



# REINTEGRATION PLAN TEMPLATE FOR FAMILIES WITH CHILDREN



EU-IOM  
KNOWLEDGE  
MANAGEMENT HUB

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The first section should be completed by the case manager based on information available from the sending entity or from other background documents available, to avoid repeating the same questions to the child and/or caregiver.

NAME			ID NUMBER		
NAME OF ACCOMPANYING SPOUSE			ID OF ACCOMPANYING SPOUSE		
AGE/SEX OF CHILDREN REINTEGRATING WITH PARENT(S)	1	Age      Gender	4	Age      Gender	
	2	Age      Gender		5	Age      Gender
	3	Age      Gender		6	Age      Gender

PLACE OF RETURN (region, city or village)

## 1. SUMMARY OF RETURNEE FAMILY'S PLAN

ECONOMIC  
(including vocational training)

SOCIAL  
(including education and medical)

PSYCHOSOCIAL

## 2. TYPE OF REINTEGRATION ASSISTANCE TO BE PROVIDED

SHORT/MID-TERM

LONGER TERM ASSISTANCE

### SHORT/MID-TERM

TYPE	DESCRIBE	ESTIMATED COST	PERSON/ ORGANIZATION RESPONSIBLE	ESTIMATED TIMELINE FOR FOLLOW-UP	REFERRAL NEEDED?
CASH ASSISTANCE					
BASIC NEEDS (food, clothes, transport, etc.)					
ACCOMMODATION					
SCHOOL ENROLLMENT					
LANGUAGE (e.g. Refresher course in mother tongue)					
MEDICAL/ PSYCHOSOCIAL					
SPECIAL SECURITY MEASURES					
OTHER					

**LONGER TERM ASSISTANCE**

**ECONOMIC**

TYPE	DESCRIBE	ESTIMATED COST	PERSON/ ORGANIZATION RESPONSIBLE	ESTIMATED TIMELINE FOR FOLLOW-UP	REFERRAL NEEDED?
SKILLS DEVELOPMENT/ VOCATIONAL TRAINING					
JOB PLACEMENT / APPRENTICESHIP					
CASH FOR WORK					
INCOME GENERATING INDIVIDUAL PROJECT – MICRO BUSINESS					
INCOME GENERATING COLLECTIVE PROJECT					
INCOME GENERATING COMMUNITY PROJECT					
BANKING / MICRO CREDIT SUPPORT					
BUDGETING/ FINANCIAL COUNSELLING					
BUDGETING / FINANCIAL COUNSELLING					
OTHER					

**LONGER TERM ASSISTANCE**

**SOCIAL**

TYPE	DESCRIBE	ESTIMATED COST	PERSON/ ORGANIZATION RESPONSIBLE	ESTIMATED TIMELINE FOR FOLLOW-UP	REFERRAL NEEDED?
HOUSING SUPPORT					
DOCUMENTATION SUPPORT					
SOCIAL PROTECTION SCHEMES					
EDUCATIONAL SUPPORT FOR CHILD(REN)					
EDUCATIONAL AND TRAINING SUPPORT HEAD OF HOUSEHOLD/SPOUSE					
MEDICAL SUPPORT – CHILD					
LEGAL SUPPORT					
CHILD CARE					
TRANSPORTATION					
SPECIAL SECURITY MEASURES					

**LONGER TERM ASSISTANCE**

**PSYCHOSOCIAL**

TYPE	DESCRIBE	ESTIMATED COST	PERSON/ ORGANIZATION RESPONSIBLE	ESTIMATED TIMELINE FOR FOLLOW-UP	REFERRAL NEEDED?
SUPPORT FOR INDIVIDUAL CHILD					
INDIVIDUAL SUPPORT (head of household/spouse)					
FAMILY SUPPORT					
COMMUNITY SUPPORT					
OTHER					

**3. INDICATIVE LIST OF THE GOODS, EQUIPMENT AND SERVICES TO BE PURCHASED WITH THE REINTEGRATION GRANT AND CORRESPONDING ESTIMATED VALUE**

**GOODS, EQUIPMENT, SERVICES** **ESTIMATED COST**

**TOTAL**

4. LIST OF REFERRALS TO BE MADE

AGENCY	ASSISTANCE TO BE PROVIDED FOR WHICH FAMILY MEMBER
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5. EXPECTED IMPROVEMENT OF THE RETURNEE FAMILY'S PSYCHOLOGICAL, SOCIAL AND ECONOMIC WELLBEING AFTER THE ASSISTANCE IS PROVIDED

BASELINE REINTEGRATION SCORE			
ECONOMIC	SOCIAL	PSYCHOSOCIAL	COMPOSITE

6. IN THE EVENT THAT THE PROJECT IS ENVISAGED AT COMMUNITY LEVEL (SUCH AS A GROUP OF RETURNEES AND LOCAL COMMUNITY MEMBERS), INDICATE THE NAME OF EACH RETURNEE AND COMMUNITY MEMBER INVOLVED AND, IF ALREADY DEFINED, THEIR RESPECTIVE ROLES IN THE PROJECT

NAME

ROLE

DONE ON [DATE] IN [LOCATION]:

APPROVED BY [RETURNEE'S NAME AND SIGNATURE]:

APPROVED BY STAFF OR REFERRAL PARTNER'S NAME AND SIGNATURE:



## ANNEX 1: GUIDING QUESTIONS FOR DEVELOPING THE REINTEGRATION PLAN

The below questions can be used by the case manager when discussing the reintegration plan with the returnee family to help them think through the different options and prioritize support accordingly. These questions accompany the information and questions contained in the Reintegration Handbook Annex 1.F. Missions can adapt these questions to the scope of their programme and case managers can use them as needed during counselling sessions.

Note that some questions can be very personal so the case manager should always ensure they have established a climate of trust with the returnee family (see Reintegration Handbook section 2.1).

Please note that this template is to be used for migrants returning with their children. This might involve a couple, or a single parent. It is important to ensure that all individuals in the family, including the children, are present for the interview, or, if deemed necessary, interviewed in turn. Seeking the views of all members of the family, including children, is important, and every effort should be made to ensure that a male (or female) head of family does not respond on behalf of the other members of family.

### GENERAL REINTEGRATION PLANNING

- Have you thought about how you and members of your family can use your experience, your ideas, and your contacts to find or create new opportunities for yourself?
- Do you and your family already have plans for your future?
- Do you think you can use what you and your family members have learnt abroad here in your own country”?

### IMMEDIATE NEEDS/CASH GRANT

- Do you or any of your family members have any urgent needs?
- How will you get to your final destination within the country? How much will it cost? Can your family cover this cost?
- Where will you stay?
- Do any of you have any urgent health problems? Do you have any medicines you need for anyone in the family?
- Do you have anyone that can provide you with immediate help such as family or friends?
- Do you have any immediate safety or security problems?

### ECONOMIC

#### Skills development and vocational training

- What skills do you or members of your family already have?
- What new skills have you and family members gained while living abroad?
- What skills would you or members of your family like that you don't currently have? Would you or any of your family like to do training in this?
- How would you/they use these skills in the future?
- Do you know of centers which provide this training?
- Do you need support for transport costs to attend the training? Do you need childcare support?

#### Income generating individual project micro-business

- **Experience:** Have you or anyone else in your family run a business before? What type and what was the experience?

- **Skills:** What skills do you/they have to run a business? What training would you/they need?
- **Type and location:** What type of business are you/they thinking about opening? Where will it be located?
  - Will this business be a new one? Or resuming a past activity?
- **Market:** Do you know if there are already similar business activities in the area? Is there a demand for this business that is not met?
  - How do you/they plan promote your service/product?
  - Do you/they need a license to start this business?
- **Human resources:** Do you/they intend to hire other people to help you? How many people? What would be their roles?
- **Finances:** How much money would you/they need to start this business? What do you think would be your monthly costs? What do you think would be your monthly sales?
- **Risks:** What do you think will be the main difficulties/obstacles that you/they may have when opening a business? How do you think you/they can overcome them?
- **Long-term plans:** What are your/their long-term plans for this business? How would you/they like it to grow or change it over time?

#### Income generating project – collective and community (in addition to those above)

- **Teamwork:** Do you like working with other people? Do you have experience working with others in businesses?
  - Do you already have an idea of who you would like to work with?
  - What would you do if there is a disagreement?
- **Skills:** What skills do you think you could contribute to a business? What skills do you lack? Do the other members have those skills?
- **Finances:** How would you divide the profit or losses from a business amongst the group?
- **Long-term plans:** Do the business members all have the same idea about the long-term plans for the business? What will you do in case some members want to leave the business?

#### Job placement and apprenticeship

- **Experience:** What type of job would you or your family member like? What is your/their experience in this job? Do you/they have a CV/resume?
  - What certifications do you/they have? If obtained in the host country, are they transferable to the country of origin?
- **Skills:** When you read job advertisements in your field, are there skills that you lack?
- **Job searching:** Have you/they tried looking already and applying for these jobs? Where and with what employers? Has that been successful? What was feedback from these applications?
- **Potential employers:** Do you have an idea of what potential employers there are in your field? Do you have limitations in terms of geography or other issues for where you would like to work?

## SOCIAL

### Housing assistance

- Are you going back to your own house or elsewhere else? Is it a temporary solution?
- What conditions will there be? How many people are living there? Are there any safety or security concerns?
- Will you have to pay rent? How will you cover this rent?

### Documentation support

- Do you and your family members have identification and citizenship documentation for your country of origin? Do you/they have all your personal certificates (educational, job, etc.) and other information such as medical files?
  - Do your children or other family members and dependents have this documentation?
  - If documents are from the host country, is it in the language of the country of origin or does it need to be translated?

- Are there any other documents you/they need to access medical services, social protection schemes, housing, etc.?
- Are you able to obtain these documents yourself? Do you understand the process to obtain them? Do you have transportation and childcare to reach the offices?

### Medical support

- Do you/your family members have any medical conditions currently that require treatment or continuation of treatment?
  - How does this condition(s) impact your hopes for reintegration and your family members?
- Have you/they made arrangements to see a medical professional and continue your care? Do you need help finding a medical center/professional? Do you need help making the appointment?
- If continuing care, do you have copies of your/their medical records from the host country?
- Are there any fees for these medical services both in the short and long-term? Do you have the money to pay? Are there any government or other health plans that will help you with the fees?
- Where is the closest medical center that provides this care? Do you have transportation to reach it? Do you need childcare for your appointment(s)?

### Education for returnee

- Have you/your spouse finished your education? What level have you achieved?
- If they were in school in the host country: What is the equivalent level in the country of origin? How will you recognize previous education in the country of origin?
- Would you/your spouse like to continue studying? Where?
- Can you/your spouse speak the language of instruction?
- How do you register for school?
- Do you/your spouse have any specific needs regarding their education such as school fees, uniforms, transportation?

### Education for dependent children

- Do you know if your child(ren) will be able to resume school upon returning? What level have they achieved? Have you completed the registration?
- If they were in school in the host country: What is the equivalent level in the country of origin? How will you recognize previous education in the country of origin?
- Can the children speak the language of instruction in the country of origin?
- Do your child(ren) have any specific needs regarding their education such as school fees, uniforms, transportation?

### Legal services

- Do you/or any member of your family currently have any issues that require legal support?
  - Legal support may be needed for issues such as arrests, court cases, criminal prosecutions, lawsuits, family issues involving the law enforcement or the court, property restitution or compensation, labor law violations and defense of rights.

### Social protection schemes

- Are you/your family members registered for national and local social protection schemes (such as social security, pensions or old age assistance, state-supported health insurance or disability insurance options, public works programmes, food-based assistance, etc.)?
  - If you need to register do you know how to do so?
- Do you/any of your family members have any benefits from social protection schemes in the host country that you need assistance to receive or transfer to the country of origin?

### Childcare/child support

- Will it be necessary to find childcare for your child(ren)?
- If so, do you/your spouse already have all the information/support you need to find a childcare provider?

### Transportation

- For basic needs and getting to work or school, how will you and members of your family reach these places (private vehicle/bicycle, taxi, driven by friend, etc.)? Can you cover the associated costs on a daily basis?

### Special security measures

- Do you have any concerns about your family's safety or security in your return community?
- Are you aware of any safety or security threats in your return community? How will you and your family members handle these?
- If your family has any safety or security problems, who will you contact for assistance?

## PSYCHOSOCIAL SUPPORT

- How do you/your family members feel about your return? Do you/they have any mental or emotional difficulties?
- Did you or your family members have any mental or emotional challenges before your return that you think could reemerge during the reintegration process?
- Are you or your family members experiencing any mental or emotional difficulties because of this process? Has it affected your family relationships?
- If you or a member of your family needs psychosocial support, do you know where to go? (to understand where to refer returnees depending on their psychosocial needs, refer to section 2.6.3 in the Reintegration Handbook)
  - Do you know the fees for obtaining psychosocial support? Are there any programs that can help you with these fees?
- Do you have supportive relationships with friends and/or family that can help you and your family through difficult times in your reintegration process?
  - Would you like to meet other returnees for support?



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