



IMMIGRATION ISSUES: CYSHCN DOCUMENT ORGANIZATION CHECKLIST IF YOU FEAR DETENTION OR REMOVAL

****This checklist is a guide for key documents to gather for your child with special healthcare needs if you fear detention or removal. It is always better to keep and include more documents than suggested here. If you are not sure if a document would be helpful- KEEP IT!! Many times papers not important to you (i.e. receipt or discharge summary), may be important for immigration and many other purposes.**

****Find or make a safe place where you can organize and store the copies and original documents. For example, make a "care coordination" folder or notebook, store in a safe or give to the person who will care for your child while you are detained or removed. Make sure family and emergency caregivers know where the documents are kept or that they have a copy.**

****This tip sheet is not intended to be legal advice.**

DOCUMENTS TO ORGANIZE:

IDENTITY DOCUMENTS

- Make copies of all of these documents and give to trusted adult or make a specific folder or notebook to hold them
- Find a safe location for originals
- Make sure family and emergency caregiver know location of the originals and copies
 - **Birth certificates**
 - **NOTE:** Consider registering your child's birth with your native country at the consulate within the U.S. as this may grant them citizenship and other benefits in your home country that may help your family if you are separated
 - **Social security cards**
 - **Passport (old, new, US or native country)**
 - **NOTE:** Make sure passports are current for all family members
 - U.S. passports require both parents to sign the application (DS-11), and in some situations require both to sign in front of the passport official. Go to www.travel.state.gov for forms and how to apply when one or both parents are not available.
 - **Driver's license or identity card**
 - **Marriage license**

LEGAL DOCUMENTS

- **Copies of any court orders such as guardianship, Power of Attorney, foster care, adoption, custody etc.**
 - If a lawyer or legal assistance agency helped with this case, write out the name, address, phone number, or email of the person so that an emergency caregiver could contact them if they have a question about any issues related to the case

PUBLIC BENEFITS (LOCAL, STATE AND FEDERAL) SUCH AS SNAP (FOOD STAMPS), TANF, SOCIAL SECURITY (SSI/SSDI), COMMUNITY SUPPORTS, ETC.

- **Copies of case numbers, approval notices, eligibility information**
- **Contact information for case workers**
- **Schedule of renewal/reauthorization/reapplication for each public benefit**
- **If you regularly use community supports** such as backpack buddies, food pantry, church support, or meal delivery program, write out delivery or pick up information and contact information so that emergency caregiver can continue to use them for your children

HEALTH INSURANCE

- **Copies of private insurance card- health, dental and vision**
- **Copies of Medicaid card**
 - Information about eligibility and renewal and contacts for eligibility worker
- **If you or your children go to the Health department, mobile clinic, or other health providers not necessarily covered by insurance**, write out information about them (address, phone number, schedule for visits) so that the emergency caregiver can continue care for children

MEDICAL RECORDS

- **General records including diagnosis, labs, imaging**
- **Immunization record**
- **Provider lists and contact information**
 - Write out all addresses and phone numbers for all providers, such as pediatrician, specialists, therapists, early intervention, home health agency (including supervisory nurse case manager, scheduling staff and individual nurses and/or attendants)
- **“Home regimen”**
 - Copies of care plans that have been made by home health or any other healthcare providers
 - Daily/weekly and monthly schedule of medications, feedings, catheterizations, infusions etc.
 - Write out a typical day schedule (or week or month) so that someone could step into your shoes and care for your child if you are not there
- **Medication lists**
 - Write out name of medication, strength, and dosage
 - Write out where (with address and phone number) and how each medication is refilled (is it filled by phone, in person or by mail)
 - Also, write out which doctor’s office to contact for a refill and how to do so (in person, by phone, fax or email)
 - If some of medications are “over-the-counter,” write out where you buy them (i.e. amazon, walmart etc.), how you purchase (i.e. “every other month I buy a box of 72”), typical cost and how you pay for them (credit card, community support etc.)
- **Durable Medical Equipment lists**
 - Types of home equipment, who supplied and services equipment and contact information (name of contact, address, phone number, email or fax)
 - Write out best estimate of last time this type of equipment was ordered (either date or age of child) and which physician ordered it so that emergency caregiver can keep track of when may need new durable medical equipment and who to ask for order and letter of medical necessity
 - **NOTE:** For equipment that is rented, you can call supplier to confirm if equipment is rented or owned by you, who ordered it and other details

MEDICAL RECORDS, cont.

- **Supply lists**
 - Write out all types of medical supplies
 - Write out the names of medical supply companies with the names of specific contact or staff work with and contact information (address, phone number, email or fax)
 - Information on ordering/ reordering:
 - Timeline for refills (how often order and when)
 - How order (the supplier calls me or I call on certain date)
 - How deliver/ pick up (ex. UPS delivers, I pick up or courier)
 - Write out who pays for supply: Insurance, Medicaid, out of pocket?
 - Write out any supplies not covered by insurance that you buy on your own and where or how purchase
 - For example, I buy Desitin 40% maximum strength (4 orders of 6 boxes) from Amazon Prime every month for \$36 on my Visa credit card
- **Therapies, activities or other services**
 - Write out the type of therapy or services your child goes to outside of school (for example, physical therapy, hippotherapy, music or art therapy, adaptive sports etc.)
 - List the name of the therapist or provider, address, phone number or email, schedule for visits, how therapy or service is paid for (insurance, Medicaid, out of pocket or community support) and when paid, and who, if anyone, orders the therapy or service

SCHOOL DOCUMENTS

- **504 Plan or IEP (Individualized Education Plan) documents**
 - Copies of current IEP or 504 plan
 - Copies of past IEPs or 504 plans (to provide history) including any “review and revision” (changes or addition to plan) documents
- **Permanent School file**
 - Copies of any and all records from permanent school file about eligibility for special education and related services
- **Names and contact information of IEP or 504 plan teams**
 - Administrator for special education in school (often is the assistant principal)
 - Case manager (special education teacher)
 - General education teacher
 - Therapists, psychologist, behaviorist and other specialized teachers
- **Copy of school health plan**
 - If your child has a special health plan for school (for example,
 - Name and contact information of school nurse

COPIES OF IMMIGRATION STATUS, IF ANY, OF OTHER IMMEDIATE FAMILY MEMBERS

- **Make sure family has a copy of your “A#” or alien registration number** so they can track you if detained by ICE
- **If family member is “out of status” now**, keep copy of old status (for example, if entered on tourist visa that is now expired, make a copy of visa and I-94 used to enter the U.S.)
- **Copy of applications, approval notices and any communications from immigration** (USCIS, CBP or ICE) and the Immigration Courts

OTHER IMPORTANT DOCUMENTS

- **Family and relative information:** photos, phone numbers, addresses (mail and email)
- **Information showing how long you have lived in the U.S.**
 - **Goal:** Show immigration your “physical presence” in U.S.
 - May need to show how long have lived in U.S.
 - May need to show that have never left U.S. or have stayed in U.S. “continuously”
 - **Goal:** Show immigration that the U.S. is your permanent home, you are involved in the community, and you have “good moral character”
 - Examples: copies of rental agreements, mortgages, bills, pay stubs, record of community volunteering, taxes, contracts etc.