



CDSS

WILL LIGHTBOURNE  
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)



EDMUND G. BROWN JR.  
GOVERNOR

September 2, 2014

REFUGEE COORDINATOR LETTER (RCL) NO. 14-07

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: **COUNTY REFUGEE SERVICES PLANS OR PLAN UPDATES  
FOR FEDERAL FISCAL YEAR 2015**

REFERENCE: COUNTY REFUGEE PROGRAM GUIDELINES

The purpose of this letter is to inform counties that the County Refugee Services Plans or Plan Updates for Federal Fiscal Year (FFY) 2015 are due to the Refugee Programs Bureau (RPB) by close of business on Monday, September 15, 2014, as communicated at the County Refugee Coordinator Meeting held on August 21, 2014.

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), 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 2015 may submit a Plan Update if the program objectives, scope of services (activities), and/or service delivery systems that are described in their existing plan remain unchanged. If any of these areas are changed, then the county must submit a new plan. Please refer to the enclosed schedule for new and updated county plans (Enclosure 1).

In order to maximize refugee employment outcomes, federal refugee funding should be used to assist refugees in obtaining employment within 12 months in order to achieve self-sufficiency as soon as possible in accordance with the Office of Refugee Resettlement's (ORR) funding policies under 45 Code of Federal Regulations Parts 400.146 and 400.313. Refugee funding should not primarily fund case management and supportive services, such as transportation, translation, and child care for clients who are not actively seeking employment, but rather focus on intensive employability services such as employment services (i.e. Job Club, Vocational English as a Second Language, Vocational Training, Skills Recertification, or On-the-Job Training) which may lead to immediate employment.

## NEW PLAN REQUIREMENTS AND CONTENT

New FFY 2015 County Refugee Services Plans must include the following:

1. A description of each program by funding source if applicable - Refugee Social Services formula, Targeted Assistance (TA) formula, and/or TA Discretionary (TAD).
2. A budget for each program noted above by funding source. If a county expects to use unexpended (carryover) FFY 2014 refugee funds in FFY 2015, a separate budget must be provided along with justification for each anticipated type of carryover. ***Please note that specific instructions for the budget will be sent once FFY 2015 funding allocations are received from the ORR.***
3. A list of county contracted refugee service providers must include the following:
  - a. Contact person and job title
  - b. Address and phone number
  - c. Refugee funding sources and amounts
  - d. Refugee clients aid type or non-aided
  - e. Type of services offered by each refugee funding source
4. A flow chart (see Enclosure II for example) that outlines the description of each step, funding sources, and the length of time the employability services is provided for the following refugee clients:
  - a. California Work Opportunity and Responsibility to Kids
  - b. Refugee Cash Assistance
  - c. Non-aided
5. Copies of the county's application for TAD funding, if applicable.

## PLAN UPDATE REQUIREMENTS AND CONTENT

In addition to the new plan requirements above, plan updates must include the following:

1. Updated information to include any changes in services as a result of the evaluation of the previous year's services, successes, and challenges
2. Updated labor market information to reflect the current year
3. Updated budgets to include the new funding and any carryover funding
4. Updated flowchart if the process has changed
5. Updated language that is old or not relevant

## **PLAN SUBMISSION INSTRUCTIONS**

Counties must submit their County Refugee Services Plans or Plan Updates electronically to their assigned county analyst by the due date. Prior to seeking the County Board of Supervisors' (BOS) approval, counties may submit draft plans to the RPB for review and comment. This step may mitigate the need to resubmit to the BOS a second time for approval should the RPB's review result in required changes. Final plans must be approved by the County BOS and a copy must be submitted to the RPB within 30 days of the BOS approval in accordance with the CDSS County Refugee Program Guidelines (amended November 2006).

If you have any questions, please contact Ms. Jacqueline Hom, Manager, County Operations and Performance Unit at (916) 654-5964 or [Jacqueline.Hom@dss.ca.gov](mailto:Jacqueline.Hom@dss.ca.gov), or Mr. Brian Tam, Policy and County Operations Section Chief, at (916) 654-4356 or [Brian.Tam@dss.ca.gov](mailto:Brian.Tam@dss.ca.gov), or your assigned county analyst at (916) 654-4356.

Sincerely,

***Original Document Signed By:***

THUAN NGUYEN, Chief  
Refugee Programs Bureau

Enclosures

**REFUGEE PROGRAMS BUREAU**

**FFY 2015**

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

Alameda County	Update 1
Los Angeles County	Update 1
Orange County	New
Sacramento County	New
San Diego County	Update 1
San Francisco County	Update 2
Santa Clara County	Update 1
Stanislaus County	New

EXAMPLE: COUNTY FLOW CHART

