*Called*

*To*

*Care*

*Canandaigua*

Resettlement

Manual

 

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# PRE-ARRIVAL

1. The following immunizations are needed for entry into the US and more complete information is on the USCIS.gov website (go to Home, Tools, Designated Civil Surgeons, Vaccination Requirements):
	* at least one dose of measles vaccine (may need to complete recommended doses)
	* at least one dose polio vaccine (may need to complete recommended doses)
	* at least one COVID vaccine and will complete recommended US requirement after arrival
	* within 90 days of arrival, you must have a TB (blood draw) test and attest that it is negative (see section below “Within 30 days of Arrival”)

## Secure Housing

## Secure Furnishings

* SHP (Sleep in Heavenly Peace) – Builds new beds for children and looks like they will also supply sheets, pillows, and mattress for the bed. There is an application online for a bed for a child.
	+ <https://shpbeds.org/chapter/ny-rochester/>
* The Restore in Canandaigua MAY donate furniture
	+ <https://www.facebook.com/HFHOCReStore/>
* Article on Saints Place in Rochester NY Saint’s Place: Supporting Refugees from All Over the World. “Nonprofit, already is its 25th year, has helped over 30,000 immigrants with housing and much more.”
	+ <https://www.roc55.com/topstories/coverstories/saints-place-supporting-refugees-from-all-over-the-world/>
* Goodwill - 328 Eastern Blvd, Canandaigua, NY 14424

## Provide Culturally Appropriate Groceries

* + Should be enough for 3-5 days
1. Interpreter – become familiar with translation apps
2. Go over Called to Care, Canandaigua financial covenant (EXHIBIT A)

**NOTE: Please see “EXIHBIT F - Resource People” for a list of people who have had experience with various aspects of this process. We encourage you to contact these people if it is the first time you are going to be engaging with the contacts and/or tasks listed in this document.**

# IMMEDIATE POST-ARRIVAL

## Airport Reception

## Ensure they are greeted warmly

## Ensure there is an interpreter

1. Homestay - Meet with family
	* A welcome dinner is always a great opportunity for the team to meet the family
2. Sufficient Food (grocery food cards)
* TOPs, Wegmans, or ALDI’s Benefit cards
* Cash assistance - If needed C2C will help.
* Canandaigua Churches in Action (CCIA) located at 120 N. Main St. (585-396-2242) https://www.churchesinaction.org/
	+ Families living in the 14424 zip code can visit once every 2 weeks, and outside that zip code and inside the county can visit once every 4 weeks.
	+ You will need identification. No appointment needed.

## Seasonal Appropriate Clothing

* CCTC does not pay for clothes.
* Sources for clothes
	+ CCIA may have free clothing
	+ Meg Huff has a list of places to get clothing
* Ontario Partnership is an organization that addresses social needs - poor, victims of disasters, etc. and may have clothing. Contact is Karen Guidarelli karen@partnershipoc.org.

## Car seats/booster seats as needed.

* + Resource is Child & Family Resource Center - cfr.info@cfresources.org
	+ Contact Dawn Waite-Dinehart
		- This Agency has two locations
			* 502 S. Mail St., Canandaigua (PH: 585-919-2476)
			* 671 S. Exchange St. in Geneva (PH: 315-781-1491 Ext. 2201)

# WITHIN ONE WEEK POST ARRIVAL

## For refugees coming through World Relief

* Specific tasks must be completed within 7 days.
* Case notes must be completed.
* Required to apply for Cash Assistance or Public Assistance (DSS benefit) within 10 days of arrival.

## Review Documents: Passport, I-94, USCIS, VISA, A-number, other (health)

* Review all the documents that they came with
	+ Form I-94 is the DHS Arrival/Departure Record issued to aliens who are admitted to the U.S
	+ Some passports may be stamped as work authorized.
* They may have other records such as Health records
* Biometrics appointment is sent to the individuals, and they need to go to Syracuse for this appointment.
* NOTE: The Alien number (A#) needed for the I-94 may be on the passport.

## Open USCIS Account

* + If the arrivals have moved to Canandaigua from a place from within the U.S., then they must fill out an AR11 (Alien’s change of address) on their own personal online USCIS account within 10 days of moving. This is required to be done online.
	+ In addition, all refugee arrivals directly to Canandaigua must fill out the AR11 form each time they move to a new address subsequent to their arrival.

## Review lease agreement. Apartment address, landlord, keys, etc.

* + CTCC will be paying rent for 6 months MAX or earlier if they can pay their bills.
	+ Get Renter’s Insurance – important for proof of residency for school and DMV

## Arrange Utilities in family name

* + RG&E (electric) - 800-743-2110
	+ NYSEG (gas) - 800-572-1111

NOTE: CTCC covers utilities for 6 months MAX (less if they can pay their bills). Has to be in the refugee’s names. This is needed for SNAP, DMV, etc.

## Arrange for Phone Plan

* + Need to get a SIM card (Walmart is a good option)
	+ What’s App is a good way to communicate

## WIFI (Spectrum or Empire)

* + May need a phone plan with a 585 number

NOTE: in Camelot wifi is included. Each Apartment has a separate account.

## Emergency Procedures

* + Have them fill out Emergency Card for fridge (EXHIBIT B.)

## Provide a Wallet Card that includes information they need in case they get disorientated when out and about

* + Their address
	+ Phone numbers

## Ensure basic needs

## Medicaid/Health Insurance Cards

* + If the family/individual has moved here from a place within the US then they need to work out ending their benefits in the location they came from and when they can apply for benefits here.
	+ If the family has come to us through World Relief then they are required to go to the Refugee Health Center in Rochester.
	+ Health insurance can be attained through Finger Lakes Community Health, 601B Washington St. Geneva
		- Main contact person: Guadalupe Morales Herrera - guadalupem@flchealth.org
		- General Office number (Front Desk) 315-787-8108, FAX 315-781-8444;
		- Best to have 1 person from the document committee and one person from the Good Neighbor team for that particular refugee family attend the meeting. Bring all documents. Choose Excellus.
	+ BCBS Excellus Basic 4 insurance
		- TB lab fees ARE covered with this insurance
		- Dental Offices that will take Medicaid: Rochester Regional Health Unity Dental Group in Penfield and Eastman Dental in Downtown Rochester
		- **Need to figure out the Benefits with this plan**
			* Set up an account with Excellus at  <https://www.excellusbcbs.com>. They will need their Excellus Card to do that.  Once in their account click “Resources” all the way to the right in the blue bar at the top of the screen, and then click on "summary of benefits information" and a bunch of “printable" .pdf files will come up with benefits for different plans by region.  Also specific member benefits can be viewed by clicking on “Account” in the blue bar and then clicking “View Benefits and Coverage”.
	+ It’s important to be mindful as to when Medicaid benefit eligibility needs to be renewed. Information on renewal of Medicaid is on Health.ny.gov website. On the Home page, top left, there is a “Renewing your Medicaid…” link. There are different pathways depending on what agency they originally enrolled through. They will get renewal notices so I’m assuming any change in address, email, phone etc. would need to be reported timely.
	+ Once a refugee is employed their Medicaid eligibility may change depending on their income and number of people in the household.
		- Guadalupe at FLCH is a good resource for asking about their eligibility to stay on Medicaid. She will need 4 weeks of income (pay stubs) and can input into her system and let us know if their eligibility changes.
	+ If they don’t have insurance through their job they can get insurance on the New York State of Health Marketplace (nystateofhealth.ny.gov). Per the HealthCare.gov website “Immigrants with the following statuses qualify to use the Marketplace: Lawful Permanent Resident (LPR/Green Card holder), Asylee, Refugee, Cuban/Haitian Entrant, Paroled into the U.S., …”

## Assess needs for language classes and initiate contacts. See detailed options below under Within 14 Days of Arrival.

## Employment Authorization Document (EAD) I-765 for USCIS arrivals.

* + It is best to have a member of the documents committee assist GNT member with the I-765 Form.
	+ Go to USCIS.gov, click on Forms, click on I-765 for the application, instructions and worksheet.
	+ All Humanitarian Parolees (HP) need to fill out the I-765.
		- Class of Admission for Humanitarian Parolee is C-11 (?)
		- Class of Admission for refugees is RE.
	+ This will include an application for a social security number. All Family members will need to fill this out including children in order to get a social security number.
	+ Need to upload pictures of applicants.
	+ Need internet access to fill out I-765 on phone.
	+ $470 fee per person to file online and $510 if filed on paper. Please note that Ukrainians are no longer exempt from this fee.
	+ It may be possible to avoid having to submit an EAD for a child (and pay the fee) and just get a “non work authorized” social security number so that the child can receive benefits.
	+ If the application is successful the refugee will obtain Form I-766 which is an EAD card which shows that they are authorized to work for a specific time period. If the refugee is eligible to renew the EAD card it needs to be done ASAP within the 180 day period prior to the expiration date. NOTE: See attached EXHIBIT C for visual of 2023 redesigned EAD cards.

## Intake interview with World Relief (for families that came to us through World Relief)

## Go over Called to Care Canandaigua financial covenant

* + Leave a copy of this with the Refugees.

# WITHIN 10 DAYS OF ARRIVAL

## Resettle into Apartment with Orientation

* + Sponsors or, if not, then Good Neighbor Team to introduce families to the apartment and to conduct the orientation.
	+ Sample types of topics to review in orientation.
		- Use of appliances including sink garbage disposal (keep hands clear – only food waste), stove, oven, freezer, fridge, microwave, dishwasher
		- Disposal of grease - No grease down the sink
		- Disposal of trash/containers
			* Recycling
			* “Returnables” for refund
			* Regular Trash
			* Trash schedule if applicable
		- Operation of toilets and what to flush/not flush, use of toilet paper, how to clean, etc.
		- How to use shower
		- Operation of electric, Cable, Heat and A/C
		- Wearing clothing appropriate for the season and not cranking heat/AC
		- Cleaning products and what to use where (bathroom, kitchen and rest of house). Best to use all purpose cleaners as much as possible.
		- Vacuum cleaner
		- Washing Machine, Dryer
		- Smoke Alarms
		- Noise considerations and overall Good Neighbor Policies
	+ Don’t make assumptions and don’t overdo it. Focus mostly on safety issues. Try to understand refugee customs and day to day life in home country.
		- Discuss differences in customs i.e.: slaughtering live animals, OK to drink tap water, etc.
	+ Need to do orientation follow up visits.

## Arrange for Transportation as needed - Use Transportation Committee for this.

* + It’s important that the Family is taught how to use the local bus system.
		- CCIA can provide free bus passes every two weeks. The individual needs to visit CCIA and register. Per CCIA’s website on 6-17-23 (churchesinaction.org) the bus passes are provided at the Resource Room which is open with limited hours as follows: Tuesday Noon - 2pm; Wednesday 10 am – Noon; and Friday 10am – Noon. Please check their website as these hours may change.
	+ Assist in obtaining vehicles for transportation
		- Car
			* Need to confirm have a legal license to drive.
			* Need to investigate if how long, if at all, current country license is valid and for how long.
				1. Ukrainians permitted 3 months on Ukrainian DL per NYS Law
				2. Haiti - It may be possible to use a Haitian Driver’s license if it is “officially translated”.
				3. This information is also on the NY DMV wesite: <https://dmv.ny.gov/more-info/resources-non-us-citizens>
			* Need to confirm have Car Insurance
				1. We will start using Wolf Agency downtown for car insurance.
		- Bikes & Helmets
			* We might be able to get bikes and helmets donated for this purpose.
			* Bikers need to be taught traffic laws

## Apply for SNAP benefits (apply in Hopewell). Department of Social Services # 585-396-4060. (Travis is a good resource at DSS - 585-396-4093)

* + Continue to provide grocery cards until SNAP benefits are available.
	+ SNAP program falls under USDA Food and Nutrition Service from US Dept of Agriculture.
	+ Reminder: If applicant(s) is coming from a location inside the US then they need to work out ending their benefits in the place they came from and when they can apply for benefits here.
	+ Documents needed for applying include SNAP application, Passport, I-94, apartment rental agreement, utility account numbers, immigration status, and any other documentation required. Someone other than the family must fill out a form “attesting to who is living in the household” or names have to be on the rental agreement.
		- To print SNAP applications in different languages, go to [otda.ny.gov](http://otda.ny.gov/), click on “Forms” on the purple ribbon at the top. Scroll down to find the SNAP forms and instructions in different languages.
		- Use LDSS-2642 Document Requirements form (EXHIBIT D) to determine what is acceptable documentation to prove ID, housing, etc...
	+ Two people should go to the application appointment. One from the documents committee and one from the good neighbor team for the particular refugee family. During the application interview a person may be designated to speak on behalf of the enrollee.
	+ Can apply for SNAP at the DSS Hopewell office and the card can be activated by the interviewer. Must make appointment and bring in SNAP application with required documentation
	+ At DSS ask if possible for them to have an emergency Benefit Card with a PIN # on it. This will speed things up if the mail is slow. The benefits will be posted on the Emergency Card.
		- The case worker will be able to provide the balance of the SNAP befits on the account and which day the money will be uploaded on a monthly basis.
	+ SNAP benefits roll over to the next month if not used in full the prior month.
	+ There is a 10 day window to report any changes like employment. Need to contact refugee’s case manager.
	+ Every three months SNAP benefits need to be recertified. A “recertification” notice should be sent to families.
		- The recertification notice comes in the mail from DSS as 19 pages all folded separately.
		- A housing verification is required with the application for recertification. For Camelot Apartments the rental management needs to fill out part of it.
		- With the recertification comes an appointment for a phone interview. If they don’t make the interview the SNAP benefits are canceled. There is about 1-2 weeks from the time of the receipt of the recertification to the time of the phone call appointment.
		- There is an option (in very fine print) to go into DSS as a walk-in ahead of the phone call appointment and do an in-person interview and submit the paper work. Experience seems to be that this can be handled quite quickly.
	+ CCIA Resource Room has a provider that can assist with SNAP applications (“NY LAW). Their phone number is 315-781-1465. Please check the website for updated information.

## CASH Assistance

## Apply for HEAP benefits through DSS to help pay for heating.

* + Need to apply during heating season. This cannot be applied for during warm months.
	+ Have refugee adults (not their children) fill out the form or have them ask Called to Care to help.
	+ The money is paid directly to their heating account. It may be reflected as a payment on their utility bill. They will pay up to $500.

# WITHIN 14 DAYS OF ARRIVAL

## Social Security Application (can be included with I-765 filing)

* + For the SS application you have to go to the SS office in Geneva (they take walk ins).
	+ Bring ALL documents. I-94, A#, Passport, EAD I-765, and mailing address.
	+ Will need parent’s names and maiden name for mother and where their parents were born.
	+ With a letter from an agency like DMV or SNAP or Medical that you need a SS number to process that agency benefits Social Security will provide a “not for work” social security card and number.

## BIOMETRICS

* + This will be done at an Appointment in Syracuse notification of which will be sent to a family member from a government agency. They will do fingerprinting and facial scan.

## WIC benefits if appropriate (apply in Canandaigua, 79 S. Main Street)- food and nutritional education benefits for pregnant, breastfeeding, postpartum women and children up to the age of 5. The Health Committee will help with this.

* + WIC eligibility is based on income.
	+ Reminder: If applicant is coming from a location inside the US then they need to work out ending their benefits in the place they came from and when they can apply for benefits here.
	+ The WIC office is behind Simply Crepes in plaza between Lafayette and Main. 79 South Main (official address) – note there is no entrance from Main Street.
		- Clients are asked to call the office upon appointment arrival.
	+ Bring ALL the documents and they will scan them there. A case file will be opened and 1 week later they will do a phone interview. NOTE: Called to Care doesn’t need to be there for the phone interview.
		- Required documentation can also be uploaded online
	+ WIC card will come after the phone interview.

## English Classes: (The Education Committee can help with this.)

* + Providing English classes for the first 3 months before employment should be a priority. Contact the Education committee for possible in-house classes provided by our volunteers.
	+ For long term weekly English lessons with a one-on-one tutor contact: Literacy Volunteers of Ontario Yates (LVOY) (585-396-1686). Barbara Willmott: Barbara.willmott@lvoy.org There is also an informal weekly conversation class.
	+ FLCC offers beginning, intermediate, and advanced classes in English at their Geneva campus. FLCC also has an online class. Contact: Adult Literacy Education Coordinator - Phone: 585-785-1431, or 585-785-1544. Email: GED@flcc.edu. CTCC may need to provide transportation. Contact the Transportation Chair.
	+ OCES: The Office of Adult & Career Education Services at 30 Hart Street, Rochester is a division of Rochester City School District and provides career training opportunities as well as classes in English. Phone: 585-467-7683. They are also affiliated with “Refugees Helping Refugees”, 259 Rutgers Street, Rochester. Phone: (585) 563-7747.
	+ Good Neighbor Teams may be resources for childcare while parents attend class. Be aware that not all parents are comfortable with “outsiders” caring for their children.

## Consider Employment -There is an Employment committee that will help with this.

* + Best strategy is to have 1 volunteer work with one refugee to help find work. First need to consider what they used to do, what their skills are, what they want to do, what is available and determine what is needed to get them there.
	+ Definitely need a resume.
	+ Employment will be predicated on documents. Employment and Document Committee need to work together on this.
	+ CCIA Resource Room ([https://www.churchesinaction.org](https://www.churchesinaction.org/)) has a list of current job openings, online job applications, and can provide faxing and copies for forms and documents.
	+ Thompson Hospital has a Certified Nursing Assistant (CNA) program which pays for their trainees and requires them to work for Thompson for a year after completing the program. If the trainees default on the agreement they are liable for the $2000 training costs.
	+ NOTE: Once a job has been secured review Called to Care, Canandaigua financial covenant

## Enroll Children in School

* + Check the Canandaigua School website for on-line registration: canandaiguaschools.org. Click on District, Student Registration and follow the procedures.
	+ Email: StudentRegistration@CanandaiguaSchools.org
	+ Gather Registration Requirements
		- PROOF OF RESIDENCY: rental agreement, utility bill, library card, drivers license
		- PROOF OF AGE: passport, birth certificate
		- EVIDENCE OF IMMUNIZATION & PHYSICAL: Bring medical records. Nancy Garrison will take students for needed immunizations (TB) and physical exam at Jordan health.
		- PARENT/GUARDIAN PHOTO ID: Passports
		- FORMS TO COMPLETE: (On-line registration)
		- CUSTODY PAPERWORK (IF APPLICABLE)
	+ UPK lottery: It is best to register the child with Canandaigua Schools shortly after arrival.

## DMV – License and ID – Transportation Committee can help with this

* + Need a Social Security number for this.
	+ See attached EXHIBIT E “Call to Care: Permit/License/Insurance Checklist”
	+ Set up driving lessons. Canandaigua Driving School is one option
		- CTCC may cover the cost of up to 5 driving lessons.
		- NOTE: Canandaigua Called to Care committee members are not permitted to teach families how to drive.
	+ The refugee will need to study the rules of the road for NY and pass both the written test and road test.  You can get a copy of the manual from the Dept. of Motor Vehicles that is behind the courthouse.
		- <https://dmv.ny.gov/driver-license/drivers-manual-practice-tests>
	+ NOTE: Renter’s Insurance - Helps Establish proof of Residence for DMV

## Thrift Shop Visits for clothing, etc.

# WITHIN 30 DAYS OF ARRIVAL

## Health Visits – Dr. Appointments & Pharmacy. Note Health committee will help with this.

## TB Screening – Jordan Health – TB blood draw within 90 days. The US requires a negative test done by blood draw after arrival and if a positive result found then a follow-up chest X-ray.

* + Primary Care Providers
	+ Pediatrician
	+ Specialists as needed (including Mental Health)
	+ Jordan Health has agreed to take all refugee families.
	+ It’s important that families have an advocate that can provide presence (including Dr. Appts) and continuity for staying up to date with any health needs and appointments. Probably one or two people for each family would be ideal.

## Orientation for US Health System. The U.S. health care system needs to be explained. Specifically: the different types of care (Medical, Vision, Dental, Mental); role of primary care providers; referrals; insurance authorizations for specific procedures; making appointments; costs of services; how to get and pick up prescriptions, role and cost of preventative maintenance appointments, as well as address any concerns they may have about seeing a doctor.

## Orientation into US financial systems

* + Review standard banking procedures, denominations, how to write a check, make deposits, withdraw from ATM, online banking, etc.
	+ Review budgeting resources, taxes, medical bills, and what happens if you don’t pay.

## Bank Account – **Open within first month of arrival**

* + Needed for Direct Deposit for Employer
	+ Need passport, social security card, and proof of residency to open an account.
		- Typically a rental agreement, rental insurance, utility bill, etc. will work as proof of residency, but check with the bank to see what their requirements are.
	+ Recommending CHASE as it’s international

## Orientation into USPS system i.e.: Change of address form (can be done online), how to address, add postage and mail a letter or package.

## Arrange for Transportation as needed.

# ONGOING

## Assist with paying bills & managing finances

* + Paying Utility Bills
		- Utility bills (RG&E and NYSEG) can be paid at TOPS Market at the Service Counter with cash. Bring the bill and save the receipts for proof of payment.
	+ Filing Taxes
		- Professional clarification may need to be provided on filing taxes especially in cases of income sources such as self-employment, independent contracting, etc.
		- One resource is the Tax filing sessions Wood Library sets up for February and March with AARP.  They usually have two days where they can meet with people and help them file.  It's important to get on the list early.  Give the Library a call late January.  Once you have an appointment they will give you a packet listing all the information they need to complete your taxes.  Wood Library phone number:  585-394-1381

## Assist with community orientation

## Assist with Employment

* + Note: Humanitarian Parolees (HP’s) have a 2 year timeline to stay in the US. Two months prior to government required departure HP’s lose their eligibility to work.

## Provide transportation as needed

## Legal Assistance

* + For the Ukrainians, attorney Andriy Shestopalko (who speaks Ukrainian and practices Immigration & International Law) might be a resource for legal assistance with US immigration documentation and continued stays in the US.
		- Andriy recommends that Ukrainians that arrived prior to 8/16/23 apply for Temporary Protective Status.
		- Andriy Shestopalko’s Phone: 585-506-7356 Email: andriy@shestopalkolaw.com Website: <http://www.Shestopalkolaw.com> Address: 140-A Metro Park, Rochester, NY 14623.
	+ Berline Beauvais may be a resource for the Haitians to help in applying for Asylum.
		- berlinedebeauvais@gmail.com
	+ Catholic Charities of Rochester/Catholic Charities Family and Community Services (https://ww2.fcscharities.org) is a good resource and one can request an appointment through their website.
	+ Legal Aid Society

**NOTE: If legal advice is needed on immigration matters, the person helping needs to be authorized to give legal advice. Only an attorney or accredited representative working for a Department of Justice recognized organization can give legal advice. Visit the USCIS Avoid Scams page for information and resources.**

## Asylum

* + For the Haitians asylum could provide a path to citizenship.
	+ Will need legal assistance to navigate the process of Asylum.
	+ Applicable forms on the USCIS.gov website under Forms, are:
		- I-589 Application for Asylum and for Withholding of Removal

## Temporary Protected Status (TPS)

* + The TPS period will end April 19, 2025 for Ukrainians\* currently applying for TPS for the first time. (\*Applies to Ukrainians who arrived in the U.S. on or before August 16, 2023 and have been physically present in the U.S. continuously since October 20, 2023.)
	+ Applying for Temporary Protective Status can be done through USCIS.gov Forms:
		- I-765 Application for Employment Authorization (to be filed as a "renewal")
		- I-821 Application for Temporary Protected Status
		- I-912 Request for Fee Waiver
	+ Obtaining a job with a company that will sponsor an employee is a path for a refugee with Temporary Protective Status to obtain a green card. This requires having job skills that are currently underrepresented in our economy such as truckers, medical personnel, mechanics, and teachers.

## Re-parole information for Ukrainians, Form I-131

* + If successful, this process will allow certain Ukrainian citizens and their immediate family members displaced by the Russian invasion to have a new period of parole (re-parole) so as to continue temporarily living and working legally in the US for up to two years.
	+ Websites:
		- <https://www.uscis.gov/humanitarian/uniting-for-ukraine/re-parole-process-for-certain-ukrainian-citizens-and-their-immediate-family-members>
		- [Form I-131, Application for Travel Document](http://www.uscis.gov/i-131)
	+ To be eligible for re-parole under this process, you must demonstrate the following:
		- That you are a Ukrainian citizen or immediate family member who was paroled into the United States on or after Feb. 11, 2022;
			* You can find your date of parole on your [Form I-94, Arrival/Departure Record](https://i94.cbp.dhs.gov/I94/)
		- That there are continued urgent humanitarian reasons or significant public benefit for a new period of parole, as well as any additional factors;
		- That you warrant a favorable exercise of discretion;
		- That you are physically present in the United States;
		- That you have complied with the conditions of the initial parole; and
		- That you clear biographic and biometric background checks.
	+ File Online.
		- Create a USCIS Online Account if you do not already have one.
			* Information about how to do so is available on our [How to Create a USCIS Online Account](https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account) webpage. (See also [How to Create a USCIS Online Account in Ukrainian](https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account/how-to-create-a-uscis-online-account-ukrainian-translation) and [How to Create a USCIS Online Account in Russian](https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account/how-to-create-a-uscis-online-account-russian-translation).)
		- This will allow you to receive notifications related to the status of your filing.
		- Even if you file by paper, you can add paper-filed cases to your account. As an applicant, click on “My Account” and then “Add a paper-filed case” in the drop-down menu. Enter your receipt number, and you can see your case status and history
	+ Reminder: [Uniting for Ukraine](http://www.uscis.gov/ukraine) parolees are required to attest to completion of all requirements including in their USCIS online account as a condition of their parole:
		- An attestation that you have completed vaccine requirements or are eligible for an exception to vaccine requirements for measles, polio, and the first dose of an FDA-approved or -authorized COVID-19 vaccine or a WHO-Emergency use listed (EUL) COVID-19 vaccine.
		- An attestation that you received a medical screening for tuberculosis, including an Interferon-Gamma Release Assay (IGRA) test, within 90 days.
	+ If the Parolee is approved for re-parole, they may submit Form I-765 (Application for Employment Authorization) for an EAD (Employment Authorization Document). **DO NOT file the Form I-765 until AFTER the re-parole application is approved or the re-parole application may be denied and fees will not be refunded.**
	+ If the parolee is approved for re-parole, and entered the US on or before Sept. 30, 2023, while USCIS processes their EAD application, they can visit the US Customs and Border Protection Form I-94 website to view and print a copy of their new Form I-94, Arrival-Departure Record to use as evidence that they are temporarily authorized to work in the US.
	+ Updated Form I-94 will show a class of admission of “UHP” and a “Most Recent Date of Entry” on or before Sept. 30, 2023. This updated Form I-94 is an acceptable List A receipt that shows the parolee’s identity and employment authorization for Form I-9, Employment Eligibility Verification, for up to 90 days from the date of hire (or in the case of reverification, the date employment authorization expires).
	+ Within the 90-day period, parolees must present an unexpired EAD, or unrestricted SS Card and acceptable List B identity document from the Form I-9 Lists of Acceptable Documents (such as state-issued driver’s license or identification card). For more information on Form I-9 please visit I-9 Central on the USCIS.gov website.

## Miscellaneous Resources:

* + IN UKRAINE
		- Ed Rosella edrosella@gmail.com 732-416-9312. Ed is a friend of Rick Nicholson and works in Ukraine and Eastern Europe. He was the person who contacted Rick about getting some Ukrainians to the US. He has also offered his assistance in helping Ukrainians coming back to Ukraine. “…When the time comes for your Ukrainian families to return to Ukraine, if they need assistance, we will be available to help. My Romanian partners and I pick up families with our van from Cluj Airport in Romania and drive them to their homes in Ukraine. The journey wouldn't cost them anything. We pay for their hotels, restaurants, etc.”

Exhibit A CCTC Financial Covenant

Exhibit B Emergency Numbers Card

Exhibit C Sample EAD Redesigned Card

Exhibit D LDSS-2642 – Documentation Requirements

Exhibit E Permit, License, Insurance Check List

Exhibit F Resource People