**SETTLEMENT CHECKLIST**

**BEFORE ARRIVAL**

* Review the detailed Settlement Plan and make any necessary changes
* Confirm and/or identify what needs to be completed by whom and when
* Confirm finances and monthly budget
* Identity appropriate housing options (temporary and/or permanent)
* Begin to source in-kind donations for furnishings and other household items
* Begin to look for employment opportunities through existing networks
* Learn about the newcomer’s society, culture, ethnicity and at least two or three words in their language
* Look into options for schooling/childcare
* Learn about rights and responsibilities (both sponsor and newcomer)
* Prepare the community (i.e. holding a community forum, distributing information)
* Find a place for the family to live
* Prepare the household for their arrival
* Confirm flight arrival details (with SAH or otherwise)
* Start looking for a family doctor
* Start looking for a dentist
* Inform schools of family's arrival
* Obtain maps of streets and public transportation routes

**IMMEDIATELY AFTER ARRIVAL**

* Apply for the Manitoba Health card
* Apply for the Interim Federal Health (IFH) plan if the newcomer family has not received this document at the port of entry (POE)
* Apply for a Social Insurance Number (SIN)
* Apply for Canada Child Benefit (CCB)
* Open a bank account
* Provide general and ongoing orientation on life in Canada

**ONCE THESE INITIAL THINGS HAVE BEEN DONE, THESE ITEMS SHOULD FOLLOW:**

**HOUSING**

* Learn and teach/inform about rights and obligations as a tenant - this will need to be reviewed regularly and with the change of seasons
* Installing the internet in the house or apartment
* Provide a land line phone as well as a cell phone
* Provide adequate furniture, bedding, towels, basic food, hygiene and cleaning supplies

**DAILY LIFE**

* Find out and show where to shop for everything including ethnic food which they may enjoy as well as other items which they may need
* Start the process of acquiring a driver’s licence

**HEALTH**

* Complete vaccinations for children
* Find out about counselling and mental health services in the community
* Locate nearby walk-in clinic or community health center for any immediate medical needs and provide the family with the contact information and walk-in clinic hours
* Explain Canadian medical system and set up appointment for physical examinations for the whole family shortly after arrival
* Set up dental appointments for the whole family

**EDUCATION**

* Register ALL school-age children to school
* Register ALL adults (18 years old or older) who have not completed the equivalent of grade 12
* Contact school board to schedule an appointment for assessment
* Visit the local public library for academic support and encourage the family to use the library even if they can't yet read English
* Schedule a meeting with the School Settlement Worker (if applicable) at the local school with the children and parents
* Liaise with School Social Worker (if applicable) to obtain school supplies

**ENGLISH LEARNING & COMMUNICATION**

* Schedule an appointment at the local LINC (Language Instruction for Newcomers Canada) or WELARC (Winnipeg English Language Access and referral Centre )
* Sign up for a LINC/ESL course
* Secure access to necessary interpreters/translators as required

**EMPLOYMENT**

* Visit the local settlement agency for job preparation courses
* Find out about relevant bridging courses
* Find out about professional/trade licensing requirements (if applicable)
* Teach/inform about rights of employees

**RECREATION**

* Introduce the family to the closest community centre and/or recreation centre. Provide them with the resources to use the services and assist them in doing so.
* Find out about available subsidies the family may be entitled to and help them apply for them
* Enroll children in swimming classes