



CDSS

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October 6, 2008

REFUGEE COORDINATOR LETTER NO. 08-11

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: COUNTY REFUGEE SERVICES PLANS OR PLAN UPDATES FOR  
FISCAL YEAR 2008-09

The purpose of this letter is to inform counties that their County Refugee Services Plan or Plan Update for Federal Fiscal Year (FFY) 2008-09 is due to the Refugee Programs Bureau (RPB) by the close of business on Friday, October 24, 2008. Please refer to the enclosure which notes if a county must submit a plan or plan update.

**PLAN/PLAN UPDATE REQUIREMENTS AND CONTENT**

All County Refugee Services Plans and Plan Updates must be developed in accordance with the California Department of Social Services County Refugee Program Guidelines (amended November 2006), which can be found at [www.cdss.ca.gov/refugeeprogram](http://www.cdss.ca.gov/refugeeprogram). Counties in the second or third year of an RPB-approved multi-year plan that covers FFY 2008-09 may submit a plan update if they are not changing the program objectives, scope of services (activities), and/or service delivery systems that are described in their existing plan. If any of these areas are changed, the county must submit a new plan.

As part of the FFY 2008-09 County Refugee Services Plan or Plan Update, the following information or documents must be included:

- Description of each program by funding source - Refugee Social Services (RSS) Formula, Targeted Assistance (TA) Formula, and/or Older Refugee Discretionary Grant (ORDG).
- Budget for each program by funding source. If a county expects to use unexpended FFY 2007-08 refugee funds in FFY 2008-09, it must also provide a separate budget for each anticipated type of carryover.
- Annual Services Plan (ASP) - The information being requested for FFY 2008-09 is the same as the FFY 2007-08 ASP. However, for FFY 2008-09, On-the-Job Training and Skills Training, which were combined into one category previously, are now separated into two categories.

- Annual Outcome Goal Plan (AOGP) - The Office of Refugee Resettlement (ORR) requires states to increase performance goals annually on their AOGP, pursuant to provisions in the Government Performance and Results Act (GPRA) of 1993.

If FFY 2008 Actual for Entered Employments is less than 50 percent

- The FFY 2008-09 goal for Entered Employment must reflect a five percent increase above the county's FFY 2007-08 Actual percentage.

If 2008 Actual for Entered Employments is equal to or greater than 50 percent but less than 85 percent

- The FFY 2008-09 goal for Entered Employment must reflect a three percent increase above the county's FFY 2007-08 Actual percentage.

Other performance goals

- ORR also expects an increase in all of the other performance areas: Federal Cash Assistance Terminations; Federal Cash Assistance Reductions; Entered Full-time Employment Offering Health Benefits; etc.

The county must provide an explanation in the Performance Narrative section of the AOGP for each FFY 2007-08 goal that the county did not meet. County explanations must address the following questions relative to FFY 2007-08:

- What jobs decreased in the county, and why?
- What jobs increased in the county, and why?
- How did any decrease/increase affect refugees gaining employment, and why?
- In what specific jobs did your county place refugees?
- What are reasons that contributed to employers not retaining refugee employees for 90 days?
- What are reasons that contributed to refugees not getting jobs with health insurance?

RPB staff has already emailed the ASP and AOGP (including the Performance Narrative) formats and instructions to counties. Counties must submit their ASP and AOGP in electronic format.

## **PLAN FUNDING AMOUNTS**

In developing their plan or plan update, counties must use the amount of their final RSS, TA, and ORDG allocations. RPB has received notice of California's final RSS and TA amounts and will issue final county RSS and TA allocation amounts by October 8, 2008. After the state receives its final ORDG grant amount, RPB will notify counties of their allocations as soon as possible.

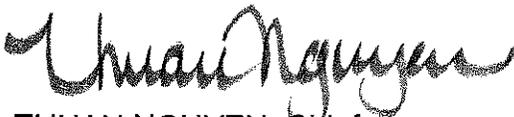
## **PLAN SUBMISSION INSTRUCTIONS**

Counties must submit their ASP, AOGP (including Performance Narrative), and plan or plan update electronically to their County Operations Analyst by the close of business, Friday, October 24, 2008.

- If the county is submitting a plan update that does not require board of supervisor approval, it must be submitted to RPB by October 24, 2008.
- If the county is submitting a new plan or plan update that requires county board of supervisor approval, the county must submit a final or draft plan or plan update by October 24, 2008. For drafts, county board of supervisor approval is not necessary. RPB can provide comments to the county and the county can amend the plan, as needed, before seeking board approval. This allows the county to avoid having to obtain a second approval, if RPB requires changes to the county plan. Once the draft plan or plan update is approved by RPB, the county will be issued a provisional approval of its plan until the county board approval is received.

If you have any questions, please contact Milt Yee, Section Chief, Refugee Programs Bureau, at (916) 653-1178, or your assigned County Operations Analyst at (916) 654-4356.

Sincerely,



THUAN NGUYEN, Chief  
Refugee Programs Bureau

Enclosure

Enclosure

**REFUGEE PROGRAMS BUREAU**

**FFY 2008-09  
County Refugee Services Plans or Plan Updates**

Alameda County	Plan Update
Fresno County	Plan Update
Los Angeles County	Plan Update
Merced County	New Plan
Orange County	New Plan
Sacramento County	New Plan
San Diego County	Plan Update
San Francisco County	Plan Update
San Joaquin County	New Plan
Santa Clara County	Plan Update
Stanislaus County	New Plan
Yolo County	New Plan