



Multicultural Ministries USA/Canada

BIA Mentoring and Technical Assistance Application Information

What Am I Applying For?

- Board of Immigration Accreditation (BIA) Mentoring and Technical Assistance with World Relief in Partnership with Multicultural Ministries USA/Canada, Church of the Nazarene

Who Finances the BIA Mentoring and Technical Assistance?

- Multicultural Ministries USA/Canada Church of the Nazarene

Who Provides the Mentoring and Technical Assistance to become BIA?

- World Relief

What Is Needed Prior to Being BIA

- Recognition of an Agency – Requirements are spelled out on the World Relief's Overview of Board of Immigration Appeals Recognition and Accreditation Sheet
- Staff Member – A 40 Hour Immigration Training Course – This training can be done at various locations by World Relief and other agencies. This training is at the expense of the organization or individual.

Should I Apply Even if the Eligibility Requirements Above Are Not Yet Met?

- Absolutely. You can fill out the Intent to Apply Form if your church of CMC is interested in becoming recognized and BIA.

What Mentoring and Technical Assistance will be provided?

- For church or NCM staff or volunteers seeking accreditation before the on-the-job training with attorneys and /or accredited representatives at World Relief local affiliate offices. (This will require church and NCM staff/volunteers to travel to the location of a World Relief local office.)
- For each site determined World Relief will provide initial program design assistance, including but not limited to advice and assistance (via telephone and email with a World Relief staff attorney or BIA-accredited staff member) with the following:
 - Preparing a fee schedule,

- Determining specific services that the program should provide (i.e., types of cases to accept and forms to be completed and presented to the United States Citizenship and Immigration Service),
 - Identifying and hiring appropriate staff,
 - Creating volunteer training materials,
 - Selecting a data management system and other software,
 - Codifying program policies and procedures, and
 - Forming outreach strategy to inform those in need of availability of services.
- Assist in applying for organizational recognition from the BIA for each site established by MMO, and for accreditation of selected legal counselors, including providing letters of support and review of final application.
 - Provide ongoing training via webinars, as well as access to other ongoing training opportunities.
 - Provide regular updates via email and/or telephone of relevant changes to immigration law and case law.
 - Provide ongoing legal and program management technical assistance via telephone and email from an experienced World Relief attorney or BIA accredited representative which includes but is not limit to:
 - An initial response from a World Relief staff attorney or BIA-accredited representative within 48 hours (excluding weekends and holidays) to all technical assistance inquiries.
 - All information provided to World Relief will only be used by World Relief to provide immigrant legal services, restraining its use of the information for fundraising appeals or promotional purposes of World Relief programs and services.

Year One (Start-Up)

- Programs that have not received BIA recognition and are at the beginning of the process or those that are adding additional locations/sites.
- One-on-one individual attention through the initial BIA 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.

Year Two (On-going Technical Assistance)

- 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.

40 Hour Shadowing Hands-on Experience

- Individuals will be entitled to one week of shadowing at one of the World Relief offices. The 40 hours of shadowing will include job observation and on-site training, including both legal and program management training. Because of the limited availability of local offices, World Relief requests 45 days of request for shadowing.

Application Process

- Fill out Intent to Apply Application – **Please request application by e-mail to multi@nazarene.org**
- Your information will be added to a list of those requesting BIA
- Upon the approval of the Multicultural Ministries Director, World Relief will contact your church or CMC to access where your church or CMC are in the process of becoming recognized and BIA.
- Once the eligibility requirements are met World Relief will begin the Year One Assistance.
- Once Year One is completed then Year Two.