assist the newcomers with finding employment or self-employment?
- Are the newcomers aware of any relevant bridging courses and vocational training opportunities?
- Are newcomers aware of Canadian professional licensing requirements for their profession or vocation?
- Are newcomers aware of their rights as an employee, or their responsibilities as an employer?
- If newcomers are working or will work in the future, do they know how to arrange for child care?

## **Housing**

- Do the newcomers need/want to relocate to another house or apartment, or another town or city?
- If the newcomers need to relocate to another house or apartment, have you assisted them with finding suitable accommodation?
- Are the newcomers aware of their rights as tenants?
- Do the newcomers know when and how to pay their rent, and any other household bills (e.g. utilities, hydro, phone, internet, cable etc.)?
- Are the newcomers aware of subsidized housing options?
- Do the newcomers understand and agree with the terms of their new lease?

## **Social Services**

- Have you assisted the newcomer to apply for provincial social assistance (if necessary)?
- Does the newcomer understand the details of provincial social assistance, such as:
  - What is necessary to apply
  - How much money will be provided
  - Terms and conditions
  - Reporting requirements

## **Finances**

- Do the newcomers need any further assistance with budgeting or banking? For example, are they comfortable taking care of their finances on their own? Do they know how to transfer money electronically?

## **Transportation**

- Do the newcomers know how to travel within the city? Are they comfortable taking public transportation? Do you need to provide further explanations or accompany them?
- If the newcomers move, do they need support in learning new transportation routes?

## **Interpretation**

- Do the newcomers know how to access interpretation support if needed?

## **Community Support & Orientation**

- Do the newcomers require more support to find community activities or events?
- Do the newcomers want your help connecting them with specific programs or groups in your community related to their interests?
- If the newcomers have or will move, do they need your support to orient them to the new community? For example, the nearest grocery stores?

## **Documents and Application Forms**

- Are newcomers receiving all of the benefits they are entitled to, such as the Canada Child Tax Benefit (CCB)?
- Do newcomers have all of the documents that they require? Do they require your assistance with the application process for any remaining documents (e.g. travel documents)?
- If the newcomers have moved, do they need your help to change their address with government agencies, on their cards and documents, etc.?