



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

October 21, 2011

REFUGEE COORDINATOR LETTER NO. 11-12

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: COUNTY REFUGEE SERVICES PLANS OR PLAN UPDATES  
FOR FEDERAL FISCAL YEAR 2011-12

REFERENCE: COUNTY REFUGEE PROGRAM GUIDELINES

The purpose of this letter is to inform counties of the due dates for submitting the following documents to the Refugee Programs Bureau (RPB) for Federal Fiscal Year (FFY) 2011-12.

- **Annual Services Plan – Due November 7, 2011**
- **Annual Outcomes Goal Plan – Due November 7, 2011**
- **County Refugee Services Plan or Plan Update – Due November 14, 2011**

Please refer to Enclosure I that indicates whether a county must submit a new plan or a 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 2011-12 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.

In addition, if the county is adding new scope of services or activities under the new Discretionary TA funding, the county must submit a new plan which must include community input and board of supervisor approval. Before seeking board of supervisor approval, the county may submit a draft plan to RPB for review. This step provides the county with the opportunity to discuss the plan with RPB and to amend it, as needed, without need for a second board approval, if CDSS' review results in required changes.

As part of the FFY 2010-11 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, Discretionary TA, 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 2010-11 refugee funds in FFY 2011-12, it must also provide a separate budget for each anticipated type of carryover.
- Annual Services Plan (ASP) - The information being requested on the ASP for FFY 2011-12 has not changed from the previous year ASP. **Please note that the ASP is due to RPB one week before the county refugee services plan in order to meet the Office of Refugee Resettlement's due date.**
- 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. **Please note that the AOGP is due to RPB one week before the county refugee services plan in order to meet the Office of Refugee Resettlement's due date.**

If the FFY 2010-11 actual percentage of clients who entered employment is less than 50 percent, then the goal for the number of clients entering employment in FFY 2011-12 must reflect a five percent increase above the FFY 2010-11 actual percentage. If the FFY 2010-11 actual percentages of clients who entered employment is greater than or equal to 50 percent but less than 85 percent, then the goal for the number of clients entering employment in FFY 2011-12 must reflect a three percent increase above the FFY 2010-11 actual percentage.

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 the 90-Day Retention Rate.

- Performance Narrative - The county must provide an explanation in this section of the AOGP for each FFY 2010-11 goal that the county did not meet. County explanations must address, at a minimum, the following questions relative to FFY 2010-11:

- 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 retaining/not retaining refugee employees for 90 days?
- What are the reasons that contributed to refugees obtaining/not obtaining jobs with health insurance?

#### **PLAN FUNDING AMOUNTS**

In developing their plan or plan update, counties must use the amount of the attached draft or final RSS, TA, Discretionary TA, and ORDG allocations (Enclosure II).

#### **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 prospective due date. Final plans must be approved by the County Board of Supervisors and a copy of the approval must be submitted with the plan or plan update, in accordance with the CDSS County Refugee Program Guidelines (amended November 2006).

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

Sincerely,



THUAN NGUYEN, Chief  
Refugee Programs Bureau

Enclosures

**REFUGEE PROGRAMS BUREAU**

**FFY 2011-12**

**New County Refugee Services Plans or Plan Updates**

Alameda County *	New
Fresno County	Update
Los Angeles County	Update
Orange County	New
Sacramento County	Update
San Diego County	Update
San Francisco County	Update
Santa Clara County	Update
Stanislaus County	New

\* Alameda is required to submit a new plan because of new TA funding.

## FINAL REFUGEE SOCIAL SERVICES (RSS) ALLOCATION FEDERAL FISCAL YEAR 2011

*(Catalog of Federal Domestic Assistance (CFDA) No.93.566 - Refugee Assistance - State Administered Programs)  
(Grant Period - October 1, 2011 through September 30, 2013)*

\$ 10,001,006 Final FFY 2011 RSS Standard Funds  
 \$ (1,648,964) Funding for San Diego Wilson/Fish Project <sup>1</sup>  
 \$ 8,352,042 Final Adjusted State Allocation  
 \$ (1,252,806) State Administrative Funds (15% of Adjusted State Allocation)  
 \$ 7,099,236 Final Funds to be Allocated to Counties

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
County	Allocation Number	Adult refugees receiving RCA/CalWORKs who have been in the U.S. 60 months or less <sup>2</sup>							Final County Allocations	Final County Administrative Costs @15% maximum	Final County RSS Service Dollars
		Totals by Time in the U.S.			Weights						
		<1 year	1-2 years	2-5 years	(<1) X 1.5	(1-2) X 1.25	Weighted Total (cols 5 + 6 + 7)	% of Weighted Total			
Alameda	RESS1101	212	119	120	318	149	587	6.21%	\$ 440,863	\$ 66,129	\$ 374,734
Los Angeles	RESS1102	561	568	1,667	842	710	3,219	34.05%	\$ 2,417,290	\$ 362,594	\$ 2,054,696
Orange	RESS1103	109	96	124	164	120	408	4.32%	\$ 306,687	\$ 46,003	\$ 260,684
Sacramento	RESS1104	166	219	235	249	274	758	8.02%	\$ 569,359	\$ 85,404	\$ 483,955
San Diego <sup>1</sup>	RESS1105	426	1,042	1,600	639	1,303	3,542	37.47%	\$ 2,660,082	\$ 399,012	\$ 2,261,070
San Francisco	RESS1106	92	44	42	138	55	235	2.49%	\$ 176,771	\$ 26,516	\$ 150,255
Santa Clara	RESS1107	93	85	105	140	106	351	3.71%	\$ 263,382	\$ 39,507	\$ 223,875
Stanislaus	RESS1108	75	76	145	113	95	353	3.73%	\$ 264,802	\$ 39,720	\$ 225,082
<b>Total</b>		<b>1,734</b>	<b>2,249</b>	<b>4,038</b>	<b>2,603</b>	<b>2,812</b>	<b>9,453</b>	<b>100.00%</b>	<b>\$ 7,099,236</b>	<b>\$ 1,064,885</b>	<b>\$ 6,034,351</b>

**Notes:**

<sup>1</sup> The allocation for non-CalWORKs recipients for San Diego County is diverted to a Wilson/Fish Alternative Project. The amount of funding for the project was determined by the federal Office of Refugee Resettlement. San Diego's RSS allocation to serve refugee families is shown in Column 10.

<sup>2</sup> One month data from Medi-Cal Eligibility Determination System (MEDS) File Report dated August 31, 2011.

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**FINAL TARGETED ASSISTANCE (TA) FORMULA ALLOCATIONS  
FEDERAL FISCAL YEAR 2011**

(Grant Period - October 1, 2011 through September 30, 2013)

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\$ 5,767,249 Final FFY 2011 TA Formula Allocation to California  
 \$ (1,067,960) Funding for San Diego Wilson/Fish Project <sup>1</sup>  
 \$ 4,699,289 Adjusted Final FFY 2011 TA Formula Allocation to California

(1) County	(2) Grant Number	(3) Total Two-Year Arrivals <sup>2</sup> FFYs 2009 - 2010	(4) ORR Allocation Based on Arrivals	(5) Final State Administration @ 5% Maximum	(6) Final County Allocation	(7) Final County Administration @ 15% Maximum	(8) Services
Alameda	TAFO1101	959	\$ 252,260	\$ 12,613	\$ 239,647	\$ 35,947	\$ 203,700
Los Angeles	TAFO1102	8,300	\$ 2,183,269	\$ 109,163	\$ 2,074,106	\$ 311,116	\$ 1,762,990
Orange	TAFO1103	978	\$ 257,257	\$ 12,863	\$ 244,394	\$ 36,659	\$ 207,735
Sacramento	TAFO1104	1,481	\$ 389,569	\$ 19,478	\$ 370,091	\$ 55,514	\$ 314,577
San Diego <sup>1</sup>	TAFO1105	8,734	\$ 1,229,470	\$ 61,474	\$ 1,167,996	\$ 175,199	\$ 992,797
Santa Clara	TAFO1106	1,473	\$ 387,464	\$ 19,373	\$ 368,091	\$ 55,214	\$ 312,877
<b>Total</b>		<b>21,925</b>	<b>4,699,289</b>	<b>234,964</b>	<b>4,464,325</b>	<b>669,649</b>	<b>3,794,676</b>

State Administration Funds	\$ 234,964
Local Assistance Funds	\$ 4,464,325
<b>Total California TA Allocation</b>	<b>\$ 4,699,289</b>

**Notes:**

<sup>1</sup> The allocation for non-CalWORKs recipients for San Diego County is diverted to a Wilson/Fish Alternative Project. The amount of funding for the project was determined by the federal Office of Refugee Resettlement (ORR) and deducted from San Diego County's original ORR allocation of \$2,297,430.

<sup>2</sup> ORR arrivals figures. Includes refugees, Amerasians, entrants, Havana parolees, asylees and Special Immigrant Visa holders. ORR revised the arrivals data to two years instead of five to respond to the service needs of the newly arrived.

Catalog of Federal Domestic Assistance No. 93.584, Refugee and Entrant Assistance - Targeted Assistance Grants

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FINAL FEDERAL FISCAL YEAR 2011  
TARGETED ASSISTANCE DISCRETIONARY GRANT AWARDS

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**\$350,000** Total Grant Amount  
**(\$17,500)** State Administration Amount (@ 5%)  
**\$332,500** Total to be Allocated to Counties

County	Proposed Grant Number	Population (Current Adults on Aid) <sup>1</sup> (In the U.S. less than 2 years)	Percentage of Population	Proposed Allocation	County Administration (up to 15%)	Total Grant
Alameda	TART1101	352	8.7%	\$ 28,928	\$ 4,339	\$ 24,589
Los Angeles	TART1102	1,247	30.6%	\$ 101,745	\$ 15,262	\$ 86,483
Sacramento	TART1104	388	9.5%	\$ 31,588	\$ 4,738	\$ 26,850
San Diego	TART1105	1,586	39.0%	\$ 129,673	\$ 19,451	\$ 110,222
San Francisco	TART1106	126	3.1%	\$ 10,308	\$ 1,546	\$ 8,762
Santa Clara	TART1107	195	4.8%	\$ 15,960	\$ 2,394	\$ 13,566
Stanislaus	TART1108	175	4.3%	\$ 14,298	\$ 2,145	\$ 12,153
<b>Totals</b>		<b>4,069</b>	<b>100.0%</b>	<b>\$ 332,500</b>	<b>\$ 49,875</b>	<b>\$ 282,625</b>

Current Grant Budget Period: October 1, 2011 - September 30, 2012  
Grant Project Period: October 1, 2011 - September 30, 2013

Notes:

<sup>1</sup> Number of adult refugees currently receiving aid data is derived from the Refugee Medi-Cal Eligibility Data System for July 2011.

Catalog of Federal Domestic Assistance No. 93.576

**Final Allocations**  
**Services to Older Refugees Discretionary Grant**  
**Federal Fiscal Year 2011**  
**\$263,125**

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County	Grant Number	Current Refugees on Aid (age 60+)		Proposed County Allocation	Proposed County Administration <sup>2</sup> (@ 15% Maximum)	Proposed Services Dollars
		Number on Aid <sup>1</sup>	% of Totals			
Alameda	TARL1101	1,442	8.98%	\$ 23,629	\$ -	\$ 23,629
Fresno	TARL1102	1,050	6.55%	\$ 17,235	\$ -	\$ 17,235
Los Angeles <sup>3</sup>						
Merced <sup>3</sup>						
Orange	TARL1105	3,219	20.06%	\$ 52,782	\$ 7,917	\$ 44,865
Sacramento	TARL1106	3,149	19.62%	\$ 51,625	\$ 7,744	\$ 43,881
San Diego	TARL1107	2,804	17.47%	\$ 45,968	\$ 6,895	\$ 39,073
San Francisco	TARL1108	1,931	12.03%	\$ 31,654	\$ -	\$ 31,654
Santa Clara	TARL1109	2,454	15.29%	\$ 40,232	\$ -	\$ 40,232
<b>Total</b>		<b>16,049</b>	<b>100.00%</b>	<b>\$ 263,125</b>	<b>\$ 22,556</b>	<b>\$ 240,569</b>

Current Grant Budget Period: September 30, 2011 - September 29, 2012

Grant Project Period: September 30, 2007 - September 29, 2012

**Notes:**

<sup>1</sup> Number of refugees currently receiving aid age 60 years or older. Refugee aided data is derived from the Medi-Cal Eligibility Data System for August 2011.

<sup>2</sup> Those counties without administration costs specified have chosen to not charge county administrative costs for this grant.

<sup>3</sup> Los Angeles and Merced Counties are not receiving funding for FFY 2011.

Catalog of Federal Domestic Assistance No. 93.576