

Program of Initial Resettlement (PIR) – Timeline

The deadlines listed below are measured from the client's arrival at their final destination or, in cases of walk-in Special Immigrant Visa (SIV) holders, approval of PIR benefits.

Pre-Arrival

- 📍 Confirm placement and prepare for client arrival.
- 📞 Contact U.S. ties (if applicable) to assess their capacity and willingness to assist. A U.S. tie assessment is required for virtual cases.
- 🏠 Secure long-term housing (or temporary housing if necessary) that is furnished with beds (including one pillow/person and seasonally appropriate linens), personal hygiene products (including bath towels and toiletry items), kitchen items (including cookware, cooking and eating utensils), and baby items (including diapers), and meets local, state, and federal housing standards.*
- 🏥 Share relevant pre arrival medical information with the State Refugee Health Coordinator and appropriate health care providers for cases with known medical needs.
- 🛡️ Coordinate with county or local public health authorities for cases with medical conditions affecting public health.

Entire Service Period

- 🗣️ Provide accurate and confidential interpretation services in the client's language, including upon arrival. Never use children as interpreters.
- 🏠 Provide material resettlement support for a minimum of 30 days, including housing, food, clothing, and essential household needs.*

Day of Arrival (Final Destination)*

- ✈️ Meet clients at the airport of final destination (or ensure U.S. ties do so) and transport them to housing.
- 🍽️ Provide a culturally appropriate, ready to eat meal.
- 🏠 Provide an initial home orientation covering:
 - 🛡️ Personal safety
 - 📞 Emergency contacts and procedures
 - 🔒 Use of household features (appliances, locks, utilities)
- 🛒 Make sure clients have essential goods (groceries, seasonally appropriate clothing, hygiene supplies, diapers/formula if needed).
- 📞 Ensure access to a phone for communication and service coordination.
- 💊 Confirm clients have all necessary critical medications.
- 🚑 Address emergency health needs as required.

Within 72 Hours of Arrival*

- 🏠 Conduct an in-person home visit (as soon as possible, but no later than 72 hours after arrival) to assess living conditions and immediate needs. (For SIV walk in cases, within 72 hours of approval of PIR benefits.)

* indicates the service is not applicable to virtual cases

Within 7 Business Days

- Complete an initial needs assessment.
- Assist clients with applications or referrals for:
 - ORR and mainstream benefits (cash and medical assistance)
 - Social Security cards
 - English language training
 - Employment and social services
- Develop a personalized Self Sufficiency Plan with each adult client, including:
 - Identified needs and barriers
 - Resettlement goals
 - Action steps with timelines
 - Referrals, services, and follow up plans
 - Client acknowledgment of review and agreement

Within 10 Calendar Days

- Assist with filing the AR-11 Change of Address form

Within 30 Calendar Days

- Assist with Selective Service registration when applicable.
- Assist with school enrollment for all school aged children as soon as possible, but no later than 30 days (excluding school holidays and summer closings).
- Within 30 calendar days of moving into permanent housing, provide, as needed, clothing storage such as a set of drawers or closet shelves, one kitchen table per family and one chair per person, one couch or equivalent seating per family, one lamp per room (unless installed lighting is adequate), lightbulbs, and household cleaning supplies.

As Soon as Possible, but No Later Than 90 Days

- Assist clients in obtaining a domestic medical screening.
- Assist with tuberculosis (TB) screening and required vaccinations.
- Provide the required direct assistance amount on a per client basis, including pocket money for incidental expenses.
Direct assistance may include:
 - Payments on behalf of the client for rent, utilities, or essential items
 - Cash disbursements

By End of Service Period (30–90 Days After Arrival)

- Assist clients in obtaining a driver's license or state ID, as appropriate.
- Assist clients in obtaining documents showing proof of employment authorization.
 - For refugees, this is an Employment Authorization Document (EAD)
 - For SIV holders, this is the Legal Permanent Residence card ("green card")
- Connect clients to additional ORR funded programs or community services based on identified needs.
- Provide cultural orientation covering topics such as:
 - Employment
 - Housing
 - U.S. laws
 - Transportation
 - Public education
 - English language learning
 - Financial management
 - Health care access

Case Closure

- Complete a closing assessment that documents changes in client needs, vulnerabilities, and overall well being.
- Transition clients to other services if continued support is needed (e.g., PC Intensive Case Management).



Timeline for Separated Refugee Children & Minors (M2–M7 Cases)

This section applies to children traveling separately from their biological or legally adoptive parents, or if a minor is married. (Applies only to designated minor classifications and is additional to the general timeline above.)

Pre-Placement / Pre-Arrival (When Applicable)

- 👂 Complete suitability determinations before placement assurance for minors joining caregivers already in the U.S. (codes M3, M5, M6).
- 📋 Suitability determinations include:
 - 👤 Relationship history (before and after arrival)
 - 👤 Family's ability and willingness to care for the child
 - 👤 Understanding of legal custody or guardianship
 - 📋 Relevant state legal requirements (i.e., licensing, custody)

At Placement / Early Post Arrival

- 📋 Provide written information to caregivers (translated, if needed) regarding:
 - 👤 Legal responsibilities
 - 👤 Custody or guardianship requirements
 - 👤 Foster care or licensing rules, where applicable
- ✍️ Obtain caregiver acknowledgment and retain documentation in the case file.

Within 7 Calendar Days of Arrival

- 👂 Complete suitability determinations for minors traveling with relatives or other caregivers (codes M2, M3).
- 🏠 If a placement is determined to be unsuitable:
 - 📞 Immediately notify ORR
 - 📋 Report to local child welfare authorities as required

Throughout First 90 Days After Arrival

- 📞 Maintain regular contact with the minor.
- 🏠 Conduct at least one home visit per month. Each visit must include direct engagement with the minor and observation of their:
 - 👤 Physical well being
 - 👤 Mental well being
 - 👤 Emotional well being
- ⚖️ Follow all state child abuse and neglect reporting laws.

After the 90 Day Monitoring Period

- 📋 Submit a **Minor Well Being Observation Report** within **30 calendar days after day 90** to the PIR National Agency and the State Refugee Coordinator.

