



# CATHOLIC LEGAL IMMIGRATION NETWORK, INC.

## **Group Application Workshop for Refugee Adjustment of Status Applications**

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# Meet Your Presenter for Today



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# Objectives For Today

- Identify different purposes and formats for group application workshop models
- Learn how to implement different workshop models
- Encourage programs to use workshop models to effectively serve more people



# Agenda

- What is a workshop?
- Variations in using workshops
- Overview of Workshop Stations
- Best practices
- Pros & cons
- Lessons learned
- Resources
- Q & A



# What is a Workshop?

A group application workshop is a one or two-day community event bringing professionals and trained volunteers together to assist the foreign-born in accessing information about immigration benefits and/or completing an application for a benefit with or without the representation of a legal representative.



# Why a Workshop?

Goal: serve as a flexible service delivery model leveraging more human resources in order to serve more people

Purposes:

- Public education
- Document collection and organization
- Pre-screening
- Application assistance with Refugee Adjustment of Status applications as well as other immigration benefits such as naturalization.



# Workshops for Resettlement Orgs?

- Great way to offer authorized legal services to your community even if your organization isn't DOJ R&A
- Great way to establish new partnerships with legal organizations
- Great way to meet new volunteers who might provide services to your clients pro bono
- Great way to bolster your legal services referral list
- Great way to step into the legal realm to see if it's a good fit for your organization
- Great way for your staff to gain more experience with immigration legal services.



# Structures

- Format: Issues around how the design of the workshop interfaces professionals, volunteers and applicants for maximum efficiency and outcomes
  - 2 day vs 1 day
  - Registration only vs. walk-ins
  - 1 on 1 support vs. classroom
  - online assistance
- Scope of service: The spectrum of services provided between legal *representation* (G-28s filed and case management follow-up services) and *pro se* (in your own voice or on one's own behalf) assistance





# Variations in Using Workshops

Format	Scope	Purpose
1 Day	Pro se	Public Education
		Document Collection
2 Day	Full representation	Pre-screening
		Application Assistance

# OVERVIEW OF WORKSHOP STATIONS



# Overview of Workshop Stations

Station 1: Registration/Orientation

Station 2: Eligibility

Station 3: Application

Station 4: Passport/Copies

Station 5: Quality Control

Station 6: Packaging

\* For each station, designate a station captain

# Station 1: Registration and Orientation

In this station, applicants will get a glimpse of the different stations they will visit at the workshop. At this station, volunteers will:

1. Sign-in participants
2. Receive a friendly welcoming
3. Review the basic requirements for eligibility
4. Review documents required for application
5. Provide documents to fill out



# Station 2: Eligibility

In this station, participants will complete a screening document. The purpose of this station is for volunteers to verify that:

1. Applicant is ready to apply
2. Any additional documents are needed to be included with the application
3. Applicant needs to speak to an attorney before proceeding with the application process



# Station 3: Applications

- In this station, volunteers will assist participants by filling out the application. If the participant is unable to complete an application, they should be provided with a referral sheet.
- Volunteers should not give any legal advice and should flag an attorney if any legal questions should arrive.



# Station 4: Passport Photos and Copies

- In this station applicants will have two (2) standard, passport-style, color photographs taken. The applicant will need to submit these photos with their application.
- Volunteers will also assist participants by making copies of their application and supporting documents

Well Composed Photo Composition Examples



# Station 5: Quality Control

Experienced legal representatives should be in this station to review the application. They should look out for:

1. Accuracy
2. Any remaining red flags
3. Make sure the application is legible and any concerns on the application are properly addressed.
4. Make sure the applicant has all documents completed correctly





# Station 6: Packaging

- Application should be packaged with all supporting documentation
- Volunteers assigned to this station need to have a good understanding of all documentation required. (A checklist is beneficial)
- Volunteers make sure applicant send original application to USCIS and keep a copy of everything sent for themselves.



# Game Plan for Workshop Day

- Review volunteer assignments
- Provide a quick orientation/training to volunteers
- Run through a workshop timeline with key volunteers
- Have a plan if turnout is too high/ too small
- Have a referral system in place



# Small Group Processing Events

- **Criteria:**
- 20 – 75 attendees
- 1:3 volunteer/applicant ratio
- 1:7 attorney/applicant ratio



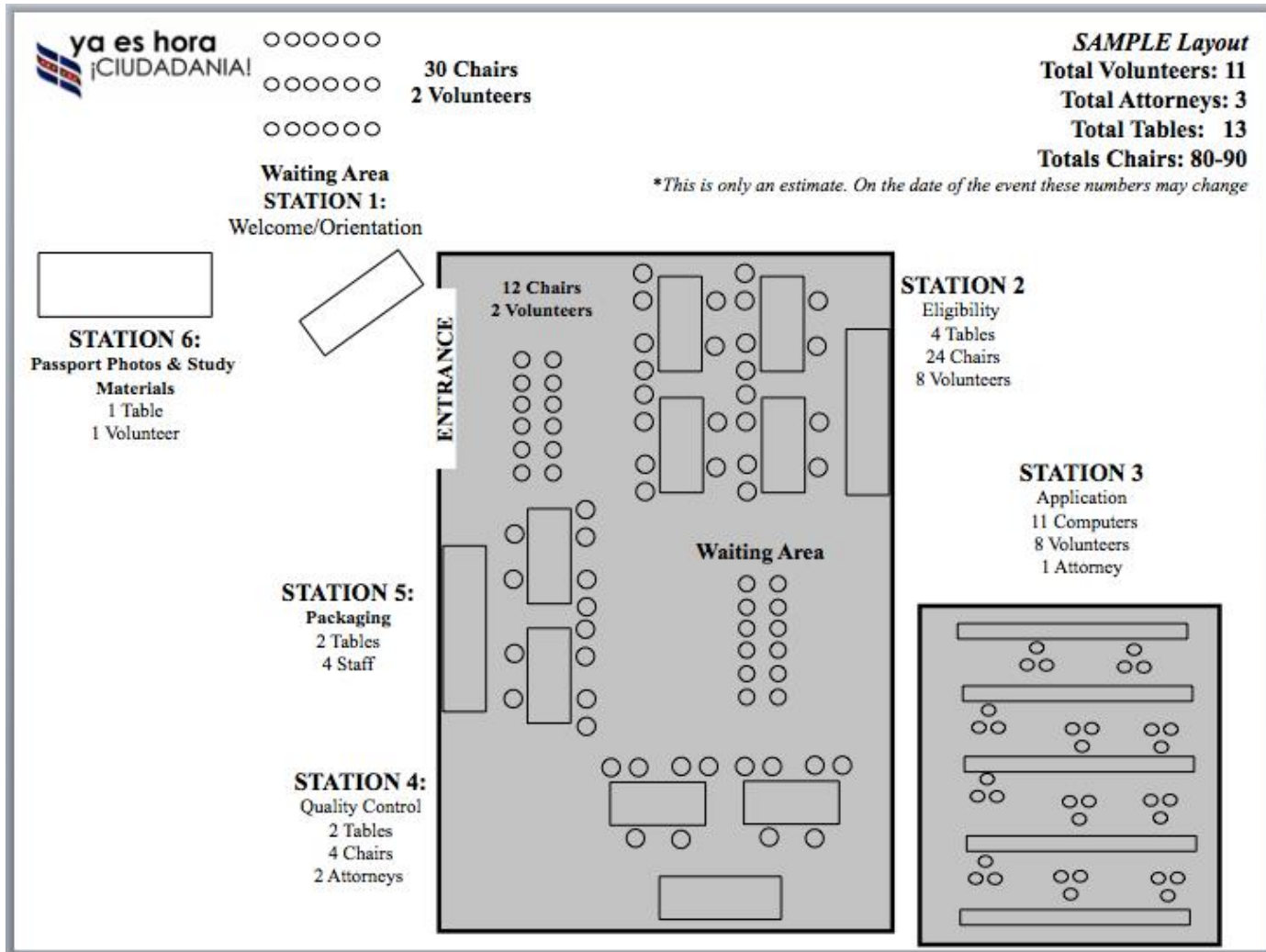
# Small Group Processing Events

## Volunteer assignments by Station

- Registration/Orientation: 2-3 volunteers
- Eligibility: 6-15 volunteers
- Applications: 6-24 volunteers
- Quality Control: 2-20 attorneys
- Copies and Passport Photos: 1-4 volunteers
- Packaging: 2-10 volunteers



# Workshop for 30 participants



# Large Group Processing Events

## Criteria:

- 75+ attendees
- 1:2 volunteer/applicant ratio
- 1:6 attorney/applicant ratio



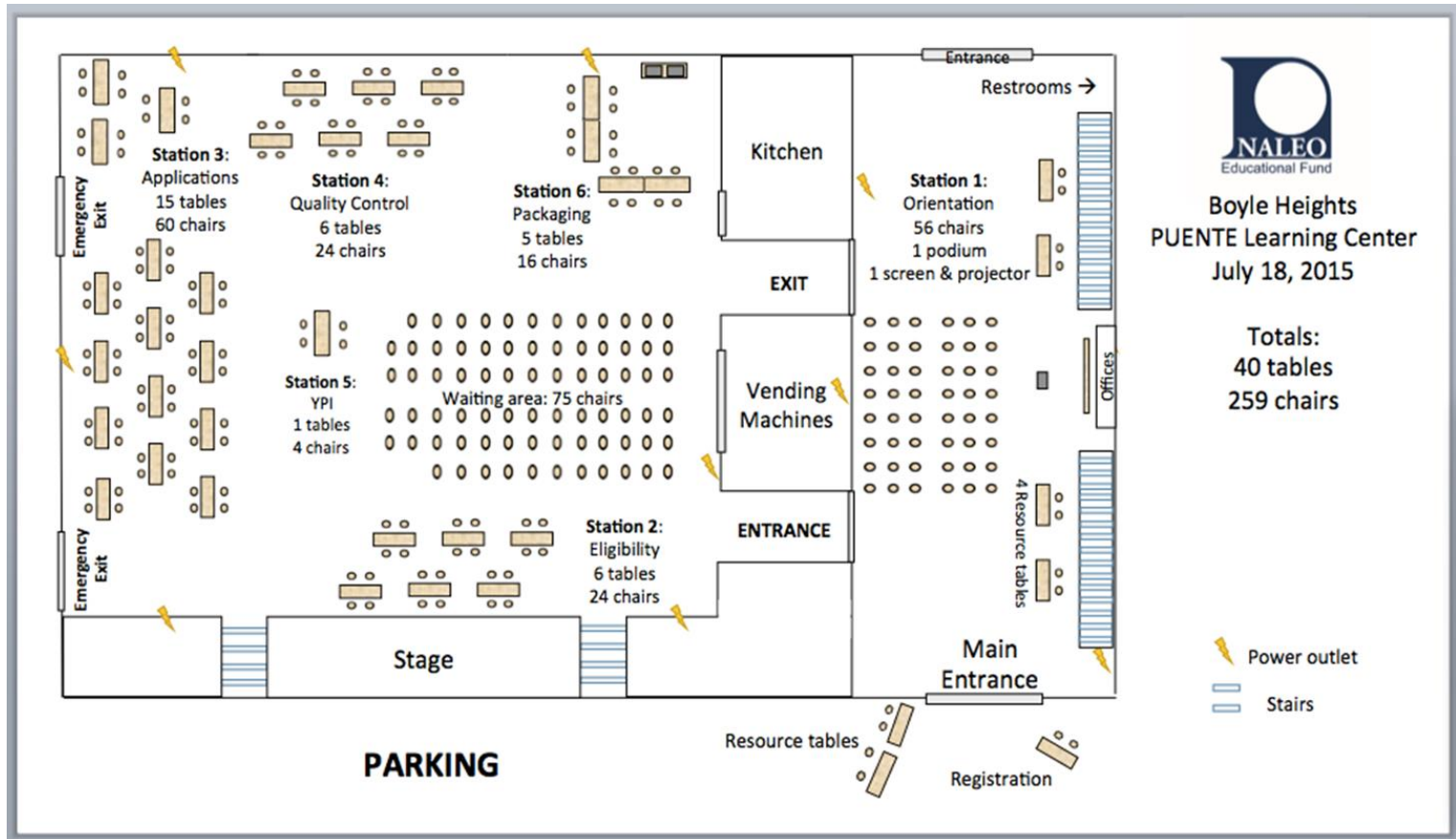
# Large Group Processing Events

## Volunteer Assignments by Station

1. Registration/Orientation: 2-6 volunteers
2. Eligibility: 12-24 volunteers
3. Applications: 24-36 volunteers
4. Quality Control: 8-20 attorneys
5. Copies: 2-4 volunteers
6. Packaging: 10-16 volunteers



# Sample Layout – Large Scale





# Planning Recap

- Space, equipment, tools
- Staffing (includes attorneys, DOJ reps, volunteers, interpreters, childcare (if applicable))
- Partners (churches, community orgs, libraries, law firms, schools, government entities)
- Outreach
  - Advertisement (media, social networks, client databases, other social service agencies, etc.)
- Referrals (before, day-of, after the workshop for complicated cases, GED programs, ESL/Citizenship Classes, Embassies, etc.)
- Evaluation (SWOT)



# Best Practices

- Maintaining confidentiality
- Having language access
- Sharing outcome and thanking volunteers



# Pros and cons

## Pros:

- Large number of folks served in one-two days
- Collaboration with community partners and volunteers
- Reaching those otherwise unable to come to office hours (if conducted on evening/weekend)
- Generate excitement and press attention for citizenship efforts

## Cons:

- Requires planning and coordination well in advance
- Turnout can vary
- Staff burnout (especially for weekend events)
- Emphasis on quantity means complex cases referred out

# Lessons Learned

## Some tips/lessons learned from workshop implementers

- Have a game plan
- Manage your registrations based on volunteer capacity
- Screen your participants ahead of time
- Provide clear instructions to your volunteers
- Make signage clear
- Collaboration – develop strategic partnerships
- Targeted outreach based on LPR community
- Incorporate ways for applicants to participate and take ownership of the process
- Create a tight system for follow up appointments and referrals

# CLINIC resources

- “Mega” Group Application Workshop Webinar
- <https://cliniclegal.org/resources/mega-group-application-workshop>
- Naturalization Workshop Toolkit
- <https://cliniclegal.org/toolkit/naturalizationworkshop>
- DACA Workshop Toolkit
- <https://cliniclegal.org/resources/toolkit-deferred-action-childhood-arrivals-daca-workshops>
- Prezi on Large-Scale Immigration Legal Service Delivery Model for Administrative Relief
- <https://cliniclegal.org/resources/large-scale-immigration-legal-service-delivery-model-administrative-relief>

# Questions



# Program Management Resources

- Manual: *Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity*
- Immigration Legal Program Management Self Assessment Tool
- Toolkits: CM, BIA Recognition & Accreditation
- Archived Webinars: *Top 5 Transition Issues in Program Management and Sub-Offices*

<https://cliniclegal.org/category/issues/program-management>)

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