



REFERRAL DOCUMENT  
FOR PLACEMENT INTO INTEGRATION HOUSE FOR  
VULNERABLE GROUPS OF REFUGEES “PEDRO ARRUPE”

This document serves to arrange referral mechanisms and procedures for admission and placement of vulnerable refugees into the Integration House “Pedro Arrupe” (House).

***In case that refugee is referred by the Center for Social Work (CSW) or Commissariat for Refugees and Migration (Commissariat) outside the territory of the city of Belgrade, the following procedure should be followed:***

1. Identification of the potential beneficiary by the CSW or Commissariat
2. Interviewing potential beneficiary to determine type and degree of vulnerability\risk exposure and to familiarize him\her with the House rules and functioning
3. Notifying JRS staff members and deciding on admission by the Program Manager of JRS
4. The beneficiary signs written consent, confirming that he\she agrees to be placed into the House
5. Providing basic medical examination to determine whether the beneficiary has any of easily transmittable diseases (head or body lice, scabies). The existence of those conditions will not influence the placement of the beneficiary into the House.
6. Transport, admission and placement into the House

***In case that refugee is referred by the CRW or Commissariat inside the territory of the city of Belgrade, the following procedure should be followed:***

1. Identification of the potential beneficiary by the Field Officers\Social Workers of Belgrade City Center for Social Work, Field Officers of Commissariat, Employees of the Commissariat in camp Krnjaca or reception centre in Obrenovac, as well as NGO Field Workers, working in the city centre
2. Informing JRS Staff Members
3. Interviewing the potential beneficiary by the JRS Staff Members to determine type and degree of vulnerability\risk exposure and to familiarize him\her with the House rules and functioning
4. Notifying Program Manager of JRS, who is responsible of deciding on admission and placement of the beneficiary into the House
5. The beneficiary signs written consent, confirming that he\she agrees to be placed into the House
6. Providing basic medical examination to determine whether the beneficiary has any of easily transmittable diseases (head or body lice, scabies). The existence of those conditions will not influence the placement of the beneficiary into the House.
7. Transport, admission and placement into the House

In Belgrade, May 2017