

**IMMIGRATION SERVICES
DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) APPLICATION ASSISTANCE
QUARTERLY REPORT
IS-DACA (1/16)**

INSTRUCTIONS

CONTENT

The quarterly IS-DACA report contains statistical information for the Immigration Services Funding - Deferred Action for Childhood Arrivals (DACA) Application Assistance service during the reporting quarter. The data requested refers to information about services to assist individuals with DACA applications including the number and type of application services received, workshops and demographic information. The report also collects qualitative data on contractor practices, referrals and organizational collaborations.

PURPOSE

The purpose of the IS-DACA report is for the California Department of Social Services (CDSS) contractors to provide information regarding their provision of DACA Application Assistance. Effective January 1, 2016, DACA Application Assistance is a component of the new Immigration Services Funding, which provides grants to nonprofit organizations meeting the criteria set forth in Senate Bill 79, Welfare & Institutions Code Sections 13302 - 13306 (Chapter 5.6, Statutes of 2015). This report provides the state with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

Each contractor is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the contracting organization, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal.

Quarter	Service Period	Report Due Date
Q1	January 1, 2016 – March 31, 2016	04/15/2016
Q2	April 1, 2016 – June 30, 2016	07/15/2016
Q3	July 1, 2016 – September 30, 2016	10/14/2016
Q4	October 1, 2016 – December 31, 2016	01/13/2017
Q5	January 1, 2017 – March 31, 2017	04/14/2017
Q6	April 1, 2017 – June 30, 2016	07/14/2017

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form and e-mail the form to CDSS, Data Systems and Survey Design Bureau (DSSDB) at admisdaca@dss.ca.gov. The electronic submission process contains automatic computations of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

REVISIONS AND SUBMISSION

If the contractor determines that a revision is needed to a previously submitted report, the contractor shall submit a revised report for the applicable quarter(s) **within 30 days of the reporting due date** and provide an explanation for the revision in the Revised Report Explanation box located at the end of the reporting form. For revisions to be submitted **after the 30 day limit**, contact the Immigration Branch at ImmigrationServices@dss.ca.gov to request approval for revision submission. Revisions received after 30 days will be accepted on a case-by-case basis and will be given further instruction.

GENERAL INSTRUCTIONS

Enter the contracting organization's name, version (Initial or Revised) and the report quarter and year in the boxes provided near the top of the form. Enter the **unique and unduplicated client counts** required for each item **at the time of application completion**. Enter "0" if there is nothing to report for an item. **Do not leave any items blank unless otherwise noted.**

As a reminder, the documents listed below are required to be maintained by the contractor. However, much of data required in this report can be found on the USCIS application. Per the Standard Agreement, Exhibit A - Terms and Conditions Part C, evidence of services performed includes, but is not limited to:

Intake forms, screening services, workshops, education and outreach event records, materials from webinars and in-person trainings. For application assistance services, contractor shall retain records of workshop participants, such as sign-in sheets and intake forms explaining the service provided. For direct representation services, contractor shall also maintain receipt notices for applications submitted to USCIS and copies of G-28 entry of appearance forms. For education and outreach, contractor shall retain records of education and outreach activities and people reached, such as event fliers, sign-in sheets, evaluation forms, referrals to application assistance providers, letters from host organizations confirming number of attendees, receipts for expenses related to venue and travel costs, social media announcements, media reports, etc.

Enter in the boxes at the bottom of the form the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the date the report was submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

The following definitions are to be used when completing the IS-DACA report form.

Complex Case: Direct representation that requires extensive legal analysis of qualifying criteria, resolution of complex barriers (such as disability waivers, criminal issues, long absences, complicated immigration history, or other factors), or representation before the USCIS or in State Court solely as it pertains to Special Immigrant Juvenile Status (SIJS). Complex cases shall not include cases that are time consuming due to an applicant's language, literacy barriers, nor due to an applicant's trouble recalling information.

Contractor: An applicant selected to enter into an agreement with CDSS to provide services pursuant to the Request for Application (RFA) and to comply with the terms and conditions set forth in the Standard Agreement. The contractor shall be a nonprofit organization as specified in statutory requirements.

DEFINITIONS (Continued)

Deferred Action for Childhood Arrivals (DACA): Individuals who came to the United States (U.S.) as children and meet the USCIS established requirements may request consideration of deferred action for a period of two (2) years, subject to renewal. Deferred action is an authorization of prosecutorial discretion for the USCIS to implement prosecutorial discretion to defer removal of an individual.

Direct Representation: Legal representation that is provided by a Board of Immigration Appeals (BIA) accredited representative or attorney for a complex case, defined above and not handled in a workshop setting.

“Other Immigration Remedies”: Remedies that may be available to individuals seeking DACA or DAPA status that include, but are not limited to: U-Visa, T-Visa, SIJS, Violence Against Women Act (VAWA) self-petitions, family-based petitions, asylum, or other remedies for which DACA or DAPA applicants may qualify.

Workshops: Community events to assist individuals in a group setting with eligibility screening, document assembly and application assistance.

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.

Column Month 2: Enter the data for the second month of the applicable quarter.

Column Month 3: Enter the data for the third month of the applicable quarter.

Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS

Direct service contractors often utilize a workshop model that begins with an informational workshop that offers legal information and an overview of the relevant immigration or naturalization application, followed by another workshop where individual application assistance is provided by qualified legal services providers. Part A captures for the number of DACA workshops held during the reporting period. Part B captures demographic data for DACA workshop application assistance participants.

PART A. WORKSHOPS

For Part A, provide the number of DACA workshops held in the reporting period.

1. DACA workshops held during the quarter: Enter the number of DACA workshops that were held in each month during the quarter. **Cell 4 Quarter Total is automatically calculated.** [Cells 1-4]

PART B. APPLICATION ASSISTANCE

Part B summarizes and captures demographic data for DACA applicants counted under Part B, Items 2-3 of the report form. For each individual, information on race/ethnicity, language in which service was provided, country of origin, gender, age, educational attainment and county of residence is reported. For each reporting demographic, enter the data for each individual **at the time of application completion**. The total client counts in Items 4 - 10. may differ from the total client counts in Part B. Items 2 - 3.

ITEM INSTRUCTIONS (Continued)

2. DACA applicants assisted (Sum of Items 2a through 2f): It is the sum of Items 2a, 2b, 2c, 2d, 2e and 2f. Count each applicant in one item only. *The demographic data for individuals counted in this section will be reported in Part B, Items 4-10. **This item is automatically calculated.** [Cells 5-8]*
- a. Initial DACA applications completed (Simple Case/Workshop Service Model/Client handles follow-up on his/her own): Enter the unique and unduplicated number of initial DACA applications that were completed for DACA status as part of the Simple Case/Workshop Service Model in each month during the quarter. In the simple case/workshop context, application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes applicants handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. Keep records such as intake forms and sign-in sheets from workshops to document these services. **Cell 12 Quarter Total is automatically calculated.** [Cells 9-12]
- b. Initial DACA applications completed and submitted (Simple Case/Workshop Service Model with G-28 Filed): Enter the unique and unduplicated number of initial DACA applications that were completed and submitted for DACA status as part of the Simple Case/Workshop Service Model where your program staff file a G-28 as part of your practice. In the simple case/workshop context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. **Cell 16 Quarter Total is automatically calculated.** [Cells 13-16]
- c. Initial DACA application completed and submitted (Complex Case/Direct Representation Model with G-28 Filed): Enter the unique and unduplicated number of initial DACA applications that were completed and submitted to USCIS as part of the Complex Case/Direct Representation Model in each month during the quarter. In the complex case/direct representation context, application completion and submission means that an individual applicant was assisted with a complex case, as defined above, including assistance with eligibility screening, document assembly, final review and application submission to USCIS by a qualified immigration service provider. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. **Cell 20 Quarter Total is automatically calculated.** [Cells 17-20]
- d. Renewal DACA applications completed (Simple Case/Workshop Service Model/Client handles follow-up on his/her own): Enter the unique and unduplicated number of renewal DACA applications that were completed for DACA status as part of the Simple Case/Workshop Service Model in each month during the quarter. In the simple case/workshop context, application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes applicants handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. **Cell 24 Quarter Total is automatically calculated.** [Cells 21-24]
- e. Renewal DACA applications completed and submitted (Simple Case/Workshop Service Model with G-28 Filed): Enter the unique and unduplicated number of renewal DACA applications that were completed and submitted for DACA status as part of the Simple Case/Workshop Service Model where your program staff filed a G-28 as part of your practice. In the simple case/workshop context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified

ITEM INSTRUCTIONS (Continued)

immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. **Cell 28 Quarter Total is automatically calculated.** [Cells 25-28]

- f. Renewal DACA applications completed and submitted (Complex Case/Direct Representation Model with G-28 Filed): Enter the unique and unduplicated number of renewal DACA applications that were completed and submitted to USCIS as part of the Complex Case/Direct Representation Model in each month during the quarter. In the complex case/direct representation context, application completion and submission means that an individual applicant was assisted with a complex case, as defined above, including assistance with eligibility screening, document assembly, final review and application submission to USCIS by a qualified immigration service provider. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. **Cell 32 Quarter Total is automatically calculated.** [Cells 29-32]
3. Applications completed and submitted for other immigration remedies (Complex Case/Direct Representation Model with G-28 Filed); sum of Items 3a through 3g): **This Item is automatically calculated.** [Cells 33-36]
- a. U-Visa: Enter the unique and unduplicated number of U-Visa applications completed and submitted to USCIS in each month during the quarter. **Cell 40 Quarter Total is automatically calculated.** [Cells 37-40]
- b. T-Visa: Enter the unique and unduplicated number of T-Visa applications completed and submitted to USCIS in each month during the quarter. **Cell 44 Quarter Total is automatically calculated.** [Cells 41-44]
- c. Violence Against Women Act (VAWA) self-petitions: Enter the unique and unduplicated number of VAWA self-petition applications completed and submitted to USCIS in each month during the quarter. **Cell 48 Quarter Total is automatically calculated.** [Cells 45-48]
- d. Family-based petitions: Enter the unique and unduplicated number of family-based petition applications completed and submitted to USCIS in each month during the quarter. **Cell 52 Quarter Total is automatically calculated.** [Cells 49-52]
- e. Asylum: Enter the unique and unduplicated number of asylum applications completed and submitted to USCIS in each month during the quarter. **Cell 56 Quarter Total is automatically calculated.** [Cells 53-56]
- f. Special Immigrant Juvenile Status (SIJS): Enter the unique and unduplicated number of SIJS applications completed and submitted to USCIS in each month during the quarter. **Cell 60 Quarter Total is automatically calculated.** [Cells 57-60]
- g. Other remedies for which DACA applicants may qualify (Specify in the Item 3g Other Remedies Explanation box): Enter the unique and unduplicated number of other immigration remedy applications completed and submitted to USCIS in each month during the quarter. **Cell 64 Quarter Total is automatically calculated.** [Cells 61-64]

ITEM INSTRUCTIONS (Continued)

4. DACA candidate's racial/ethnic identity: This is the sum of Items 4a through 4v. ***This sum is automatically calculated for editing purposes. [No cell]***

4a – 4v.

Enter the unique and unduplicated number of DACA applicants who identify with each of the racial/ethnic categories listed. Count each candidate in one item only. If any individuals are counted in the "Indigenous - Latin America" category (which includes but is not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal), specify the category in the Item 4j Indigenous - Latin America Communities Explanation box near the bottom of the form. If any individuals are counted in the "Other" category, specify the category in the Item 4v Other Race/Ethnicity Explanation box near the bottom of the form. This number is a quarterly total for all individuals served in months 1, 2 and 3. These categories are adapted from U.S. Census Bureau standards. [Cells 65-86]

5. Language in which service was provided to DACA candidate: This is the sum of Items 5a through 5aq. ***This sum is automatically calculated for editing purposes. [No cell]***

5a - 5aq.

Enter the unique and unduplicated number of DACA applicants who were provided services in each of the language categories listed. Count each candidate in only one item. If any individuals are counted in any of the "Other" categories, specify the category and the numbers of individuals in its correspondent explanation box which is the Item 5ao Other Chinese Languages Explanation box or Item 5ap Other Non-English Explanation box or Item 5aq Other Sign Language Explanation box near the bottom of the form. This number is a quarterly total for all individuals served in months 1, 2 and 3. Language categories based on most common language(s) spoken in each country listed in Item 6 as identified by the Central Intelligence Agency's World Factbook (<https://www.cia.gov/library/publications/resources/the-world-factbook/>). [Cells 87-129]

6. DACA candidate's country of origin: This is the sum of Items 6a through 6ab. ***This sum is automatically calculated for editing purposes. [No cell]***

6a - 6ab.

Enter the unique and unduplicated number of DACA applicants from each of the countries listed. Count each candidate in only one item. If any individuals are counted in the "Other" category, list the applicable countries in the Item 6ab Other Country of Origin Explanation box near the bottom of the form. This number is a quarterly total for all individuals served in months 1, 2 and 3. Country of origin categories based on California's most common sending countries as identified in the Department of Homeland Security's 2013 Yearbook of Immigration Statistics, Supplemental Table 1 (<http://www.dhs.gov/yearbook-immigration-statistics>). [Cells 130-157]

7. DACA candidate's gender: This is the sum of Items 7a through 7d. ***This sum is automatically calculated for editing purposes. [No cell]***

7a - 7d.

Enter the unique and unduplicated number of DACA applicants who identify with each of the gender categories listed. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. Gender categories adapted from UCLA Williams Institute's "Best Practices for Asking Questions to Identify Transgender and Other Gender Minority Respondents on Population-Based Surveys" (2014; <http://williamsinstitute.law.ucla.edu/research/census-lgbt-demographics-studies/geniuss-report-sept-2014/>). [Cells 158-161]

ITEM INSTRUCTIONS (Continued)

8. DACA candidate's age: This is the sum of Items 8a through 8d. ***This sum is automatically calculated for editing purposes.*** [No cell]

8a - 8d.

Enter the unique and unduplicated number of DACA applicants who fall within each of the age ranges listed. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. [Cells 162-165]

9. DACA candidate's highest level of educational attainment: This is the sum of Items 9a through 9f. ***This sum is automatically calculated for editing purposes.*** [No cell]

9a - 9f.

Enter the unique and unduplicated number of DACA applicants who fall within each of the educational attainment categories listed. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. [Cells 166-171]

10. DACA candidate's county of residence at time of service: This is the sum of Items 10a through 10bf. ***This sum is automatically calculated for editing purposes.*** [No cell]

10a -10bf.

Enter the unique and unduplicated number of DACA applicants who were residing in each of the counties listed at the time services were provided to that individual. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. [Cells 172-229]

PART C. ORGANIZATIONAL PRACTICES

Part C captures qualitative information regarding organizational practices during the quarter. This includes challenges or barriers to providing services, key lessons learned and/or promising practices and collaborative efforts with other CDSS contractors.

11. What challenges or barriers were discovered during the quarter?: Enter brief descriptions of any challenges or barriers to providing services identified by your organization during the quarter. [Cell 230]
12. What key lessons and/or promising practices emerged during the quarter?: Enter brief descriptions of any key lessons learned and/or promising practices identified by your organization during the quarter. [Cell 231]
13. Number of CDSS contractors that your organization collaborated with during the quarter: This is the sum of Items 13a through 13o. This total does not include any additional contractors entered in the Item 13 Additional CDSS Contractor Collaborations box. ***This total is automatically calculated for editing purposes.*** [No cell]
- 13a - 13o.
If your organization collaborated with another CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration: If your organization collaborated with one or more CDSS contractor(s) during the quarter, use Items 13a. – 13o. to list each contractor and provide brief descriptions of the collaborative effort(s). If your organization collaborated with more than 15 CDSS contractors during the quarter, use the Item 13 Additional CDSS Contractor Collaborations Explanation box near the bottom of the form to list any additional contractors and provide accompanying descriptions. [Cells 232-246]

COMMENTS

Item 3g Other Remedies Explanation: Use this box to specify other remedies for which DACA applicant may qualify.

Item 4j Indigenous – Latin America Communities Explanation: Use this box to specify any individuals counted in the “Indigenous - Latin America” category (which includes but is not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal) in Item 4.

Item 4v Other Race/Ethnicity Explanation: Use this box to specify any individuals counted in the “Other” category in Item 4.

Item 5ao Other Chinese Languages Explanation: Use this box to specify any individuals counted in the other Chinese languages category in Item 5.

Item 5ap Other Non-English Explanation: Use this box to specify any individuals counted in the other Non-English languages category in Item 5.

Item 5aq Other Sign Language Explanation: Use this box to specify any individuals counted in the other sign languages category in Item 5.

Item 6ab Other Country of Origin Explanation: Use this box to specify any individuals counted in the “Other” category in Item 6.

Item 13 Additional CDSS Contractor Collaborations Explanation (*Continuation of Items 13a-13o if needed*): Use this box to list additional CDSS contractors if your organization collaborated with more than 15 contractors and describe the type of collaboration(s).

General Comments: Use this box to explain any major fluctuations in the data and provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data. This box may be left blank if there are no applicable comments for the report quarter.

Revised Report Explanation: Use this box to explain the reason for a revised report. If the report is an Initial report (the first report submitted for the report quarter) this box must be blank.