



# REINTEGRATION ASSISTANCE PLAN TEMPLATE FOR UNACCOMPANIED AND SEPARATED CHILDREN



EU-IOM  
KNOWLEDGE  
MANAGEMENT HUB

Project funded by the European Union  
Project implemented by IOM

# REINTEGRATION ASSISTANCE PLAN TEMPLATE FOR UNACCOMPANIED AND SEPARATED CHILDREN

This form is for use with children who have migrated alone or without their parents and who are reintegrating following a Best Interests Determination (BID) conducted in the place of transit or destination. The BID will have included a range of recommendations that will be shared with the team in the country of origin to ensure appropriate and timely follow up. In addition to the care arrangements determined to be in the best interests of the child, there may also be recommendations regarding their physical or mental health, education, training and other support to the receiving family/guardian. In completing this form it is essential to verify receipt of the BID recommendations.

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

AGE

GENDER

ACCOMPANYING SIBLINGS 1

AGE

GENDER

2

AGE

GENDER

3

AGE

GENDER

4

AGE

GENDER

PLACE OF RETURN  
(region, city or village)

RETURN TO WHICH FAMILY MEMBER/  
CARE ARRANGEMENT

INDICATING NAME OF PARENT, CAREGIVER OR GUARDIAN

FAMILY TRACING ASSISTANCE DATE

FAMILY TRACING ASSISTANCE OUTCOME

BEST INTEREST DETERMINATION DATE

BEST INTEREST DETERMINATION DECISION

COORDINATED AS PER SOPS WITH COUNTRY OF ORIGIN?

No

Yes

1. SUMMARY OF RETURNEE PLAN

CARE  
ARRANGEMENT

ECONOMIC  
(including  
vocational training,  
support to family  
community)

SOCIAL  
(including  
education and  
medical)

PSYCHOSOCIAL

2. TYPE OF REINTEGRATION ASSISTANCE TO BE PROVIDED  
BASED ON RECOMMENDATIONS OF THE BID COMMITTEE/PANEL

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**

It should be noted that this assistance might be for an adolescent child returning and/or for the parent/caregiver to enhance conditions for sustainable reintegration.

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/ TRAINING SUPPORT FOR CHILD(REN)				
	EDUCATIONAL AND TRAINING SUPPORT HEAD OF HOUSEHOLD/SPOUSE				
	MEDICAL SUPPORT – RETURNEE CHILD(REN)				
	MEDICAL SUPPORT - FAMILY				
	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?
INDIVIDUAL SUPPORT RETURNEE CHILD(REN)					
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. NB. CHILD(REN)'S WISHES SHOULD BE TAKEN INTO CONSIDERATION IN DETERMINING ITEMS TO BE PURCHASED.**

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

**TOTAL**

4. LIST OF REFERRALS TO BE MADE

AGENCY	ASSISTANCE TO BE PROVIDED FOR WHICH FAMILY MEMBER
--------	---

5. EXPECTED IMPROVEMENT OF THE RETURNEE' CHILD(REN)'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 RETURNEE CHILDREN AND LOCAL COMMUNITY MEMBERS), INDICATE THE NAME OF EACH RETURNEE CHILD 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 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 program and case managers can use them as needed during counseling 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 (see Reintegration Handbook section 2.1).

Please note that this Template is to be used for unaccompanied child migrants returning to reintegrate with their families or other care arrangements determined to be in their best interests. In some cases there might be two or more siblings traveling together and this should be reflected in the Template. Care should be taken to involve all siblings in the discussion to ensure any differences of opinion are reflected. Information provided in the Family Tracing and Evaluation Form should also be incorporated as appropriate.

### GENERAL REINTEGRATION PLANNING

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

### IMMEDIATE NEEDS/CASH GRANT

- Do you 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 you have any urgent health problems? Do you have any medicines you need?
- 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 already have?
- What new skills have you gained while living abroad?
- What skills would you like that you don't currently have? Would you like to do a training in this?
- How would you use these skills in the future?
- Do you know of centers who 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 run a business before? What type and what was your experience?
- **Skills:** What skills do you have to run a business? What training would you need?
- **Type and location:** What type of business are you 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 plan promote your service/product?
  - Do you need a license to start this business
- **Human resources:** Do you intend to hire other people to help you? How many people? What would be their roles?
- **Finances:** How much money would you 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 may have when opening a business? How do you think you can overcome them?
- **Long-term plans:** What are your long-term plans for this business? How would you 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 like? What is your experience in this job? Do you have a CV/Resume?
  - What certifications do you 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 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 have identification and citizenship documentation for your country of origin? Do you have all your personal certificates (educational, job, etc.) and other information such as medical files?
  - Do your children or other family member 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 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 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 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 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 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 like to continue studying? Where?
- Can you speak the language of instruction?
- How do you register for school?
- Do you 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 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 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 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 already have all the information/support you need to find a childcare provider?

### Transportation

- For basic needs and work, how will you 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 safety or security in your return community?
- Are you aware of any safety or security threats in your return community? How will you handle these?
- If you have any safety or security problems, who will you contact for assistance?

### PSYCHOSOCIAL SUPPORT

- How do you feel about your return? Do you have any mental or emotional difficulties?
- Did you have any mental or emotional challenges before your return that you think could reemerge during the reintegration process?
- Are your family members experiencing any mental or emotional difficulties because of this process? Has it affected your family relationships?
- If you need 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 through difficult times in your reintegration process?
  - Would you like to meet other returnees for support?



---

17 route des Morillons, P.O. Box 17, 1211 Geneva 19, Switzerland  
Tel.: +41 22 717 9111 Fax: +41 22 798 6150  
Email: [hq@iom.int](mailto:hq@iom.int) Website: [www.iom.int](http://www.iom.int)