



UNDERSTANDING THE ASSESSMENT PROCESS

Each Care for Newcomer Children (CNC) program operated by a Service Providing Organization (SPO) is assessed on a yearly basis.

In April of each year, the SPO and Immigration, Refugees and Citizenship Canada (IRCC) IRCC officers receive notification of the start of the assessment process. The assessment is then scheduled for completion between May and February.

The intent of the assessment is to determine whether or not SPOs are operating their CNC program according to the Care for Newcomer Children Requirements and to create a Plan of Action when requirements are not being met.

Getting Ready

In early April, IRCC officers and SPOs will receive an email letting them know that the assessment process has begun and that consultants will be in contact in due course.

- Consultants will work with IRCC and the SPO to identify the type of care being offered and, based on this information, will work with both parties to schedule date(s) for the assessment.
- The SPO and IRCC will receive confirmation of the assessment date 15 days prior to the assessment. They will also be provided with information about the documents they will need to have ready.
- The SPO has the option to upload identified documents a minimum of 10 business days prior to the assessment.

The Assessment Visit

- The CMAS consultant will conduct the assessment. They will then meet with the administrator and the SPO staff to discuss the results and, if necessary, will assist them in developing a Plan of Action.
- The SPO will be provided with an electronic copy of the assessment and (if required) the Plan of Action.
- A copy of the Assessment Checklist and the Plan of Action (if required) will be sent to the IRCC officer.

Follow Up and Follow Through

- The SPO will submit the necessary documentation to the CMAS consultant to prove that the site has addressed any outstanding requirement within the target date established.
- IRCC officers will be notified when an SPO has not met the target date identified on the Plan of Action and a requirement remains unmet.
- A Final Assessment Status Report will be sent to the IRCC officer and to the SPO in March to identify the SPO's status at the end of the contract year.