

## **Year One (Start-Up) Mentoring and Technical Assistance by World Relief Includes**

- ☐ Programs that have not received Department of Justice (DOJ) recognition and accreditation are at the beginning of the process or those that are adding additional locations/sites.
- ☐ One-on-one individual attention through the initial DOJ application process for recognition and accreditation for each church of NCM site.
- ☐ A World Relief immigration attorney will work one-on-one with the individual seeking accreditation to compile the documents necessary for the application. This same employee will review documents, provide critique and ultimately submit the application.
- ☐ Programs will have access to an immigration attorney who will offer guidance in starting an immigration legal services program. This will include advice on best practices, as well as sample forms and procedures.
- ☐ All programs in Year One will also have access to all services provided in the description below.
- ☐ World Relief will advise us when Year One has been completed and provide a report on the progress of the site.
- ☐ Once the Year One/Start-up Phase is complete the site may choose to contract for Year Two/Technical Support. Conditions and invoicing for Year Two are to be discussed between and entered into directly World Relief and the site. When you are ready for Year Two you can appeal to Multicultural Ministries for a software grant by e-mail to [multi@nazarene.org](mailto:multi@nazarene.org). During year one consult with World Relief regarding the best software for your center.
- ☐ **Year Two (On-going Technical Assistance) by World Relief Include –**
- ☐ Programs that have received recognition and have at least one accredited staff member will receive access to legal and program management technical support
- ☐ Site staff will have phone and/or email access to a World Relief immigration attorney. The attorney will answer legal questions related to the specific site immigration cases.
- ☐ Site staff will also have access to an attorney who will answer any program management questions (i.e. proper forms to use or procedures to implement) and provide assistance with an additional staff accreditation packet or renewal of existing accreditation.
- ☐ Site staff will have access to regular World Relief webinars on a variety of legal and program management issues.
- ☐ Site may apply for case management software grant from Multicultural Ministries in the amount of \$1,500.



# Multicultural Ministries USA/Canada

## Department of Justice (DOJ) Accreditation and Recognition World Relief Mentoring and Technical Assistance Application

### Contact Information

Name of Church or NCM	
District	
Contact Person and Position	
Physical Address	
Mailing Address	
Email Address	
Work Phone	
Fax Number	
Church or NCM Website	

1. What services, if any, does your organization currently offer?
2. How are you currently servicing immigrants?
3. What is your mission and vision to servicing immigrants in the future? How will becoming Department of Justice (DOJ) Recognized and Accredited help you reach your mission and vision?
4. Do you have the support of your local board, Pastor, Executive Board and District Superintendent in becoming recognized and accredited? \_\_\_ Yes \_\_\_ No \_\_\_ Not sure

**Please read and sign where applicable with supporting documentation (see checklist) to [multi@nazarene.org](mailto:multi@nazarene.org)**

The Board or the Board of Directors and District has determined that it is in the best interests of the Church and/or NCM to become recognized and DOJ accredited in order to pursue its development and ministry goals.

\_\_\_\_\_  
Senior Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCM Executive Director (CEO)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

