November 2006

COUNTY REFUGEE SERVICES PLAN
FORMAT AND INSTRUCTIONS

The County Refugee Services Plans and County Refugee Services Plan Updates must cover all Refugee Social Services (RSS) (Formerly RESS), Targeted Assistance (TA) Formula, Discretionary, RSS Set-aside, and other Office of Refugee Resettlement (ORR) funding that is allocated by CDSS to the counties, including carryover and augmentation funds, with which the county will provide activities and services to refugees during the year covered by the plan or plan update. This document is the format, including instructions, that counties must follow to complete their county plans and plan updates (See Pages 12 to 13 of the guidelines for additional requirements). Plans or plan updates not submitted in this format (including the order in which the information is requested and forms identified in various sections below) will delay the certification process.

Under each part and section below, specific information is identified that must be provided by the county before the plan can be certified by CDSS.

PART 1: COVER SHEET

Include, at minimum, county name, document title (County Refugee Services Annual Plan or County Refugee Services Annual Plan Update), and Federal Fiscal Years (FFYs) covered by the document and date plan is submitted.

PART 2: TABLE OF CONTENTS

List and provide page numbers for each section and subsection below.

PART 3: PLAN CONTENT

Section I. County Refugee Program Administration

At a minimum, provide an organization chart that shows how the refugee programs are situated within the county's administration structure. The county may, but is not required to, provide a narrative description.

Section II. Description of the County's Refugee Programs

A. Funding Sources

Identify the types of funding that the county receives (i.e., RSS formula, RSS set-aside, RSS carryover, TA formula, TA Discretionary, other discretionary funds, etc.).

B. General Program Description

For each program (by funding source), briefly provide the following:

1. Intent/goal of the program (including how it will help participants).
2. Groups to be served, i.e., newly-arriving refugees during their first year in the United States, refugees receiving cash aid (specify by aid type: California Work Opportunity and Responsibility to Kids [CalWORKs], Refugee Cash Assistance [RCA], General Assistance/General Relief, and/or non-aided).
3. Other client characteristics or applicable program eligibility criteria, if any (i.e., client has to be age 60 or older; client must be disabled; client is limited-English speaking, etc.).

C. CalWORKs and RCA Compliance

This section must include the following assurance:

_____ County assures that the provision of activities and services to mandatory and voluntary CalWORKs Welfare to Work (WTW) participants and RCA recipients, funded by the ORR monies and allocated by CDSS, will be in accordance with CalWORKs WTW and RCA requirements (including those regarding program participation flow, good cause determination, sanctioning, and supportive services) specified in the Manual of Policy and Procedures Sections 42-700 and 69-200, respectively, and other applicable CalWORKs and RCA policy guidance issued by CDSS.

D. County Planning Process

This section must contain a description of the county's planning process, which shall include the following information:

1. Names of planning participants (i.e., representatives of government agencies, school districts, community colleges, Mutual Assistance Associations (MAAs), other Community-Based Organizations (CBOs), private businesses, refugee communities, other individuals, etc.).
2. Demographics of the target population.
3. Identification of target population needs.
4. Source of labor market information for the county; surveys or studies conducted by local chambers of commerce or other private sector organizations; educational institutions; city, county, or State departments; service providers like MAAs and other CBOs; and program performance statistics, etc.
5. Discuss how proposed employability services relate to the local labor market.

E. Additional Information (Optional)

This section may, but is not required to, provide additional information about how the county operates its refugee program. Below is an example of information the county may elect to include in its plan or plan update.

Example: County A receives only RSS funds, which are insufficient to pay for all Central Intake Unit (CIU) and case management services in the RSS program. To serve all RSS participants equitably and effectively, the county augments the RSS funding with CalWORKs monies to cover CIU and case management costs for CalWORKs RSS clients. Also, as mentioned in Section III., Description of Service Components, CalWORKs funding is used to pay for their supportive services.

Section III. Description of Service Components

For each program (by funding source, as described in Section II.A., Funding Sources, above), list service components to be offered by the county with that funding and briefly describe the activities and/or services under each component.

Counties must use component names listed below. The components correspond to the categories for which counties must already provide information to CDSS and ORR in the Annual Service Plan (See Exhibit A-3, Page 30). Also, include the supportive services that will be provided with the specified funds to program participants under "Other" (See additional information in the list below).

The specific service components are:

A. Employment

B. English Language Training

C. On-the-Job Training/Skills Training

D. Case Management

E. Other Employability Services (i.e., transportation and interpreter services, employability assessment services, skills recertification, assistance in obtaining employment authorization documents, etc. These services must relate to employment. Refer to 45 CFR Part 400.154).

F. Non-Employment Services (i.e., information and referral, outreach, social adjustment, etc. Refer to 45 CFR Part 400.155).

Counties need to list and describe only the components, activities, and/or services that they will provide. If the component is provided by more than one funding source (i.e., RSS Carryover and RSS Formula), it must be listed under each source. However, if all aspects of activities and services are identical, regardless of funding source, the county need only describe the activities or services once. In these cases, under the second or subsequent program, the county can list the component and simply type in a cross-reference to the first program.

Example: County B receives RSS and TA Formula funding and provides Employment Services in both programs. The Employment Services component is the same in RSS and TA (comprised of job search, job club, and job placement; these three activities are also identical).

In its plan, under Employment Services - RSS, County B must list Employment Services and briefly describe the component, only if the county has chosen to describe it, then list and describe job search, job club, and job placement underneath. Under Employment Services - TA, because the component and activities and services are the same as those under RSS, the county can repeat the information provided under Employment Services - RSS, or it can also write "Please refer to Employment Services - RSS."

However, if County B's RSS and TA Employment Services components differ, then the county must list and describe each component and activity and service separately.

Section IV. Budgets

The plan must include a separate budget for each funding source that it receives, as well as for any carryover or augmentation funding available for the plan year (i.e., FFY 2005-06 RSS, FFY 2004-05 RSS Carryover, FFY 2005-06 TA, FFY 2005-06 Older Refugee Discretionary Grant, etc.). See Exhibits A-1, Page 28 and A-2, Page 29.

The program budget must show an amount for every component that is offered in that program (be sure that the component names are the same as those listed on Page 24, in Section III, Description of Service Components) and an amount set for county administration.

If the county is providing direct services, list "In-House" separately as the last item in the budget. In an in-house program budget, the county must list the amounts for staff salaries and benefits and other allowable direct costs (i.e., rent, copying, supplies, etc.).

Section V. Annual Services Plan

The County Refugee Services Plan must include an Annual Services Plan (See Exhibit A-3, Page 30) that includes the required information for each funding source that the county receives and/or has available for the year (i.e., RSS Formula, RSS Set-aside, RSS Carryover, TA Formula, Older Refugee Discretionary Grant, etc.) to provide different categories of activities and services.

The information must be entered into the Annual Services Plan for every component that is offered in that program. If the goal is zero, type in "0."

The CDSS will provide specific guidance on completing the Annual Services Plan via Refugee Coordinator Letters and on the RPB website at

www.cdss.ca.gov/refugeeprogram.

Section VI. Annual Goal Plan

The County Refugee Services Plan must include an Annual Goal Plan (See Exhibit A-4, Page 31) that, on Page 1, shows the projected goals pertaining to **Employability Services** (as defined in 45 CFR Part 400.154 (a), (c), (d), and (e)). These employability services are, respectively, Employment Services, On-the-job training, English language instruction, and Vocational training, which are funded by the sources that the county receives and/or has available for the year (i.e., RSS Formula, RSS Set-aside, RSS Carryover, TA Formula, Older Refugee Discretionary Grant, etc.). The amount of RSS, TA, and Discretionary funding to be entered onto the Annual Goal Plan can be retrieved from the Employability Services funding information on the Annual Services Plan.

NOTE: Counties' proposed performance goals must be greater than the previous year's actual performance rates (pursuant to the Government Performance Results Act [GPRA] requirements). For **each** of its goals that do not reflect an increase of at least five percent, the county must provide an explanation in the narrative section of the Annual Goal Plan.

The provision of one "general" explanation (i.e., "Our county has less arrivals now") by the county to justify all goals not meeting GPRA requirements is not acceptable.

On Page 2 of the Annual Goal Plan, the funding amounts to be entered must only be the amounts that the county will spend for Employment Services, as defined in 45 CFR Part 400.154 (a).

The CDSS will provide specific guidance on completing the Annual Goal Plan via Refugee Coordinator Letters and on the RPB website at www.cdss.ca.gov/refugeeprogram.

Section VII. Appendices

A. County Procurement Process

Briefly describe the process that will be used to procure activities and services.

B. County Monitoring Process

This section of the plan must include the following:

1. The name of the organizations and/or individuals that have the responsibility to perform the fiscal and program monitoring of the county's refugee programs, including the service providers.

2. A brief description of the process that will be used to monitor service providers including the process to monitor itself if the county operates an in-house program. Counties that will provide direct services with this

funding must describe how they will resolve the possible conflict of interest involved when monitoring their own programs.

The description of the county's monitoring process must cover monitoring activities to evaluate and/or verify the following areas:

a. Extent to which program goals are being met.

b. Appropriateness of fiscal expenditures and accuracy of reported fiscal data.

c. Accuracy of reported statistical data.

d. Accuracy of determination of refugee/entrant status.

e. Extent to which priority groups are served.

f. Extent to which the Individual Employability Plans have been developed for each employable family member.

3. The county must assure that it will comply with CDSS monitoring guidelines specified on Page 18, regarding requirements on frequency of monitoring, submission of reports, 90-day follow-ups on employed participants, and corrective action related to program deficiencies.

Section VIII. Required Assurances

County Refugee Services Plans must contain an assurance that they were developed in accordance with these County Guidelines.

Section IX. County Board of Supervisor Resolution

Each county board of supervisors must ensure that the county planning process is conducted in a way that facilitates the ability for the public, including refugees, to participate. Include a copy of the county board of supervisors' resolution regarding adoption of the County Refugee Services Plan.

In situations when the plan has been amended after a board of supervisors' resolution has already been obtained, and the county determines that another resolution is not required before submission of the amended plan to CDSS for certification, the county must document that determination in a letter, which is submitted with the revised plan.

Section X. Optional County Information

The county may attach supplemental information that it believes is relevant to its refugee program.