

# FAMILY PREPAREDNESS PLAN



## Preparing Your Family for Immigration Enforcement

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## *Preparing Your Family for Immigration Enforcement*

If you are worried about what will happen to your kids if you are detained or deported, you should make a Family Preparedness Plan. We hope that you never have to use your plan, but having one may help reduce the stress of the unexpected. And remember, if your children were born in the United States, they are U.S. citizens.

This packet also includes information on where to find good immigration legal help and other useful resources.

### ➔ What You Can Do Today

You can take action today to start preparing a Family Preparedness Plan. You do not need an attorney to do these important actions:

- ♦ Identify a trusted adult who can care for your child if you cannot. Talk to this person as soon as possible about your wishes.
- ♦ Fill out a Standby Guardian Designation form. This form gives the person who will be caring for your child the ability to make many official decisions for your child.
- ♦ Complete a child care plan that includes emergency phone numbers and other important information. Put it in your file of important documents.

This packet includes templates to put together these documents.

### ➔ What More You Can Do

Immigration law is complicated, so you may benefit from talking to a licensed attorney. An attorney can help you with many things including:

- ♦ Evaluating your immigration status options, like finding out if you are eligible to get a green card, visa or work permit;
- ♦ Designating a Power of Attorney, which gives a trusted person power over your finances;
- ♦ Representing you in deportation proceedings; and
- ♦ Helping you identify other legal tools that may help your family, such as different types of guardianship or applying for Special Immigrant Juvenile Status for a child.

This packet includes information about how to find and hire an attorney, and how to avoid immigration services scams (notario fraud).

## File of Important Documents

*Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members and standby guardian where to find this file in an emergency.*

### Forms in this Packet

- Important Children's Information
- Emergency Numbers and Important Contact Information
- Helpful Things to Know About (Insert Your Child's Name)
- Standby Guardian Designation

### Other Important Documents

- Children(s)' Medical Information, including health insurance, medication list, and doctor's contact information
- Passports
- Birth Certificates
- Marriage License (if applicable)
- Any Restraining Orders you may have against anyone (if applicable)
- A-Number : your Alien Registration Number (found on your immigration documents, including a work permit, green card, visa and any USCIS or ICE documents)
- Copy of your Driver's License and/or Other Identification Cards
- Social Security Card or ITIN number
- Registry of birth (for U.S. born children registered in parent's home country)(if applicable)
- Any other documents you would want to be able to quickly find

# Child Care Plan

## ➔ Decide Who Can Care for Your Children if You Cannot

Talk to the person you would want to care for your children and make sure they know they will be listed as an emergency contact. Memorize their phone number and have your children memorize it too.

Make sure your children know who can pick them up from school, who cannot pick them up from school, and who will care for them.

Your child's school may only release your child to adults you designate. Make sure to regularly update all school, afterschool, day care, summer camp, transportation, and other programs' emergency contact sheets and release forms to include the names of those who can and cannot pick up your children. If you have a restraining order against anyone, make sure to give a copy of it to the school.

Make sure the people who can pick up and care for your children know where to find your child. Give these people a copy of your child's weekly schedule, especially if it varies from day to day.

## ➔ Talk to Your Children About Your Plan

Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them, even for a short period of time. Let them know who will care for them until you can. Tell your child where to find a copy of this plan.

## ➔ Make an Important Documents File

Use a file, binder or large envelope to organize your important documents. All of the information in your plan is only helpful if you can find it easily. Keep your file in a safe and accessible location. Tell your family and standby guardian where to find the file.

## ➔ Write Down Medical Care Instructions for your Child

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, and your child's doctor and health insurance information. Keep a copy of this information in your important documents file.

Give a copy to your child's school and the adult you designate to care for your children. Let your child know where to find this information if you are not around.

# Child Care Plan

## ➔ Sign a Standby Guardian Form

A Standby Guardian Designation is a formal way to give a trusted adult the legal power to care for your child if you cannot. It gives this person authority that an informal arrangement does not. For example, if your neighbor agrees to care for your child, but is not a standby guardian, she will not be able to make some educational or health care decisions for your child.

A Standby Guardian Designation lasts until you can care for your child again, or for one year, whichever is less. The guardianship lasts one year from the time it goes into effect, not the date you sign the forms. You can end the guardianship at any time. The form can be filled out anywhere. It does NOT need to be notarized, but it does need to be signed by two witnesses. Give a completed copy of the Standby Guardian Designation to your child's school and health care provider. Keep a copy for yourself and give the original to the standby guardian.

## ➔ Make Sure Your Children All Have Passports

If your child was born in the United States, visit [www.travel.state.gov](http://www.travel.state.gov) for more information on obtaining a U.S. passport.

If your child was born in your home country, check with your embassy or consulate for more information on obtaining a passport.

You can also register your child's birth with your country's government (for example, with your country's consulate) if your child was born in the United States. This may grant your child benefits, including citizenship in your home country.

## ➔ Tell Your Family and Emergency Contacts About How to Find You if You Are Detained by ICE

There are no ICE detention facilities in Connecticut. Anyone taken into ICE custody in Connecticut will be initially held in Massachusetts. The facilities are in North Dartmouth, Boston, Plymouth and Greenfield, Massachusetts. However, detainees can be transferred to other states at any time.

Family members can use the [ICE detainee locator](https://locator.ice.gov/odls/homePage.do) to find loved ones: <https://locator.ice.gov/odls/homePage.do>.

Be sure your family and emergency contacts have a copy of your A-Number (your alien registration number found on your immigrations documents), if you have one.

## Important Children's Information

<b>Child's Name</b>	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School / Daycare / Babysitter	
School / Daycare / Babysitter Address	
School / Daycare / Babysitter Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Caregiver	
Afterschool Caregiver Phone Number	
Other Camp / Sports / Program	
Other Camp / Sports / Program Phone Number	
Allergies	
Medical conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance Company	
Policy Number	

## Emergency Numbers and Important Contact Information

<b>Emergency Numbers</b>	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	
<b>Family Contacts</b>	
Mother / Parent / Permanent Guardian Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father / Parent / Permanent Guardian Home Phone	
Cell Phone	

## Important Children's Information

Family Contacts Continued	
Work Address	
Work Phone	
Other Emergency Contact and Relationship	
Cell Phone	
Other Emergency Contact and Relationship	
Cell Phone	
Other Emergency Contacts and Relationship	
Cell Phone	

Miscellaneous Contacts	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Car Make/Model	
License Plate Number	
Car Insurance Company and Phone Number	
Insurance Policy Number	
Consulate	
Address and Phone Number	
Religious Community Contact	
Address	
Phone Number	
Attorney/Legal Services Provider	
Address	
Phone Number	

## Helpful Things to Know About

\_\_\_\_\_

(name of child)

Favorite Foods	
Disliked Foods and any Food Allergies	
Bedtime and Bedtime Routines	
Favorite Toys, Books, Games and Activities	
Screen Time Rules	
Names of Close Friends	
Curfew	
Driving Restrictions (Older Children)	
Other Important Rules	

## Weekly Schedule

Day of the Week	Activity	Place / Phone Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		



## Standby Guardian Form

You do not need to go to court to name someone as a standby guardian for your child. You can name a standby guardian by filling out some simple forms, as long as the other parent of your child agrees to the standby guardianship, or has lost their parental rights by a court order, or has died.

There are other guardianship options in Connecticut if standby guardianship will not work for you. In that case, find an attorney to help you understand your options.

### ➤ What does a Standby Guardian do?

A standby guardian cares for your child, gets medical care for your child, gives your child food, clothing and shelter, and makes sure your child goes to school. A standby guardian has the legal authority to make medical and educational decisions for your child. The guardianship lasts one year from the time it goes into effect, not the date you sign the forms. If the parent dies, the guardianship expires in 90 days.

### ➤ Benefits for your Child

A standby guardian can apply to the Connecticut Department of Social Services (DSS) for benefits for your child. You can apply for benefits by calling DSS at 1-855-6-CONNECT. Here are some of the benefits that might apply:

#### **Medical Insurance**

The new guardian must make sure your child gets medical care. If your child is a U.S. citizen and gets Husky medical insurance through the State of Connecticut, the child's coverage will usually continue when the new guardianship starts.

#### **Cash Assistance (TFA)**

Your child may be able to get cash assistance even if the guardian is not eligible. The guardian can apply on behalf of your child.

#### **Food Stamps (SNAP)**

If the guardian qualifies for food stamps, then the guardian can apply to add your child to the food stamp household.

#### **Social Security**

If your child gets Social Security disability payments, those will continue. The guardian must fill out papers with the Social Security Administration in order to get the money for your child. Social Security is a federal benefit. You can contact the Social Security Administration at [www.ssa.gov](http://www.ssa.gov).

# Standby Guardian Form Instructions

To designate a standby guardian, you will have to fill out the forms on the next four pages. The forms need to be witnessed, but they do not have to be notarized. **YOU DO NOT NEED TO GO TO COURT.** There is no cost to fill out the forms.

## ➔ Definitions

- ◆ Standby Guardian: The person who agrees to take care of your child if you cannot
- ◆ Principal: You
- ◆ Consenting Parent: Your child's other parent
- ◆ Witness: Someone who is not you, the other parent or the standby guardian.

## ➔ Step-by-Step Instructions

- ✓ Fill out the form, *Designation of Standby Guardian*
  - ◆ Sign the form in front of two witnesses. Note: The standby guardian cannot also be one of the witnesses.
  - ◆ Each of the witnesses should sign under *Witnesses to Signature of Parent*
- ✓ Have the other parent sign under *Consenting Parent* in front of two witnesses. If your children have different parents, you will need a separate form for each parent.
  - ◆ Each of the witnesses should sign under *Witnesses to Signature of Consenting Parent*
- ✓ Ask the standby guardian to put the completed forms in a safe place. Keep a copy in your Important Documents File and give a copy to your child's school and health care provider.
- ✓ If you are detained or deported, the standby guardian should fill out the form called *Statement that Designation of Standby Guardian is in Effect*. This is the form they will need to show as proof that they are your child's guardian. **This form does NOT need to be filed in court.**

A Standby Guardian Designation is good for one year or until you take back care of your child – whichever comes first.

**DESIGNATION OF STANDBY GUARDIAN**

**STATE OF CONNECTICUT**

I, \_\_\_\_\_, of \_\_\_\_\_, Connecticut, appoint

(Parent)

(Address)

\_\_\_\_\_, of \_\_\_\_\_ as Standby Guardian of my minor children:

(Standby Guardian's name)

(Street/City/State)

\_\_\_\_\_ (date of birth: \_\_\_\_\_)

(Child's Name)

\_\_\_\_\_ (date of birth: \_\_\_\_\_)

(Child's Name)

\_\_\_\_\_ (date of birth: \_\_\_\_\_)

(Child's Name)

This guardianship will take effect when one of the following events happens (check all that apply):

- I am detained or deported by any United States immigration or customs authority, or by any state or federal law enforcement authorities.
- I died, and the standby guardian has a copy of my death certificate.
- Other event (specify): \_\_\_\_\_.

The other parent of my child or children named above is:

\_\_\_\_\_

(Name of other parent)

Check one:

- The other parent consents to this appointment is attached.
- The other parent, \_\_\_\_\_, is deceased or has been removed as legal guardian of the minor child. A copy of the death certificate or removal order is attached.

I have thought about this designation carefully while my mind is sound.

Signed by:

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**WITNESSES TO SIGNATURE OF PARENT**

I certify that the person who signed the form above as Principal signed this document in my presence. I also certify that I am over the age of eighteen years and I am not the person designated above as the Standby Guardian.

\_\_\_\_\_  
(Signature of Witness #1)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Address of Witness #1)

\_\_\_\_\_  
(Signature of Witness #2)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Address of Witness #2)

**CONSENTING PARENT**

I, \_\_\_\_\_, the other parent of each of the above-named minors, consent to the appointment of the persons designated in this document as the standby guardian of my minor children.

\_\_\_\_\_  
Signature of other parent

Date: \_\_\_\_\_

\_\_\_\_\_  
Address of other parent

**WITNESSES TO SIGNATURE OF CONSENTING PARENT**

I certify that the person who signed the form above as other parent signed this document in my presence. I also certify that I am over the age of eighteen years and I am not the person designated above as the Standby Guardian.

\_\_\_\_\_  
(Signature of Witness #1)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Address of Witness #1)

\_\_\_\_\_  
(Signature of Witness #2)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Address of Witness #2)

**STATEMENT THAT DESIGNATION OF A STANDBY GUARDIAN IS IN EFFECT**

I, \_\_\_\_\_, living at \_\_\_\_\_ state,  
(name) (address)

under penalty of false statement that:

\_\_\_\_\_, then living at \_\_\_\_\_, Connecticut  
(parent) (address)

designated me as Standby Guardian of her minor children \_\_\_\_\_  
(name of child)

in a document dated \_\_\_\_\_.

One of the events listed in that document has occurred and is checked below:

- The parent has been detained or deported by a United States immigration or customs authority, or any state or federal law enforcement authority.
- The parent died. A copy of the death certificate is attached.
- Other: \_\_\_\_\_.

I understand there are penalties for making a false statement.

\_\_\_\_\_  
(Signature of Standby Guardian)

Signed in the presence of:

\_\_\_\_\_  
(Signature of Witness #1)

\_\_\_\_\_  
(Signature of Witness #2)

# Finding and Hiring a Licensed Attorney

To help you with complicated issues, you should talk to an attorney. You may qualify for free legal services from a Connecticut legal services organization, or a private attorney may be able to help you. Make sure the attorney you hire is LICENSED and HAS IMMIGRATION LAW EXPERIENCE.

All Connecticut attorneys are required to be licensed by the state. You can find out if an attorney is licensed by searching their name on the [Connecticut Judicial website](http://www.jud.ct.gov/attorneyfirminquiry/AttorneyFirmInquiry.aspx): <http://www.jud.ct.gov/attorneyfirminquiry/AttorneyFirmInquiry.aspx>

## ➔ Hiring an Attorney: What to Ask

- ♦ What is your experience with cases like mine?
- ♦ How much are you going to charge me?
- ♦ What are the specific things you can do to help me?

## ➔ Warning! Protect Yourself From Fraud

Only a licensed attorney or [Executive Office for Immigration Review and Board of Immigration Appeals accredited representative](#) is authorized and qualified to assist you with an immigration status case.

EOIR / BIA accredited representatives in Connecticut can be found here:

<https://www.justice.gov/eoir/page/file/942306/download#CONNECTICUT>

Do NOT hire anyone who:

- ♦ Refuses to give you a written contract
- ♦ Charges you for blank immigration forms
- ♦ Promises you a good result because of their special contacts at Immigration (USCIS)
- ♦ Pretends to be a licensed attorney
- ♦ Asks you to lie on a form or sign a blank document
- ♦ Charges you to get on a "waiting list" or get "in line." There is no list. There is no line.

If you suspect fraud, report it to your consulate or the police. Then contact the Federal Trade Commission to file a complaint in English or Spanish at 877-FTC-HELP (877-382-4357).

## ➔ Legal Services for Low Income Families

Connecticut legal services programs provide free legal assistance in civil matters to low income families. Depending on where you live, there is a legal services program for you to call.

- ♦ Hartford County: Greater Hartford Legal Aid: 860-541-5000
- ♦ New Haven County: New Haven Legal Assistance: 203-946-4811
- ♦ All other areas of Connecticut: Connecticut Legal Services Immigration Hotline: 800-798-0671

## ➔ Private Attorneys

If you do not qualify for legal aid, you can find a private attorney to help you. Many attorneys who are experienced in immigration law are members of the American Immigration Lawyers Association.

You can use their website to look for a Connecticut immigration lawyer: <http://www.aialawyer.org>

# Know Your Rights

Everyone –both documented and undocumented persons –has rights in this country. Talk to everyone in your household, including your children, about what to do if ICE officials come to your house, approach you, or arrest you.

## ➡ ICE at Your Door

- You do not have to open the door for ICE or any police officer without a warrant signed by a judge (a “judicial warrant”)
- A judicial warrant must have your specific and correct name and address on the warrant
- Ask for the warrant to be slid under the door or shown to you through a window so you can look for your name, address and a judge’s signature

## ➡ If ICE Approaches or Arrests You

- You have the right to remain silent:  
You do not have to talk to ICE or answer their questions
- Make a call to an attorney or your consulate
- Do not sign any documents before speaking to an attorney



## Helpful Resources

### ➔ If your child is in DCF custody:

Department of Children & Families Careline: 1-800-842-2288

### ➔ To apply for benefits:

Department of Social Services: 1-855-626-6632  
1-855-6-CONNECT

### ➔ Guardianship information and forms:

Connecticut Probate Courts: [www.ctprobate.gov](http://www.ctprobate.gov)

### ➔ Information about social services:

United Way CT Local Services: 2-1-1  
1-800-203-1234 (outside CT)

### ➔ Legal assistance:

Connecticut Legal Services Immigration Hotline: 800-798-0671

Greater Hartford Legal Aid: 860-541-5000

New Haven Legal Assistance: 203-946-4811

American Immigration Lawyers Association: [www.ailalawyer.org](http://www.ailalawyer.org)

Yale Law School Immigration Clinic: 203-432-4800

UConn Law School Asylum & Human Rights Clinic: 860-570-5205

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