

IP 3 – In-Canada Processing of Convention Refugees Abroad and Members of the Humanitarian-Protected Persons Abroad Classes – Part 4

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Updates to chapter

Listing by date:

Date: 2011-10-07

Parts 1, 2, 3 and 4 have been amended to remove all references to Source Country Class.

Date: 2010-04-30

Part 4 of chapter IP 3 has been completely revised and expanded. Previous versions of this chapter should be deleted.

1. JAS Introduction

Joint Assistance Sponsorship (JAS) refers to a joint undertaking by the sponsoring group and Citizenship and Immigration Canada to sponsor a refugee(s) requiring special assistance and who would benefit from government assistance combined with the additional support of a sponsor.

The JAS program enables Sponsorship Agreement Holders (SAHs) and their Constituent Groups (CGs) to partner with the Government of Canada in the resettlement of refugees who are identified as having special needs, as outlined below.

Note: Groups of Five and Community Sponsors are not eligible to participate in Joint Assistance Sponsorships.

Visa offices identify which cases require a JAS. The sponsoring groups do not designate JAS cases.

Often, JAS cases require more than the standard 12 months of government-funded income support to establish successfully in Canada. Consequently, these refugees are matched with a private sponsor, in addition to receiving resettlement services and income support from the Resettlement Assistance Program (RAP). Under the JAS program, this combination of government assistance and private sponsorship is generally offered for up to 24 months. In exceptional cases, the private sponsorship component can be extended to 36 months.

JAS cases do not require that sponsoring groups have the same financial capacity as regular private sponsorship cases; however, these cases often require considerable dedication in terms of time and effort in helping the clients get established.

In order to be eligible for a JAS, the refugee:

- must be a member of the Convention Refugees Abroad Class or the Country of Asylum Class;
- must have a greater need of settlement assistance than other Government Assisted Refugees (GARs) because of exceptional resettlement needs such as one or more of the following:
 - ◆ physical or mental disability which could require treatment in Canada;
 - ◆ unusual family configuration such as single-parent families with several young children or families consisting only of siblings, one or more of whom has assumed parental responsibilities;
 - ◆ separated minors;
 - ◆ elderly persons;
 - ◆ other special needs identified by the visa office

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2. Roles and Responsibilities under the JAS program

2.1. CIC's Role

CIC's role is to provide JAS refugees with similar assistance as that which is provided to GARs under the Resettlement Assistance Program (RAP), including income support and access to government-funded resettlement services if required. For more information on RAP, refer to IP3 – Part 2 – Resettlement Assistance Program.

2.2. The Sponsoring Group's Role

The sponsor's role is to provide the same type of orientation, settlement assistance and emotional support as they would provide to a privately sponsored refugee (PSR). Since these are special needs cases they usually require added sponsor support in terms of time and effort in helping the clients get established. JAS clients are eligible to receive the same orientation and resettlement services as GARs. These services are provided by Service Provider Organizations (SPOs). Sponsors are encouraged to attend orientation sessions with the JAS clients to maximize their contact with the refugees during their first crucial days and to familiarize themselves with what information the refugees are receiving.

2.3. The Service Provider Organization's (SPO's) Role

The SPO's role is to provide immediate and essential resettlement services to the JAS clients as required. Services may include: ensuring temporary accommodation is provided, ensuring arrangements are in place for newcomers to get from the point of final destination (e.g. airport) to their temporary accommodation, linking newcomers to mandatory federal and provincial programs, orienting newcomers to income support by ensuring they understand their financial responsibilities, providing basic orientation specific to their immediate needs, and assisting newcomers to access settlement and broader-based services.

3. Sharing of responsibilities

It is recognized that the sharing of responsibilities, in particular between sponsors and SPO, could lead to some confusion. For that reason, it is strongly recommended that the CIC RAP officer make arrangements for a meeting between the sponsors and the SPO prior to the planned arrival of the JAS clients. If there are family members already in the community who plan to be involved with the JAS clients' resettlement, they may be invited to attend the meeting. The purpose of the meeting is to clearly outline the roles and responsibilities of all partners and to determine which responsibilities will be handled by which partner. The CIC RAP officer should also attend the meeting.

Annex D – “*Checklist for Reception Arrangements on the Arrival and Resettlement of JAS Newcomers*” should be completed at this meeting and signed by all parties who will be involved in providing resettlement support. Copies should be given to all attendees.

After the clients arrive, if the CIC officer feels it is required, the final section of the Checklist – *JAS HOF Disclosure of Information* – can be completed and signed by the head of family (HOF). A copy of this section of the checklist should be retained by the RAP officer, and a copy given to the head of family.

4. Processing JAS cases

4.1. Who can sponsor a JAS case?

Only SAHs and their CGs can sponsor JAS cases.

In some cases, two SAHs can partner together to support a JAS case.



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IP 3

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Part 4 (Joint Assistance Sponsorship Program)

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4.2. Process for JAS

The following table describes the steps in processing JAS cases. For the overseas processes, please refer to OP 5.

Step	Action
<p style="text-align: center;">1 Visa Office</p>	<p>The visa officer requests a sponsor by submitting a JAS Referral. For more information please refer to OP5.</p>
<p style="text-align: center;">2 Matching Centre</p>	<p>The Matching Centre (MC) will</p> <ul style="list-style-type: none"> • review the request for a sponsor as well as information provided by the visa office and CAIPS notes on the case, • contact the visa office if information is missing or if clarification is required. • post a brief profile of the case on the JAS/VOR website: http://www.cic.gc.ca/jas-pac/index_e.aspx. This website is accessible only to local CIC officers and to Sponsorship Agreement Holders (SAHs). <p>If additional settlement information is available, the profile on the website will recommend that the sponsor contact either the local CIC office or the MC.</p> <p>The profile will be <u>posted</u> for a maximum of 6 months. In some cases, short-term extensions may be given. If no sponsor has been found within the time frame, the profile will be removed from the website and referred back to the visa office.</p> <p>Note: For Urgent Protection (UPP) cases the MC will send the profile directly to local CICs, asking that a sponsor be found urgently and explaining why. These cases will <u>not</u> be placed on the website, due to time constraints.</p>
<p style="text-align: center;">3 Local CIC/sponsor</p>	<p>The sponsoring group and community should be able to meet the needs of the refugee(s) according to the profile. Some things to look for in a potential sponsorship are:</p> <ul style="list-style-type: none"> • Do(es) the refugee(s) have family in the area? • Is the refugee from an ethnic background that is already established in the community? • Is there available housing to accommodate the family size? • Does the community have the proper supports such as medical facilities, trauma counselling, language training etc? • Are there employment opportunities in the community? • And any other relevant information.
<p style="text-align: center;">4 Sponsor/local CIC</p>	<p>Once the sponsoring group has decided to sponsor the case, they should immediately contact the local CIC to confirm their commitment to submit an undertaking to sponsor.</p> <p>The local CIC will contact the MC so that the profile can be removed from the web site.</p> <p>The local CIC will then provide the pertinent tombstone data to the sponsoring group (i.e. names, DOB, etc.) so that the appropriate sponsorship undertaking forms can be completed and submitted.</p> <p>The sponsoring group will complete the undertaking forms and submit them to</p>

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	the local CIC office. When the undertaking has been received at the local office, the CIC officer will mail a copy to the MC and to the visa office.
5 Local CIC	The local CIC will notify the sponsor 5-10 working days prior to the refugees' arrival, when the Notice of Arrival Transmission (NAT) is received.

5. JAS under One-Year Window of Opportunity Program (OYW)

5.1. General Guidelines

Sponsors should be made aware that they are responsible for any additional dependants that have been declared on the IMM 0008, should they travel to Canada under the One Year Window of Opportunity (OYW) program.

In cases where the Principal Applicant (PA) was selected under the JAS Program, the PA may submit a request for the processing of the non-accompanying family members at the local CIC responsible for providing their RAP income support benefits.

The local CIC will re-evaluate the level of support required to cover the non-accompanying family members who will be arriving under OYW. For example, a case may no longer qualify as a JAS if the arrival of the non-accompanying family members will provide adequate care and support to the PA.

For information regarding eligibility under the OYW, please refer to **Section 24** in IP3 Part 2 - Resettlement Assistance Program.

5.2. Special circumstances -- Separated minors

If a refugee minor in the care of a principal applicant (PA) does not meet the definition of family member, but is considered to be an integral part of the PA's family unit, the visa officer will ensure that the relationship between the minor and the PA is a bona fide dependent relationship. It will be flagged in the subject line of the PA file that the case involves a de facto dependant or consanguineous minor.

For more information about separated minors please refer to Section 44 – IP 3 Part 3 – Privately Sponsored Refugees (PSR).

5.3. Procedures for processing separated minors, including de facto dependants and consanguineous minors:

Note: For consanguineous minors, this section applies when the local CIC, upon meeting the blood relative, determines that the relative does not have the resources necessary to care for the minor without additional support.

52.3.1 For de facto dependants:

NHQ/Matching Centre

The case will be posted on the secure JAS website so an appropriate sponsor may be found. Details indicating that the family includes *de facto* dependants and that the family will rely on the sponsor for help in following through with the process to become a legal guardian will be forwarded to the local CIC when potential sponsors inquire.

Local CIC

- checks the CIC Intranet site for information on the guardianship process and contact information for the province where the PA and minor will reside.

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- provides the sponsor with the guardianship information relevant to the province where the PA and the *de facto* dependent minor will reside.
- ensures that the sponsor understands they have a role in assisting the PA to follow through with the guardianship process.
- confirms the sponsorship undertaking.
- instructs the visa office and the Matching Centre to proceed with the case (cc Regional Headquarters).
- informs the provincial Director of child welfare that there is a *de facto* minor arriving in the province. The local CIC will specify if the JAS request indicates any concern for the child's safety and will indicate that the minor will be receiving support from a private sponsor.

From this point on, normal JAS procedures as outlined earlier can be followed.

52.3.2 For consanguineous minors:

NHQ/Matching Centre

The JAS case will be posted on the secure JAS website with a recommended destination (where the relative lives). The Matching Centre indicates on the file, and forwards to the local CIC, that this is a situation of a consanguineous minor being united with a relative in Canada. The relative will rely on the sponsor for support to provide care for the minor and help in following through with the process to become a legal guardian.

Local CIC

- checks the CIC Intranet site for information on the guardianship process and contact information for the province where the relative and the minor will reside.
- contacts the relative to confirm that they understand their responsibilities as guardian of the child once in Canada.
- makes sure the relative understands that as guardian they will be responsible for the care and protection of the minor until the minor reaches the age of majority in the province in which they reside.
- encourages the relative to secure legal guardianship, letting them know that the RAP officer will be in touch with information on how to initiate that process once the child arrives in Canada.
- where necessary, has the relative sign the Immigration Loan/Contribution form [IMM 0500E]
- when approached by an interested sponsor, ensures that the sponsor understands their role in assisting the family to follow through with the guardianship process. It provides the sponsor with the guardianship information relevant to that province.
- confirms the undertaking.
- informs the RAP service provider that a consanguineous minor will be arriving to be united with a relative in Canada and provides the RAP service provider with the necessary guardianship information for use during the orientation.
- informs the visa office and the Matching Centre to proceed with the case (cc Regional Headquarters).
- informs the provincial director of child welfare that a separated minor will be resettled with a family member in their province and that a sponsor is in place to help the relative because this situation has special needs.
- arranges a meeting with the relative to go over the details involving RAP services and support.

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5.4. Monitoring/Tracking – Local CIC

- The local CIC should conduct a monitoring interview with 100% of the cases (as part of their regular monitoring requirements) 7 months after their arrival. This will include a reminder to the PA and sponsor of the importance in following through with the guardianship process.
- Any follow-up action required will be dealt with on a case-by-case basis.
- The local CIC updates the Matching Centre (cc Regional Headquarters) once the monitoring interview has been completed and the file is closed.

6. Basic Orientation

JAS cases are entitled to the same orientation services as GARs. These services are provided by government-funded service provider organizations (SPOs).

Sponsors should be encouraged to attend orientation sessions with the refugees to maximize their contact with the refugees during their first crucial days and to familiarize themselves with what the refugees do and do not know.

Sponsors should be provided with a schedule of orientation dates and times well in advance, in order to facilitate their participation in these sessions.

Basic orientation, similar to that for GARs, is usually provided by SPOs. It may be delivered by local CICs in communities without RAP SPOs.

Sponsors should be involved as much as possible in all stages, including:

- orientation sessions,
- search for housing,
- accompanying the refugee(s), as much as possible, to appointments etc.

7. Monitoring JAS sponsorships

7.1. Reviews done by Local CICs

Local CICs should conduct formal reviews of JAS cases approximately 6 to 10 months after their arrival in Canada. Earlier intervention may be undertaken in cases of potential sponsorship breakdown or if other problems have been reported to the CIC officer.

The purpose of the local CIC review is to determine:

- how the refugee is establishing him/herself;
- whether the refugee's needs are being met;
- if the refugee situation has changed
- if income support is still required .

Note: All requests to modify assistance must be done in consultation with RHQ and the sponsor.
