



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

September 30, 2009

REFUGEE COORDINATOR LETTER NO. 09-07

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: COUNTY REFUGEE SERVICES PLANS OR PLAN UPDATES FOR  
FEDERAL FISCAL YEAR 2009-10

The purpose of this letter is to inform counties that their County Refugee Services Plan or Plan Update for Federal Fiscal Year (FFY) 2009-10 is due to the Refugee Programs Bureau (RPB) by the close of business on Friday, October 30, 2009. Please refer to the enclosure that indicates whether a county must submit a new plan or a plan update. This notice supercedes our September 10, 2009 email notification indicating a due date of October 15, 2009. We have extended this deadline, due to a delay in the release of final Refugee Social Services allocations.

### **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 (CDSS) County Refugee Program Guidelines (amended November 2006), located 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 2009-10 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 2009-10 County Refugee Services Plan or Plan Update, the following information or documents must be included:

- A description of each program by funding source - Refugee Social Services (RSS) formula, Targeted Assistance (TA) formula, and/or Older Refugee Discretionary Grant (ORDG).
- A budget for each program noted above by funding source. If a county expects to use unexpended (carry-over) FFY 2008-09 refugee funds in FFY 2009-10, it must also provide a separate budget for each anticipated type of carryover.
- Annual Services Plan (ASP) – This plan, which is submitted to the federal Office of Refugee Resettlement (ORR), identifies the services the county will provide, the funding source for those services, the number of participants and their time in the United States, and the percent of funding going to different types of service providers.

- Annual Outcome Goal Plan (AOGP) – This plan, which is also submitted to the ORR, identifies specific performance goals. The 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 the FFY 2008-09 Actual for Entered Employment is less than 50 percent, the FFY 2009-10 Goal for Entered Employment must reflect a five percent increase above the county's FFY 2008-09 Actual percentage. If the FFY 2008-09 Actual for Entered Employment is equal to or greater than 50 percent but less than 85 percent, the FFY 2009-10 Goal for Entered Employment must reflect a three percent increase above the county's FFY 2008-09 Actual percentage.

Unlike the Goal for Entered Employment, the ORR has not identified specific increases for the other performance measures. However, the ORR expects to see an increase for the following: Federal Cash Assistance Terminations; Federal Cash Assistance Reductions; Entered Full-time Employment Offering Health Benefits; Average Hourly Wage of Refugees Entering Full Time Employment; and 90-Day Retention Rate.

- Performance Narrative - The county must provide an explanation in this section of the AOGP for each FFY 2008-09 goal that the county did not meet. County explanations must address, at a minimum, the following questions relative to FFY 2008-09:
  - 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 the reasons that contributed to employers not retaining refugee employees for 90 days?
  - What are the reasons that contributed to refugees not getting jobs with health insurance?

## **PLAN FUNDING AMOUNTS**

In developing their plan or plan update, counties must use the amount of their final RSS, TA, and ORDG allocations.

## **PLAN SUBMISSION INSTRUCTIONS**

Counties must submit their ASP, AOGP (including Performance Narrative), and final plan or plan update electronically to their County Operations Analyst by the close of business, Friday, October 30, 2009. Final plans must be approved by the County Board of Supervisors, in accordance with the CDSS County Refugee Program Guidelines (amended November 2006).

If you have any questions, please contact LuAnne Hightower, Manager, Refugee Programs Bureau, at (916) 654-1461, or your assigned County Operations Analyst at (916) 654-4356.

Sincerely,

*Original document signed by  
Thuan Nguyen on 9/30/09*

THUAN NGUYEN, Chief  
Refugee Programs Bureau

Enclosure

**REFUGEE PROGRAMS BUREAU**

**FFY 2008-09**

**County Refugee Services Plans or Plan Updates**

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