



CANADIAN BAPTISTS  
OF ATLANTIC CANADA

# CBAC BVOR Sponsorship Handbook

Updated January 2018

## List of families available for sponsorship

The Canadian Baptists of Atlantic Canada is a registered Sponsorship Agreement Holder (SAH) with the federal government. As such we have access to a list of refugees that are available for sponsorship. This list includes cases for BVOR (Blended Visa Office Referred) sponsorship accessible to all SAHs.

Families on the list may be from any national origin. All families on this list have been screened and processed by Canadian Visa Officers overseas and deemed the given families to be “travel ready”. As such, these families may come to Canada within 4 – 12 weeks following the submission of the application to sponsor.

We also encourage groups to consider full private sponsorships to help facilitate family reunification.

## BVOR Program Requirements

- Sponsors are required to fully support their family for 12 months after they arrive in Canada. This includes start up costs, some medical expenses (dental), and monthly support. With BVOR cases, the government will pay 6 months of support through the RAP program, normally months 2 - 7.
- Sponsors are responsible to meet the family at the airport, assist with housing and utilities, setting up bank accounts, applying for SIN, provincial medical coverage, child tax rebate, etc.
- Sponsors are responsible to ensure that adequate English language training is available for the family. In communities where government services are not offered, onus is on the sponsor to arrange such training. This may also include providing child care for pre-school age children during training times.
- Sponsors are also responsible to help the family transition onto Social Assistance if they have not secured full time employment by the end of month 12.
- For more information about refugee sponsorship, the responsibilities of the sponsor and the financial costs please refer to the RSTP website: [www.rstp.ca](http://www.rstp.ca).

## Before you choose a family

Before selecting a family, you will need to:

1. Contact and meet with Jacqueline or Paul in person or virtually to discuss refugee sponsorship.
2. Form a refugee sponsorship committee

3. Get affirmation from the church to pursue sponsorship, typically in the form of a congregational vote.
4. Determine what resources are available in your community. Factors such as the availability of interpreters, health services, English language classes, affordable housing, etc. will affect your choice of family.
5. Begin fundraising and figure out what is your budget for sponsorship.
6. Once you are ready to proceed with family selection, Jacqueline will assist with finding a family that meets your preferred criteria (size of family) and help you with the application process.

## Timing

- From selecting a family to submitting the application: within 2 weeks
- From application submission to approval: around 4 weeks
- From approval to arrival: 4 – 12 weeks (normally but this can vary)

Most cases on the list are “travel ready”, meaning that they have completed their medical, security and criminality screenings and are ready to travel to Canada once they are matched with a sponsor. It is important to be almost ready to welcome a family when you submit an application for a BVOR case. We recommend that you look at housing options but do **NOT rent a house** until you have an arrival date for the family. You will receive email notification from the government at least 10-14 days before your family arrives.

## Submitting your application

Once the church has been partnered with a family to sponsor, the sponsoring church will only have 2 weeks to submit their application.

The application process for a BVOR sponsorship is as follows:

1. The sponsoring church will need to request a copy of the Sponsorship Agreement Holder (SAH) agreement for Constituent Groups. Contact Jacqueline Derrah to request a copy ([refugeesponsorship@baptist-atlantic.ca](mailto:refugeesponsorship@baptist-atlantic.ca)).
2. The sponsoring church will need to complete the application documents “for Sponsorship Agreement Holders (SAHs) and their Constituent Groups (CSs)”. (<http://www.rstp.ca/en/processing/the-refugee-sponsorship-application-forms/>)
3. Scan and email a copy of your application package Jacqueline Derrah.
4. Mail a copy of the SAH agreement for Constituent Groups and a cheque for \$100 (administration fee) to the CBAC at the following address:

Canadian Baptists of Atlantic Canada  
 Attn: Jacqueline Derrah  
 1655 Manawagonish Road  
 Saint John, NB E2M 3Y2

5. The CBAC will sign your application and submit it to the government on your behalf.

## BVOR Sponsorship Application Forms

### Instruction Guide

#### **For Sponsorship Agreement Holders (SAHs) and their Constituent Groups (CGs)**

1. [Document Checklist \(IMM 5437\)](#)
2. [Undertaking/Application to Sponsor \(IMM5373\)](#)
3. [Sponsor Assessment \(IMM5492\)](#)
4. [Settlement Plan \(IMM5540\)](#)
5. **Optional:** [Use of a Representative \(IMM 5476\)](#)

### Financial Planning

Sponsors through the BVOR program are responsible for paying six months of income support (normally month 1 and months 8-12), and the government pays the other six months (months 2-7). The amount of income should be consistent with the Resettlement Assistance Program (RAP) rates. (<http://www.rstp.ca/en/sponsorship-responsibilities/resettlement-assistance-program-rap-rates/>) These figures are estimates only and may be a little higher than income assistance support. Start-up costs can be reduced through in-kind donations. For families with children, they are eligible to make application for child tax benefits as soon as they arrive in Canada. This often helps to supplement the family's income.

### Resettlement Assistance Program (RAP)

RAP refers to the income support refugees under the BVOR program receive from the government. Newcomers receiving RAP income support can work and make up to 50% of their RAP amount before any of it is clawed back. All changes of income and status must be reported to IRCC. RAP income support continues until month 8, or until the family becomes self-sufficient, whichever comes first.

#### ➤ [RAP & the BVOR Program: Questions and Answers](#)

The RAP gives allowances for food and incidentals, shelter and transportation. Once your family arrives or once you have the Notice of Arrival, the IRCC will email you to tell you how much money your family will receive under the RAP program. They will also send a document that needs to be signed by the family in order to start receiving RAP payments and a direct deposit form for those payments.

Families under the BVOR program are eligible for provincial health coverage, and extended coverage under Interim Federal Health, includes limited vision and dental care, coverage for many prescription medications and some other health benefits. Interim Federal Health may not

cover all medical expenses. Please see more details on our [website](#). If the RAP combined with other sources of funding (see below) is not sufficient to cover the family's needs, the sponsor may need to supplement the family's income. The sponsor may also choose to pay some of the optional costs, such as travel loans.

**Other sources of funding:**

Sponsors should apply for any and all sources of funding as soon as possible, typically as soon as the family members receive Social Insurance Numbers (SIN numbers).

- [Benefits Finder](#)
- [Federal child and family benefits](#) – Families with children are eligible for federal child benefits. As of July 1, the [Canada child benefit](#) (CCB) has replaced the universal child care benefit (UCCB) and the Canada child tax benefit (CCTB). To calculate how much your family is likely to receive, use the [Child and family benefits calculator](#). You can find the payment dates for various federal benefits [here](#). The child benefits take a few months to arrive after you apply, but they are retroactive and so the first cheque will be a large amount. Some sponsors have chosen to provide their family with a loan to cover expenses to be repaid once the child benefits arrive.
- [Provincial benefit programs](#)
- [GST/HST Credit](#)
- [Additional benefits for people with disabilities](#)
- [New Brunswick Fuel Supplement](#)
- [NS Heating Assistance Rebate Program](#)
- [Newfoundland Home Heating Rebate Program](#)
- [Nova Scotia Community Refugee Support Fund](#) (for welcoming initiatives, social and cultural events, and volunteer honorariums)

## Contact us

For questions about refugee sponsorship please contact:

Mrs. Jacqueline Derrah                      506.635.1922 ext 115

Email: [refugeesponsorship@baptist-atlantic.ca](mailto:refugeesponsorship@baptist-atlantic.ca)

Mr. Paul Carline                              506.635.1922 ext 106

Email: [Paul.carline@baptist-atlantic.ca](mailto:Paul.carline@baptist-atlantic.ca)

## BVOR Monthly Rates - New Brunswick

### 1. Basic & Shelter - G/L 59003:

Family Size	BASIC	SHELTER	TOTALS
Single	\$ 338.00	\$ 199.00	\$ 537.00
Single + 1 Child	\$ 509.00	\$ 300.00	\$ 809.00
Couple (2 Adults)	\$ 521.00	\$ 306.00	\$ 827.00
3 Persons	\$ 540.00	\$ 317.00	\$ 857.00
4 Persons	\$ 572.00	\$ 336.00	\$ 908.00
5 Persons	\$ 606.00	\$ 353.00	\$ 959.00
6 Persons	\$ 637.00	\$ 373.00	\$ 1,010.00
7 Persons	\$ 651.00	\$ 390.00	\$ 1,041.00
8 Persons	\$ 702.00	\$ 410.00	\$ 1,112.00
9 Persons	\$ 736.00	\$ 427.00	\$ 1,163.00
10 Persons	\$ 768.00	\$ 446.00	\$ 1,214.00
11 Persons	\$ 786.00	\$ 479.00	\$ 1,265.00
12 Persons	\$ 835.00	\$ 481.00	\$ 1,316.00
13 Persons	\$ 867.00	\$ 500.00	\$ 1,367.00

### 2. Transportation Allowance (Adults 19+) - G/L 59003:

City	Rate
Fredericton, NB	\$ 80.00
Moncton, NB	\$ 62.00
Saint John, NB	\$ 77.00

(Transportation Allowance eff Jan 2015 - reviewed each yr for increases)

### 3. Special Adjustment Allowances - G/L 59007

Allowance	Rate	Frequency	Notes
Maternity Diet Allowance	\$ 75.00	Monthly	To a maximum of 9 months or until month of birth. Must have doctor's note to confirm pregnancy. Issue from date of note. No retro.



## BVOR Monthly Rates - Prince Edward Island

### 1. Basic Needs (Food & Incidentals) - G/L 59003:

# of Children	0 - 11 Years	12 - 17 Years	1 Adult	2 Adults
0	0	0	\$214.00	\$361.00
1	1	0	\$362.00	\$518.00
	0	1	\$418.00	\$574.00
2	2	0	\$519.00	\$628.00
	1	1	\$575.00	\$682.00
	0	2	\$631.00	\$736.00
3	3	0	\$623.00	\$774.00
	2	1	\$677.00	\$828.00
	1	2	\$731.00	\$882.00
	0	3	\$785.00	\$936.00
4	4	0	\$769.00	\$918.00
	3	1	\$823.00	\$972.00
	2	2	\$877.00	\$1,026.00
	1	3	\$931.00	\$1,080.00
	0	4	\$985.00	\$1,134.00
5	5	0	\$913.00	\$1,062.00
	4	1	\$967.00	\$1,116.00
	3	2	\$1,021.00	\$1,170.00
	2	3	\$1,075.00	\$1,224.00
	1	4	\$1,129.00	\$1,278.00
	0	5	\$1,183.00	\$1,332.00
6	6	0	\$1,057.00	\$1,206.00
	5	1	\$1,111.00	\$1,260.00
	4	2	\$1,165.00	\$1,314.00
	3	3	\$1,219.00	\$1,368.00
	2	4	\$1,273.00	\$1,422.00
	1	5	\$1,327.00	\$1,476.00
	0	6	\$1,381.00	\$1,530.00

## 2. Shelter Allowance - G/L 59003:

Family Size - # of People	Shelter Allowance	Laundry	Telephone	Total
1	\$523.00	\$18.00	\$36.00	\$577.00
2	\$661.00	\$24.00	\$36.00	\$721.00
3	\$756.00	\$30.00	\$36.00	\$822.00
4	\$829.00	\$36.00	\$36.00	\$901.00
5	\$875.00	\$42.00	\$36.00	\$953.00
6	\$921.00	\$48.00	\$36.00	\$1,005.00
7	\$967.00	\$54.00	\$36.00	\$1,057.00
8	\$967.00	\$60.00	\$36.00	\$1,063.00
9	\$967.00	\$66.00	\$36.00	\$1,069.00
10	\$967.00	\$72.00	\$36.00	\$1,075.00
11	\$967.00	\$78.00	\$36.00	\$1,081.00
12	\$967.00	\$84.00	\$36.00	\$1,087.00

## 3. Transportation Allowance (Adults 19+) - G/L 59003:

City	Rate
Charlottetown, PE	\$65.00

(Transportation Allowance eff Jan 2015 - reviewed each yr for increases)

## 4. Special Adjustment Allowances - G/L 59007

Allowance	Rate	Frequency	Notes
Maternity Diet Allowance, if applicable	\$75.00	Monthly	Dr's note req'd. To be issued from date and/or receipt of medical note confirming expected due date. No retro.

## BVOR Monthly Rates - Nova Scotia

ALLOWANCE	G/L CODE	DESCRIPTION	MAXIMUM ALLOWABLE RATE
BASIC NEEDS	59003	Adult (age 18+) - Food & Incidentals	\$ 238.00
BASIC SHELTER	59003	Single	\$ 300.00 **
		Couple	\$ 570.00
		Family of 3 or more	\$ 620.00
TRANSPORTATION ALLOWANCE	59003	Adult (age 18+) - Bus Pass	\$ 78.00
Maternity Dietary Allowance, if applicable	59007	To a maximum of 9 months or until month of birth. Must have doctor's note to confirm pregnancy. Issue from date of note. No retro.	\$ 75.00

\*\*up to \$535 under certain circumstances - NS Provincial ESIA Rate

5.4.1 (a) Policy: Shelter Allowance under certain circumstances:

Under the following criteria, a shelter allowance for rent/own of up to \$535 will be allowed for:

1. disabled
2. fleeing an abusive situation until the issues related to the abuse have been addressed. This is limited to court processes, and/or counseling related to the abuse
3. has a chronic mental, cognitive or physical condition that limits participation in employment
4. is 55 years of age or over; or
5. is a youth aged 16-18



## BVOR Monthly Rates - Newfoundland

ALLOWANCE	G/L CODE	DESCRIPTION	MAXIMUM ALLOWABLE RATE
BASIC NEEDS - Food & Incidentals	59003	Single Adult	\$ 509.00
		Single Adult with Children	\$ 661.00
		Couple	\$ 720.00
		Couple with Children	\$ 707.00
BASIC SHELTER	59003	Single	\$ 149.00 **
		Couple / Family	\$ 372.00
TRANSPORTATION ALLOWANCE	59003	Adult (age 18+) - Bus Pass	\$ 70.00
Maternity Dietary Allowance, if applicable	59007	To a maximum of 9 months or until month of birth. Must have doctor's note to confirm pregnancy. Issue from date of note. No retro.	\$ 75.00

\*\*up to \$372 under special circumstances