



Administrative Relief Approval Day Checklist for Local Service Providers – What Needs to be Done in the First 24 - 48 Hours?

Marketing & Fundraising

1. Send **press release** to the media and stakeholders, placing it promptly on the website. Press release should explain why administrative relief (AR) is necessary in the absence of legislation and how it will improve the lives of people in your local community. It can also mention what the new forms of relief provide, how they can be improved, and why.
2. Publically **thank The White House** for taking action and how the need for comprehensive immigration reform continues. (Not everyone will be celebrating or happy with the president’s executive decisions or be supportive of legislated immigration reform.)
3. Contact already **cultivated funders** to discuss your community’s collaborative approach to AR implementation and ask for a quick release of emergency funding to support implementation. (Funders should have already read a draft plan/proposal from legal immigration service providers on the types of administrative relief expected and the scale of services needed to implement them.) See CLINIC’s resource development [template](#) promoting comprehensive immigration reform as a draft for administrative relief.

Services to Current & Prospective Clients

1. Launch **new webpage** with vital information for different audiences to let people know about: AR; what your organization will provide; and how to prepare for and access services. Post the same information on social media outlets. **Keep messages consistent.** Direct messages so prospective clients come closer to receiving authorized services.
2. Change agency’s **voice mail messages** into different languages with modified prompts to guide callers to key information matching what is on the website. Activate a pre-planned, community-wide “hotline” staffed by trained volunteers and some staff, if needed.
3. Prepare parent agency to receive an expected rush of people to the office seeking information in person, giving flyers with information matching website and social media and guidance on where and when to attend a public information meeting and prepare for an in-person consultation. **Be prepared for crowds.** A large room should be prepared for the first days after passage to speak to groups on a rotating basis as needed.
4. Query client database to **identify prospective clients**, particularly DACA family members and undocumented parents of USCs, who may have access under AR for a new immigration benefit. Contact these individuals using their phone #, mailing address and email address.

Analysis & Training

1. **Read the president’s statements thoroughly**; contemplating how AR and forthcoming regulations will impact program design and service models.
2. Access legal analysis from noted experts with experience in advocating for the AR and **use the analysis to train staff and local stakeholders.**
3. Schedule an opportunity for **stakeholders to learn about AR** from local or national experts in-person or online and educate stakeholders how services will be coordinated locally and their role in helping to make the plan successful.

Local Collaboration

1. **Celebrate** with local, collaborative partners and re-affirm the implementation plan to stakeholders. Use the event to bolster support for comprehensive immigration reform which is still needed.
2. Have pre-approved **referral agreements** from local service providers, legal and non-legal, where prospective clients can call or go to for their services (foreign-government issued identification documents, conviction records, qualified educational programs, loans, etc.)
3. **Coordinate public speaking events** with other nonprofits and USCIS’ Office of Public Engagement as they will be just as active in getting messages out in-person and via the media.

Staff & Volunteer Roles

1. Call pre-trained volunteers to **be on-site ASAP** to help greet crowds, answer calls, distribute materials, collect prospective client information, schedule appointments, etc.
2. Post pre-approved, [new job announcements](#) and coordinate with agency leadership, human resources and trainers on a rapid hiring and training plan. Re-assign existing staff to pre-approved, new program organizational chart and job duties for planned launch – keeping current caseload duties covered. (Be aware the government and private bar will be looking to hire experienced immigration staff, possibly from your own program.)
3. **Staff a Volunteer Coordinator** to organize training for pre-screened volunteers, legal and non-legal, to cover the essentials of AR and their roles and responsibilities to help implement your agency or local collaboration’s implementation plan.
4. **Extend office hours** with hired security so staff can work in shifts to see people who come to schedule, open intake hours.

Communications and Community Education

1. Release **schedule of public speaking events** where prospective clients can hear general information and appear with documents and fees for pre-screening sessions.
2. Get **anti-Unauthorized Practice of Law (UPL) [messages](#)** into every media outlet possible, especially in the target populations' languages.
3. Offer **experts for local television, radio and newspaper interviews/talk shows** and use vetted talking points that support the community plan, as one exists during the heightened hours after AR is announced. Stress to local news hosts the importance of letting immigration law experts speak in order to avoid spreading misinformation.
4. Begin **outlining talking points and power point slides** on AR and borrow materials released by national networks in as many languages as possible. (See CLINIC materials as they become available on its [website](#).)

Events & Initiatives

1. **Re-confirm available space** for large-scale presentations, screening and possibly group application processing events.
2. Organize an **agency open house celebration and public speaking engagements** to stakeholders (prospective clients, volunteers, referral sources and funders).
3. Take stock of the program's **[space, equipment and tools](#) checklists** for public speaking events (microphone and speakers, laptops and power point projectors, screens, podiums, registration tables, forms, wireless connections, etc.) and make them portable and available as frequently as needed, even for different events on the same day.

Administrative Advocacy

1. Join a local and national advocacy coalition, if not already done, to **learn about the forthcoming regulatory process** and share your concerns about AR's implementation.
2. Continue advocating locally and nationally for **Congress to pass** comprehensive immigration reform.

Other

- 1.
- 2.
- 3.

Note: Nonprofits using this checklist will need to prioritize the recommendations while evaluating: the estimated need for local services depending on the forms of administrative relief to be offered; agency strengths and challenges; program's scope and scale of services to be provided; models of service delivery options; and human, technical and financial resources available to scale-up. The element of time is critical when planning short and long-term program services based on when: administrative relief is announced and people seek information; applications and regulations are released; applications can be filed; people apply – quickly or later; and status ends and renewal opportunities begin. CLINIC affiliates are encouraged to consult your CLINIC Field Support Coordinator and include different levels of agency leadership in the consultation whenever possible.