Rialtas na hÉireann
Government of Ireland

IRPP – Humanitarian Admissions Programme

Settlement Plan

Department of Children, Equality, Disability, Integration and Youth
www.gov.ie/dcediy

Welcome!

Sponsoring and welcoming beneficiaries to your community is a serious undertaking but with the right preparation and support you are sure to succeed and find the experience rewarding for all involved. The purpose of this Settlement Plan is to show that you as a Community Sponsorship Group are prepared to welcome and support beneficiaries arriving under the IRPP Humanitarian Admissions Programme. It should provide a useful framework for your preparations, helping you to plan for the potential needs of beneficiaries coming to your community. In addition to ensuring access to key services and entitlements, your group will play a vital role in helping beneficiaries to become self-reliant and to develop the capacity to participate fully in Irish life.

You can use the questions as pointers to help you focus on different aspects of your preparation.

Your Settlement Plan should outline the details of how your Community Sponsorship Group will support the beneficiary who will be in your community. It will require you to detail how you propose to meet the outcomes and requirements outlined below under the various headings.

Your completed Settlement Plan and required documents will be reviewed by The Open Community before they are sent to the Irish Refugee Protection Programme at the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) for approval.

Important: before completing this form, please ensure that you read 'Guidance for Sponsors' Settlement Planning'.

Please ensure that you understand the criteria and responsibilities to apply for approval before submitting the Settlement Plan. It is important to complete all sections of the plan as an incomplete plan will be returned and may cause a delay in the processing of your Settlement Plan.

Data Protection

The purpose of this policy is to provide a clear statement of the Department's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts. We place high importance on the correct, lawful and fair handling of all personal data, respecting the legal rights, privacy and trust of all individuals with whom we deal or interact with.

For full policy click here - Data Protection Policy PDF

Key factors you will need to identify in the plan:

- **Who** in your group will do the tasks you have identified?
- **How** will you all fulfil your assigned roles?

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- **Where** will the beneficiaries live, the children go to school, etc.?

When you are completing the plan please ensure you have addressed the full range of issues that will be needed to welcome, support and integrate beneficiaries in your community. This includes:

- A home of their own, of an acceptable standard, furnished and with adequate facilities.
- School places for the children.
- Appropriate translation and interpretation services, as required.
- Arrival day plans and a comprehensive welcome and support plan for the first week.
- Information for accessing Social Welfare Payments and eligibility for the Housing Assistance Payment (HAP) and information for access to financial support to the beneficiaries until the Social Welfare payments are in place.
- Opening a bank account.
- Registering with a GP, dentist and other medical services.
- English language training, both formal (ESOL training and qualifications) and informal (conversation sessions).
- Move to more permanent accommodation at the end of the sponsorship period.

In this plan you will need to show that you can deliver across all aspects of the resettlement process, from welcome to ongoing support and integration. You will need to show that members of the group have the relevant experience or expertise, or that you have linked with other people and organisations in your area who can help. Necessary or useful skills and competencies within your group include:

- Finance – budgeting, accounting, etc.;
- Child safeguarding knowledge and designation – either as a Mandated Person or Designated Liaison Person (DLP);
- Ability to act as, or to access, interpreters;
- English language tuition e.g. ESOL qualifications;
- Experience as a health practitioner;
- Local authority experience and/or contacts;
- Knowledge of or connections to organisations or groups specialising in supporting refugees or asylum seekers, social inclusion or local development;
- Ability to find employment or training opportunities for the beneficiaries and;
- Knowledge of or connections to places of worship, cultural centres, or refugee support groups.

Section 1 – Pre-Arrival

The group has raised sufficient funds and fulfilled preparatory training, child safeguarding requirements prior to the beneficiaries' *arrival.*

Fundraising

1.1. Have you raised the minimum amount of €10,000/€5,000 for a single person (of which €2,000 may be in-kind donations) in order to support the beneficiaries financially? (Please include a group bank statement with your application form)

☐ YES
☐ NO

Amount raised (in €):

1.2. Have you prepared a draft budget for the sponsorship commitment period, based on projected expenses and the amount raised to date? (Please provide any relevant details)

☐ YES
☐ NO

Details:

1.3 Have you attended all community sponsorship group training modules?

☐ YES
☐ NO

Please outline the date the training was undertaken and who from the group attended:

Child Safeguarding

1.4. Have you completed a group Child Safeguarding Policy (Please submit this with your Settlement Plan)

☐ YES
☐ NO

1.5. Are all group members familiar with the contents of the group Child Safeguarding Policy, and able to easily access it?

☐ YES
☐ NO

1.6. Has each group member completed Tusla's e-learning module, 'Introduction to Children First'? (Please provide certificates of completion with the Settlement Plan. These will be emailed to group members on completion).

☐ YES
☐ NO

1.7. Have you appointed a point of contact within your group for matters concerning child safeguarding? (Please provide name)

☐ YES
☐ NO

Name:

Additional Resources

- Tusla Children First E-Learning Programme Website

Section 2 Post-Arrival: Immediate Support and Orientation for the beneficiaries

Beneficiary members feel welcome in Ireland and can quickly adapt to life in their new home.

2.1. Who in the group will meet and greet the beneficiaries at the airport?

2.2. How will you ensure that you can communicate with the beneficiaries on arrival? Have you prepared for an interpreter to be with you at the airport?

2.3. How will you escort the beneficiaries and their belongings to their new home, and what arrangements will you make around this?

2.4. Have you prepared and translated a welcome booklet providing information about the beneficiaries' accommodation to assist them settling in? This booklet should include information about the accommodation and the operation of household appliances, lease obligations, health and safety information, contact details for your group and information about what to do in case of an emergency. Who will be responsible for preparing this booklet?

2.5. What essential items (e.g. basic, culturally appropriate groceries, toiletries and other household items) will be purchased in advance of the beneficiaries arrival? Who will be responsible for getting these items?

2.6. How will you provide the beneficiaries with cash equivalent to their social welfare entitlements for initial expenses including groceries, toiletries and clothes while social welfare payments are being processed? How will you explain Child Benefit Payments? Who will take responsibility for this?

2.7. Are you able to provide information on budgeting assistance if required? (Please provide any information or research you have done around this, e.g. contacting the Monetary Advice and Budgeting Service (MABS)). Who will take responsibility for this?

2.8. How will you help the beneficiaries become familiar with the value of the Euro currency and how much things are worth?

2.9. How will you help relevant beneficiary members to set up a bank account? Who will take responsibility for this?

2.10. How will you provide information to the beneficiaries around local shops and transport? Who in the group will be available to show the beneficiaries the local amenities and shops etc.?

2.11. How will you assist the beneficiaries to access mobile phone services on arrival (including sim cards) and the internet?

Additional Resources

- The Money Advice and Budgeting Service (MABS)

Section 3 – Ongoing Supports: Establishing a Life in Ireland

The beneficiaries can make a life for themselves in Ireland, including accessing community activities, medical care, language skills, education and employment.

Irish Residence Permit (IRP)

3.1. How will you assist the beneficiaries to register for their Irish Residence Permits (IRPs) as soon as possible, ideally within 7 days of arrival? (Note that you may have to arrange the appointment before their arrival)

Personal Public Service Number (PPSN) Registration

3.2. How will you assist the beneficiaries to register for their Personal Public Service Numbers (PPSNs) as soon as possible, ideally within 7 days of arrival? Where will the beneficiaries have to go to do this and who will accompany them?

Social Welfare Support

3.3. Have you identified the nearest social welfare branch office or Intreo centre to where the beneficiaries will live?

☐ YES – please provide details:
☐ NO

3.4. How will you support the beneficiaries to make a claim for social welfare income when they arrive? Where will the beneficiaries have to go to do this and who will accompany them?

3.5. What information have you gathered so far around social welfare supports? (e.g. have you familiarised yourselves with relevant forms; made an application timeline; asked Citizens Information/Intreo/your local social welfare branch office for information?)

3.6. How much social welfare income do you calculate the beneficiaries are likely to receive each week? (€) (Please provide detail, e.g. Job Seekers Allowance, Supplementary Welfare Allowance, etc.)

3.7. What steps will you take to ensure that any Child Benefit Payment will go directly to the mother?

Healthcare supports

3.8. How will you support the beneficiaries to register for a medical card? Who in the group will take responsibility for this?

3.9 What steps have you taken/will you take to identify and contact local GPs in advance of the beneficiaries' arrival?

3.10. How will you assist the beneficiaries to register with a local GP, ideally within one week of arrival? Who will accompany them to the GP?

3.11. Is your chosen GP familiar with the HSE telephone or in-person interpretation service? Is this service available to your local GP?

3.12. How will you assist the beneficiaries to register with a local dentist? Who will accompany them if needed?

3.13. Have you checked with your GP and dentist to see if they will accept medical card holders? If not, what steps have you taken to ensure that the beneficiaries will be able to register with a local GP and dentist, given that they will hold medical cards?

3.14. Have you identified any appropriate mental health services and specialist services in your region, where available, such as for victims of torture, and gender-based violence? (Please provide details)

☐ YES
☐ NO

Details:

Educational Support for Child/ren

3.15. How will you assist the beneficiaries to register their child/children with local schools as soon as possible, ideally concluding registration within 2 weeks of arrival? (Note that you may have to arrange an appointment with the school/s or local Educational Welfare Service before the beneficiaries' arrival). Who will take responsibility for this?

3.16. What additional supports may be available to assist the child/children especially during the first 6-12 months in school?

English for Speakers of Other Languages (ESOL)

3.17. How will you arrange formal English language tuition for adults as soon as possible, ideally within a month of arrival (depending on the needs of the beneficiaries)? Note that formal English language tuition should be provided by a suitably qualified ESOL teacher. Who will take responsibility for this?

3.18. How will you supplement formal English language tuition with less formal conversational English practice?

3.19. Have you identified any local opportunities for the beneficiaries to achieve English language qualifications that will support access to employment and education? (Please give details)

☐ YES
☐ NO

Details:

Access to Employment, Education etc.

3.20. How will you provide assistance regarding access to employment, including development of curriculum vitae, education and recognition of qualifications etc.? Who will take responsibility for this?

3.21. What volunteering opportunities have you identified for the beneficiaries, if any, in the local area?

3.22. How will you assist beneficiary members to obtain an Irish driving licence, if desired?

Community Involvement

3.23. What local community activities have you identified that the beneficiaries could be linked in to if they so wish? These might be both within and without the sponsoring group, and may include children's playgroups, coffee mornings, local clubs, local events, etc. Have you considered gender specific activities?

3.24. How will you support the beneficiaries to attend these community activities?

3.25. What places of worship have you identified in your area?

Interpretation and translation services

3.26. Have you sourced locally available interpreting services that will be available to the beneficiaries? (Please provide details)

☐ YES
☐ NO

Details:

3.27. If applicable, how have you budgeted to pay for professional interpreting services? (Please provide detail)

Achieving Independence

3.28. Can you briefly outline your groups' strategy to ensure the beneficiaries attain independence when the 18-month sponsorship commitment ends?

Additional Resources

- ISD information on obtaining an Irish Residence Permit (IRP)
- List of PPS number allocation centres nationwide
- Accreditation and Coordination of English Language Services (ACELS) – list of recognised language schools nationwide
- NDLS Information on obtaining a driving licence for holders of non-Irish driving licences
- HSE – GPs who accept medical cards
- About the Irish Health System: a guide for refugees and other migrants (English & Arabic)
- HSE Medical card application process
- Information on social welfare payments available from the Department of Social Protection
- Irish Translators' and Interpreters' Association
- Local Educational Welfare Service
- Quality and Qualifications Ireland
- BITC – RISE and EPIC employability projects

Section 4 – Accommodation

The group has sourced suitable accommodation for beneficiaries prior to their arrival.

One of the primary and more difficult challenges your group may face is finding suitable accommodation for the beneficiaries for the duration of the sponsorship period (2 years).

Finding suitable accommodation can take time, so it is recommended that your search starts as soon as possible.

Your group will be responsible for the payment of the deposit and any rent payable in advance of the beneficiaries' arrival. Any rent paid by the group in advance of the beneficiaries' arrival is non-refundable under HAP. It is therefore recommended that groups only commit to accommodation once they have almost or fully completed the other components of the Settlement Plan. **Remember that it will take time to complete the other parts of the preparation process.** This includes fundraising the required amount; compiling your Settlement Plan; completing the Tusla e-learning training; and composing a group Child Safeguarding Policy.

Therefore, you may submit Sections 1 - 3 for approval even if you have not yet secured accommodation. You may then submit Section 4 once you have secured suitable accommodation. This will help to expedite the application process between sourcing accommodation and the beneficiaries' arrival.

When budgeting for rental costs, it is important to be aware that:

- As above, your group will be responsible for all rental costs prior to the beneficiaries' arrival
- Your group will be responsible for the cost of deposit

- Your group may also have to pay rent upfront for 2-3 months while the beneficiaries' application for HAP is being processed
- To apply for HAP, the beneficiaries must firstly apply to be put on the local authority's social housing list. Secondly, once approved, they will need to apply for HAP
- A portion of the rent paid in advance of HAP being approved may be refunded, dating back to the point of application for HAP. Note that this is paid back in arrears, and therefore you should budget accordingly to cover this month's rent upfront
- Local authorities may grant a 20% top-up to the standard HAP rate available to a beneficiary. For example, for a HAP payment that covers rent up to €950, the threshold may be increased to €1140. However, be aware that local authorities do not always immediately approve the 20% discretionary top-up for HAP payments. Prepare a contingency budget so that you can cover this additional amount in case this occurs
- Private rental accommodation can be expensive and is not always fully covered by HAP. Consider how you or the beneficiaries will pay the differential
- Remember that the beneficiaries will also have to pay a weekly contribution to supplement the HAP payment. This is required for the local authority to continue to pay HAP to the landlord. This amount will be equivalent to a percentage of their income, around 12-15%.
- Please ensure that all appropriate documentation is sourced and completed.

Housing support does not replace existing entitlements. Rather, it is a commitment to ensure that accommodation has been identified and is available upon arrival in the destination community and will remain so for 24 months. In the plan you will be required to show, in detail, that you have addressed this essential criterion.

4.1. Have you secured suitable accommodation available to the beneficiaries for a period of 24 months?

☐ YES
☐ NO – If appropriate, please submit Sections 1 - 3 of your Settlement Plan and other relevant documentation for pre-approval

Please provide the property's address:

4.2. If you know it, what is the earliest date that you think you would be able to welcome beneficiaries?

4.3. Have you verified that the property meets the Standards for Rented Houses Regulations 2017 and 2019 and the local authority guidance on occupation standards? (Please provide details)

☐ YES
☐ NO

Details:

4.4. How much is the rent each month (please state in €)?

Details:

4.5. Is the property a private rental property whose rent will be supplemented via HAP?

☐ YES – Go to 4.6.
☐ NO – Please detail below details of the accommodation, including how it will be funded and secured for the required period of 24 months; and go to 4.9.

4.6. How will you assist the beneficiaries to apply for HAP with your local authority? Who in the group will be responsible for explaining the HAP scheme to the beneficiaries and assisting them with their application?

4.7. How much is the Housing Assistance Payment (HAP) rate for the size of property your group has secured based on estimated beneficiary size (please state in €)?

4.8. Is the accommodation affordable and sustainable for the beneficiaries, considering the social welfare income, including HAP, the beneficiaries will receive?

☐ YES (please provide detail below)
☐ NO (please explain below how you will ensure that the beneficiaries can afford their rent and all other essential household expenditure)

Detail:

4.9. Please confirm that the property will be appropriately furnished in time for the beneficiaries' arrival?

☐ YES
☐ NO

4.10. Does the property provide adequate privacy? (Please provide details)

☐ YES
☐ NO

Details:

4.11. How will you help the beneficiaries to register with utility companies and make appropriate arrangements for payment? Who in the group will be responsible for explaining utility obligations? (Note that utilities will need to be in place prior to the beneficiaries' arrival)

4.12. How will you provide the beneficiaries with information (including in the appropriate language) about the property, including, for example, health and safety and utilities?

4.13. Who in the group will act as the contact point in case of any emergencies or accidents? How will the beneficiaries be made aware of this point of contact?

4.14. Is the property adequately connected to public services, transport, and the local community? How will the beneficiaries be made aware of these services? (Please describe)

4.15. Does the property have safe electricity and/or gas supplies with adequate ventilation and lighting?

☐ YES
☐ NO

4.16. What do you anticipate will happen at the end of the two-year rental commitment period if the property is no longer available to the beneficiaries?

4.17. How would you support the beneficiaries to find and move into alternative accommodation if required? Please note an accommodation plan post 24 months will be required.

Additional Resources

- Housing Assistance Payment (HAP) Scheme
- The Irish National Organisation of the Unemployed: Working for Work Handbook
- 2017 (Standards for Rented Housing) Regulations 2017 – Irish Statute Book
- 2019 (Standards For Rented Houses) Regulations 2019 – Irish Statute Book
- RTB - Guide to Minimum Standards for Rented Residential Accommodation Leaflet
- Citizens Information - Minimum standards for rented housing

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PLEASE COMPLETE ALL SECTIONS OF THIS FORM BEFORE SUBMITTING

PLEASE SUBMIT THIS FORM TO THE OPEN COMMUNITY ALONGSIDE THE FOLLOWING:

Application Checklist

[☐] Completed Settlement Plan, Sections 1-3

[☐] Copy of Welcome Pack

[☐] Group Child Safeguarding Policy

[☐] Proof of completion of Tusla Children First e-learning module for all group members

[☐] Group bank statement evidencing funds raised to date

Once you have sourced suitable accommodation for the beneficiaries, please also submit the following:

[☐] Completed Settlement Plan, Section 4

[☐] Evidence of accommodation secured for a period of 24 months

[☐] Evidence the accommodation meets the minimum standards for rented accommodation (Inspection Certificate)

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