# INTERNATIONAL INSTITUTE SOCIAL WORK DEPARTMENT PROGRAMS

3401 Arsenal St., St. Louis, MO 63118    Call at 314-773-9090

All Social Work programs are free of charge

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<th>Program</th>
<th>Description</th>
<th>Eligibility &amp; Requirements</th>
<th>Times</th>
<th>Access</th>
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</table>
| **Social Work/ Preferred Communities** | • Intensive case management  
• Healthcare navigation  
• Financial literacy/budgeting  
• Parenting assistance  
• Social support groups  
• Government benefits assistance  
• Connection to community resources | Refugees, SIVs, or asylees who have lived in the U.S. fewer than 5 years with these barriers:  
• Single-parent households  
• Parent/child issues  
• Physical and emotional health issues  
• Young adults without parents  
• Minors (under 18 years of age)  
• LGBTQ+  
• HIV positive  
• Substance abuse  
• Disabled  
• Secondary migrants  
• Survivors of domestic violence/intimate partner violence | Monday – Friday  
8 a.m. – 5 p.m.  
Services last one year | Phone / Video  
Rosie Ext. 143 |
| **Mental Health/ Wellness** | • Individual therapy: teletherapy during pandemic, in-home, and office-based during regular operations  
• Screening and assessment  
• Psychoeducation | Foreign-born individuals 18 years or older who reside in the City of St. Louis  
Foreign-born individuals 65 years or older in the St. Louis metropolitan area  
(Select slots available for refugees, SIVs, or asylees St. Louis County residents aged 18 to 64 who have lived in the U.S. fewer than 5 years) | Monday – Friday  
8 a.m. – 5 p.m. | Phone / Video  
Rosie Ext. 143 |
| **Elderly Services** | • Quarterly meetings and caregiver education  
  o Education/ service clinics  
  o Citizenship preparation  
  o Application assistance/ benefits review: MOPTC, LIHEAP, metro reduced fare, etc.  
  • Case management  
  • Social events/ field trips  
  • Individual mental health therapy | Refugees, SIVs, or asylees, aged 60 years or older who have not received citizenship  
Therapy services available for foreign-born elders aged 65 years or older who reside in the greater St. Louis metropolitan region | Monday – Friday  
8 a.m. – 5 p.m. | Phone / Video  
Esma Ext. 191 |
| **Anti-Trafficking in Persons** | • Screening for human trafficking  
• Intensive case management  
• Crisis intervention  
• Short-term financial assistance  
• Co-facilitation of the Federal Eastern District of Missouri Human Trafficking Task Force | Potential and identified victims of human trafficking  
Domestic or foreign-born, all ages, all gender expressions, all sexual orientations, victims of both labor and sex trafficking | Monday – Friday  
8 a.m. – 5 p.m. | Phone / Video  
Ext. 155  
24/7 phone line for current clients and law enforcement |
**INTERNATIONAL INSTITUTE CLIENT SERVICES DEPARTMENT PROGRAMS**

3401 Arsenal St., St. Louis, MO 63118

*All Client Services programs are free of charge*

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<th>Eligibility</th>
<th>Schedule</th>
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</table>
| **Refugee Resettlement** | • Case management up to 90 days after arrival to refugees and SIV’s resettled by the Institute  
                               • Limited services to aslyees within 30 days of asylum approval  
                               • Limited services to refugees moving to St. Louis within the first 90 days of arrival to the U.S  
                               • Assistance with Affidavits of Relationships (AOR) for family reunification for             | • Refugees proof of status with I-94  
                               • SIV proof of status – U.S. visa with entry date  
                               • Aslyees proof of status, asylum status award letter signed by judge  
                               • AOR: Refugees in the U.S 5 years or fewer.                                                | Normal business hours, Monday – Friday 8:00 – 4:00  
                               *Services are provided remotely, with in person services only as allowed based on current COVID restrictions.* |
| **Immigration Services**  | • Fee based services for Citizenship, Green Card applications and immigration process for family reunification. Priority given to Citizenship and Green Card applications.  
                               • To schedule an immigration appointment, first go to Immigration pre-screening              | • Proof of immigration status  
                               • Various eligibility documentation as required for specific application.                   | Call Beatrice at 314-773-9090 x 137 for pre-screening and to schedule an appointment.  
                               *Remote appointments only, 8:30 to 3:00 Monday- Friday*                                       |
| **Rental and Utility Assistance** | • Rental, utility and moving financial assistance for residents of St. Louis City only.  
                               • Must demonstrate COVID impact either through change in employment; COVID diagnosis; taking care of an infected person; or other impact. | • St. Louis City Resident  
                               • Behind in rent and/or utilities  
                               • Past or current IISTL client  
                               • Provide copy of rental lease                                                                | Call Andrea Martin, x 170 Kayla Branigan, x, 146 for pre-screening and to schedule an appointment.  
                               *Remote appointments only, 8:30 to 3:00 Monday- Friday*                                       |
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| *Capital for Micro-business  | • Provide financing and consulting to start up, strengthen, and expand businesses  
• Microloans up to $50,000, both interest and fee-based loans  
• Business plan training  
• Requires at least 20% owner’s equity  
• If approved, submit closing documents and sign promissory note  
• Post loan assistance and support | Refugees, asylees and immigrants, aged 18 years or older  
Required documents:  
• Tax returns  
• Bank statements  
• Business plan and projection  
May require collateral or co-signer  
*Fees: enrollment fee $45, credit reports $10, | Monday - Friday  
9 a.m. – 5 p.m.  
Term up to 5 years | Appointment preferred  
Phone Ext. 136, 177  
jacobsonh@iistl.org |
| *Credit Builder Loan          | • Credit builder/ repair/maintenance to improve low credit scores  
• Loan amount is $750  
• Employment required  
• Attend at least 1 hour of credit building training, counseling  
• May check credit after 6 months of enrollment to address improvements | Refugees, asylees and immigrants  
Required documents:  
• Paystubs  
• Bills/rent  
• Bank statements  
*Fees: application fee $25, credit reports $10 | Monday - Friday  
9 a.m. – 5 p.m.  
Term up to 12 months | Phone Ext. 158  
naeemn@iistl.org |
| ASSET Program                 | • Save toward a goal and get matched on every dollar to put towards a utility bill, purchase of an asset, car or post-secondary education.  
• Savings goal is $100, match rate is 3:1  
• 10 hours of financial education  
• Credit counseling and financial coaching | Refugees, asylees and immigrants  
• Must be working with earned income for at least 3 months  
• Must be low-income household  
• Must have children under age 18  
Must participate in financial literacy and asset buying trainings | Monday - Friday  
8 a.m. – 5 p.m.  
Term of 4 to 6 months | Phone Ext. 136  
jacobsonh@iistl.org |
| Citizenship Loan              | • Financial support to apply for immigration services including but not limited to work authorization card, permanent resident card, naturalization and family reunification  
• Borrow up to $3,000  
• Application and credit check | Refugees, asylees and immigrants  
• Must be referred by an IISTL immigration specialist  
• Proof of employment required to prove the ability to pay | Monday – Friday  
8 a.m. – 5 p.m.  
| Phone Ext. 158  
naeemn@iistl.org |
| Free Tax Filing Assistance    | • Personal income tax filing, federal and state  
• Standard deduction and itemized deduction  
• Limited service to Schedule C filing | Free help available to people who make $56,000 or less, persons with disabilities, limited English speaking taxpayers and seniors 60 years of age or older | Available to April 15 | Appointment only  
Phone Ext. 135, 177, 158 |
| Food Pathway Program          | • Small restaurants, caterers get opportunity to sell their food to the community  
• Register for IISTL Pop-Up Dinner  
• Commercial kitchen is available if needed | Refugees, asylees and immigrants  
• Must enroll in our small business program  
• Requires business license, health and food handling license. Our legal partner can help if needed | Enrollment open | Phone Ext. 136, 177  
jassima@iistl.org |
**All programs listed are REMOTE ONLY until further notice.** For more information, call (314) 773-9090 ext. 101 (daytime) ext 201 (Cit & evening).

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<tr>
<th>Program</th>
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<th>Student Eligibility</th>
<th>Days</th>
<th>Hours</th>
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</table>
| **Core English Classes**<br>referrals to AEL ESL programs in region | • Open enrollment  
• Beginning, intermediate and advanced levels  
• General English language development (listening, speaking, reading, & writing)  
• US culture & workplace                                                                 | • No current immigration status restrictions for classes  
• Student must have ability to participate in remote learning (WhatsApp, Zoom, etc)                           | Information available at pre-registration with IISTL before referral to AEL ESL classes                     | Morning, Afternoon and Evening class times; Registrars have current info                                 |
| **Literacy level English class taught by IISTL teacher** |                                                                 |                                                                                                             | Video lessons combined with worksheets; New session starts Aug 2021                                        | Videos and papers; limited in-person seats                                                             |
| **Transitions Class for new arrivals** | • Four 1-week modules of basic English before start other ESL                                                                                                                                         | New Arrivals with low beginning to low intermediate English skills                                         | Tues, Wed, Thursday starting August 31                                                                   | 9 am – 11:30 am                             |
| **Citizenship Preparation (Low Beginning Level)** | One-on-one and small group development of English language skills and knowledge needed to pass the citizenship interview                                                                          | • Low beginning – beginning skills in English  
• Minimum 3 years in the U.S.  
• Must be a lawful permanent resident  
• Ability to receive & watch video lessons and connect w tutors via phone | 12-week asynchronous sessions:  
Current sessions end Sept 3. New sessions start in October                                              | Hours vary based on student availability                                                                |
| **Citizenship Preparation (Beginning Level)** | English language skills and knowledge to pass the citizenship interview                                                                                                                                  |                                                                                                             |                                                                                                           |                                             |
| **Citizenship Preparation (Intermediate Level)** | Development of English language skills and knowledge needed to pass the citizenship interview                                                                                                            | • Minimum 4 years in the U.S.  
• Intermediate level English skills  
• Must be a lawful permanent resident  
• Ability to participate in remote class                                                                      | Tues & Wed evenings  
10-week synchronous Summer break. New sessions start in October                                           | 6:00 pm – 8:30 pm                                                                                       |
| **Citizenship Telephone Conversation Partners** | Development of English language telephone skills, citizenship interview practice                                                                                                                                 | • Min. high intermediate English skills  
• Regular attendance in another class                                                                           | Varies: based on student and tutor availability                                                            | Varies: based on student and tutor availability                                                        |
| **CAIP (Career Advancement for International Professionals) FEE-BASED** | Resumes, interviews and professional communication, job search, networking                                                                                                                                  | • Advanced-level English  
• University degree & career experience  
• Authorized to work in US                                                                                        | 5-week trainings during Wed AM OR EVE hours EVE session starts 9/16                                         | 5:30 pm – 8:30 pm OR 9 am – 12 pm                |
| **Afterschool Program for Immigrant HS students** | Help with homework & academic skill development                                                                                                                                                    | • Immigrant & refugee HS students enrolled in SLPS High Schools                                               | Expected to start Sept 9                                                                                | M – TH, 3:00 – 6:00 pm                       |
| **Youth Mentor Program** | Weekly mentor contact & monthly group events                                                                                                                                                             | • Refugees, asylees, SIVs ages 15 – 24 less than 5 years in US                                                | Current session ends Sept 18; New one in Oct                                                            | Varies: based on enrollee availability                                                                 |
| **Bridge to College** | Academic reading & writing and prep for success in college                                                                                                                                              | • planning to attend college  
• appropriate level of English  
• ability to participate in remote class                                                                       | 10-week live virtual session; 2 eve /week New session on Sept 29                                             | M & W, 6:00 pm – 8:30 pm                      |
| **Refugee Career Pathways Trainings**<br>Career-related Trainings & workshops (STEP & VELT) |                                                                 | • Refugees & asylees under 5 yrs in US  
• 18 - 64 years old                                                                                             | STEP: contact Ashley VELT: new session Oct                                                                | Hours vary based on client availability                                                               |
<p>| Workplace trainings (FEE) | Customized ESOL for workers | According to workplace contract | As contracted | As contracted |</p>
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<tr>
<td><strong>Refugee Support Services (RSS)</strong></td>
<td>• Employability case management</td>
<td>Refugees, SIVs, or asylees who have been in the U.S. fewer than 5 years</td>
<td>Monday – Friday</td>
<td>In-person/Phone/Video call Ext. 142 (temp 164/166)</td>
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<td></td>
<td>• Employment preparedness and planning</td>
<td>Individuals seeking employment or assistance retaining employment</td>
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<td>• Screening and referral to job placement</td>
<td>Aged 16 to 64 (those aged under 18 must be seeking part-time employment)</td>
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<td></td>
<td>• Hiring assistance</td>
<td>Open enrollment period</td>
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<td></td>
<td>• Follow-up support</td>
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<tr>
<td><strong>Workforce Innovation and Opportunity Act (WIOA)</strong></td>
<td>• Employment preparedness</td>
<td>Limited English Proficiency Job Seekers ages 18-64 including</td>
<td>Monday – Friday</td>
<td>In-person/Phone/Video call Ext. 142 (temp 164/166)</td>
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<td>• Assistance with hiring process</td>
<td>• Refugees, SIVs, asylees, and permanent residents who have been in the U.S. for over 5 years</td>
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<td>• Screening and referral to job placement</td>
<td>• Work-authorized immigrants</td>
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<td>• Referrals to trainings/education/career advancement services</td>
<td>• Naturalized U.S. citizens with limited English proficiency</td>
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<td><strong>Matching Grant</strong></td>
<td>• Employability case management, and financial assistance</td>
<td>Newly-arrived refugee, SIV clients not on public assistance</td>
<td>Monday – Friday</td>
<td>In person/Phone/Video call Ext. 149</td>
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<tr>
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<td>• Employment preparedness and planning</td>
<td>• Asylees granted asylum within 90 days</td>
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<td></td>
<td>• Screening and referral to job placement</td>
<td>• Those motivated to gain early employment</td>
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<td>• Hiring process assistance</td>
<td>• Individuals may not access public cash benefits (TANF, RCA)</td>
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<td>• Follow-up support</td>
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<td><strong>Refugee Career Pathways</strong></td>
<td>• Individualized technical assistance and continued career coaching</td>
<td>Refugees, SIVs, asylees, Cuban/Haitian entrant, Amerasian, in the U.S. for fewer than 5 years</td>
<td>Monday - Friday, Saturdays (as needed)</td>
<td>In person/Phone/Video call Ext. 186</td>
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<td>• Career Development Plan creation and goal setting</td>
<td>• Individuals must be able to commit to 1 year regularly participation</td>
<td>8 a.m. – 5 p.m.</td>
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<td>• Referral to internal and external trainings, opportunities, and resources (degree evaluation and recertification information, etc.)</td>
<td>• Individuals who seek to enter/re-enter a specific profession, or career/guidance (eligibility and program will shift in October)</td>
<td>some evenings</td>
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<td><strong>Immigrant Career Pathways</strong></td>
<td>• Individualized technical assistance for re-entering a career field in U.S.</td>
<td>Work-authorized immigrant</td>
<td>Monday- Friday, Saturdays (as needed)</td>
<td>In person/Phone/Video call Ext. 153</td>
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<td>• Assessment and referral to needed trainings and services</td>
<td>Foreign-earned degree (minimum bachelor’s degree)</td>
<td>Generally</td>
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<td>• Detailed career development support via Career Pathway Plan creation and continued coaching and support</td>
<td>Aged 18 to 64 years old</td>
<td>8 a.m. – 5 p.m.</td>
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<td>• Recertification and degree evaluation information, referral to other resources and training</td>
<td>Individual seeking to re-enter a former career field in the U.S.</td>
<td>Hours flexible</td>
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<td>• Basic English literacy and computer skills</td>
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