

DEPARTMENT OF SOCIAL SERVICES



744 P Street, Sacramento , CA 95814  
(916) 322-8037

December 21, 1984

ALL-COUNTY LETTER NO. 84-130

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: UNACCOMPANIED MINOR REPORTS

Effective immediately, County Welfare Departments are required to utilize two new forms for Unaccompanied Minor Program reporting. This change in reporting is required by the Office of Refugee Resettlement. These reports replace the CA 900 and the Temporary A and B forms. The two new forms are:

1. ORR-3. The Refugee and Entrant Unaccompanied Minor Placement Report. This form is to be used to report placement, change of status (e.g., change of placement, change of legal responsibility), and termination from the Unaccompanied Minor Program (e.g., emancipation or parental or adult relative reunification).
2. ORR-4. The Refugee and Entrant Unaccompanied Minor Progress Report. This form is to be used to report annually the minor's status, progress, and data on efforts toward family reunification.

These forms are available through the State DSS Warehouse.

The printed instructions regarding distribution of completed forms are to be disregarded. Please follow these instead:

- ORR-3: Goldenrod copy retained by the County.
- ORR-4: Pink copy retained by the County.

The remainder of the forms are to be forwarded to:

Office of Refugee Services  
Management Information and Planning Bureau  
744 P street, MS 5-600  
Sacramento, CA 95814

The Office of Refugee Resettlement has requested California to submit updated reports on All Unaccompanied Minor cases using their forms ORR-3 and ORR-4. All counties are to update all Unaccompanied Minor cases through December 30, 1984, by taking the following steps.

I. Fill out an ORR-3 for:

1. All active Unaccompanied Minor cases through December 30, 1984.
2. All Unaccompanied Minor cases that were terminated between September 1, 1983 and December 30, 1984.

II. Fill out an ORR-4 for:

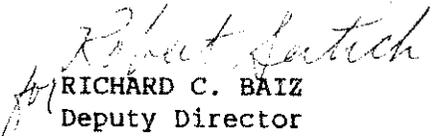
1. The annual report on all Unaccompanied Minor cases that become due between September 1, 1983 and December 30, 1984. (Annual report - 12 months from initial date of placement and then every 12 months thereafter).

Please submit these reports no later than January 21, 1985 to:

Sulpicio A. Platon  
Office of Refugee Services  
Department of Social Services  
744 P Street, MS 5-600  
Sacramento, CA 95814

Systematically, from January 1, 1985, onward, fill out and send to the above, the ORR-3 for placements, change of status, and terminations, and the ORR-4 for annual status reports.

If there are any questions, please contact Clarence Williams at (916) 324-1542.

  
RICHARD C. BAIZ  
Deputy Director  
Government and Community Relations

cc: CWDA