

March 30, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-35

This letter serves to inform counties of revisions and additions to the Office of Refugee Resettlement ORR-6 Performance Report for the Federal Fiscal Year 2023 Reporting Period One.



KIM JOHNSON
DIRECTOR

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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

March 30, 2023

ALL COUNTY LETTER NO. 23-35

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CONSORTIUM PROJECT MANAGERS
ALL COUNTY FISCAL OFFICERS

SUBJECT: **GUIDANCE TO COUNTIES REGARDING REVISION OF ORR-6
REFUGEE PROGRAM REPORTING FORMS**

REFERENCE: [IMMIGRATION AND NATIONALITY ACT, SECTION 412\(B\), TITLE 8 U.S.C. § 1522\(B\)\(7\)\(A\); 45 CODE OF FEDERAL REGULATIONS \(CFR\) § 400.28; 45 CFR § 400.154; ORR-6 PERFORMANCE REPORT INSTRUCTIONS; MANUAL OF POLICIES AND PROCEDURES \(MPP\) 69-201.3 AND MPP 69-207.3\(a\)-\(k\)](#)

BACKGROUND

The Office of Refugee Resettlement (ORR) ORR-6 Performance Report is a semi-annual report intended to capture quantitative and qualitative data regarding the services provided to eligible populations who do not qualify for other categories of assistance as required by [8 U.S.C. § 1522\(b\)\(7\)\(A\) of the Immigration and Nationality Act, Section 412 \(b\)](#). The California Department of Social Services (CDSS) utilizes the ORR-6 Performance Report to collect data about participation and performance from counties per [Manual of Policies and Procedures \(MPP\) 69-201.3](#), which is then reported to ORR as a cumulative performance report for the State as required by [45 CFR 400.28 - Maintenance of records and reports](#). The purpose of this letter is to inform counties of revisions and additions to the Office of Refugee Resettlement ORR-6 Performance Report for Federal Fiscal Year 2023 Reporting Period One.

ORR-6 REPORTING

The ORR-6 Performance Report is divided into separate forms or “schedules”. ORR has made revisions and additions to these schedules to reflect recent policy changes. Non-refugee impacted counties complete only the Schedule B (formerly RS 51). Current Refugee Impacted Counties receiving funding are **Alameda, Los Angeles, Orange, Sacramento, San Diego, San Francisco, Santa Clara, and Stanislaus**.

These counties must complete schedules only for the funding they have received. For detailed instructions on completing the ORR-6 Performance Report, counties can reference the [ORR-6 Performance Report Instructions](#).

Schedule A – Narrative

The Schedule A or Program Narrative: Sections A, C, D, and optional F, is completed by Refugee Impacted counties only. They have been updated to include new program components:

- **Section A – Programs, Activities, Accomplishments/New Initiatives and Challenges/Emerging Issues**

In addition to Refugee Cash Assistance (RCA), Refugee Support Services (RSS) and Services for Older Refugees (SOR), the program components now include Afghanistan Supplemental Appropriations Act of 2022 and the Additional Afghanistan Supplemental Appropriations Act, 2022 (herein after ASA) funded Refugee Support Service (ASA RSS), and Afghanistan Supplemental Appropriation funded Services for Older Refugees (ASOR) funding and are as follows:

- **RCA**
- **RSS**
- **SOR**
- **ASA-funded RSS (ASA RSS)**
- **ASA-funded SOR (ASOR)**

In the narrative for each ASA-funded program component (ASA RSS and each ASA set-asides (ASOR)), please report the number of Afghans who received ASA-funded services and percentage of total served by each program area. If unable to provide a specific number, please report, to the best of your ability, the percentage who received ASA-funded services in comparison to the total served for each program. In the ASA-funded RSS section (ASA RSS), please report the number of Afghans received housing assistance and immigration-related legal assistance.

- **Section B – Quarterly Consultations**

There are no changes to this section.

- **Section C - Performance Measures**

This section has been updated and asks that counties describe the outcome measures used to measure performance in any of the ORR funded programs. This has been updated to include ASA RSS, ASOR funded RSS program components. Counties should provide a general description of performance measures used aside from the annual outcome goals and objectives that they have already proposed.

- **Section D – Monitoring Activities**

Monitoring activities of any subgrantees undertaken during the reporting period should now include the ASA RSS, ASOR funded RSS program components.

- **Section E - Corrective Actions**

There are no changes to this section.

- **Section F – Optional Client Success Stories**

In detailed narrative, provide a success story or stories of individuals who received services from RCA, RSS, SOR, or the new ASA RSS, and ASOR, during this reporting period.

Schedule B – Refugee Cash Assistance (Completed by all 58 Counties)

Schedule B is used to report utilization of Refugee Cash Assistance funded by ORR to eligible populations. In the past, counties completed the RS 51, however, the Schedule B template will now be utilized. This report is divided into Sections A through D as described below.

- **Section A - Refugee Cash Assistance Participation**

This section reports on the number of RCA recipients enrolled during the reporting period. Counties must report the total number of RCA cases for each case size during the reporting period. This is an expansion of the RS 51 form that requested only Case Size of 1 or Case Size of 2. Counties should now include the total number of cases that had 3 persons per case and the number of cases that had 4 and more persons. CDSS understands that automation may not yet be in place for this type of data reporting. Please provide if available.

A. Refugee Cash Assistance Participation					Cases	Persons
1. Previous RCA recipients still enrolled in this reporting period						
2. New RCA recipients enrolled during this reporting period	a. New arrivals		b. Other			0
3. Total number of RCA cases during this reporting period	a. Case size 1	b. Case size 2	c. Case Size 3	d. Case size 4 and more	0	0
4. Total unduplicated number of TANF-type recipients (including differential) Federal Fiscal Year To Date					0	
5. Total unduplicated number of RCA-type recipients Federal Fiscal Year To Date						
6. Total unduplicated number of RCA recipients Federal Fiscal Year To Date						0

- **Section B – Exemptions**

This section now only requires the top five exemptions for the reporting period be specified. The remaining can be listed as other. The list of exemptions per [MPP 69-207.3\(a\)-\(k\)](#) remains and should be noted.

B. Exemptions - number of persons exempted from registration for employment services (§400.76) from RCA recipients reported during this period (A.3)	
1. Reasons for Exemption (list top five reasons, all others enter under "other").	2. Total Number of Exemptions
1.	
2.	
3.	
4.	
5.	
6. Other	
3. Total number of Exemptions from Employment Services	0

- Section C – Refugee Cash Assistance Efficiency**

This section is a new element that was not included on the RS 51. This section should report the number of RCA recipients who reached the time-eligibility limit. This is the total number of RCA recipients who received RCA at any point during the time-eligibility period since arrival (regardless of when and how long they received RCA), who are between 18 and 65, and who are not exempt and who reached the time-eligibility limit since arrival during this reporting period.

It should also report the number of RCA terminations due to income from employment prior to the time-eligibility limit for those RCA recipients reported under C.1., regardless of if the termination occurred in the reporting period or earlier. A grant termination is defined as the closing of a cash assistance case due to earned income from employment in an amount that exceeds the state's eligibility standard for the case based on family size, rendering the case over-income for cash assistance.

C. Refugee Cash Assistance Efficiency	Total Persons
1. Number of RCA recipients who reached the time-eligibility limit during this reporting period	
2. Number of RCA terminations due to income from employment prior to the time-eligibility limit	
3. RCA termination rate	

- **Section D - Trends**

Provide narrative analysis on the data reported in sections A, B, and C, including overall observations in data trends, an explanation for any anomalies in data, or other local factors.

Schedule C - Refugee Support Services, Employability Services

Schedule C is used for Refugee Impacted counties to report outcomes from employability services ([45 CFR § 400.154](#)) funded by ORR to eligible populations. This report now includes RSS, and ASA RSS funded employment services outcomes that are directly related to job placements (e.g. direct services provided in accordance with employability plans to enable an individual to obtain employment).

Schedule D – Services for Older Refugees

Schedule D is a cumulative semi-annual report used by Refugee Impacted counties to collect recipient and performance data for services provided through each RSS set-aside program (including ASA-funded SOR programs). Changes to this schedule include the elimination of gender from reporting and the inclusion of ASA funded programming reported as part of base of corresponding set-aside.

SUBMISSION OF ORR-6 REPORTS

The Refugee Programs Bureau will be emailing the ORR-6 Reporting Template to the designated County Refugee Coordinators on or about April 1, 2023. The County Refugee Coordinators should provide the reporting template to their respective data and reporting divisions for completion. The due date for submission of completed reports is April 30, 2023. The completed reports should be emailed to RPBReports@dss.ca.gov.

Counties are reminded that the ORR-6 Annual Service Plan (ASP), the ORR-6 RSS Sub-grantee Report and the Annual Outcome Goal Plan (AOGP) are not due this reporting period. The ASP and AOGP are due annually October 30th after the close of the Federal Fiscal Year on September 30. Information and instruction regarding any revisions or changes to these reports will be provided prior to their required submission.

If you have any questions or need additional guidance regarding the information in this letter, contact the Adult Refugee Services Unit of the Refugee Programs Bureau at (916) 654-4356 or at RPBReports@dss.ca.gov.

Sincerely,

Original Document Signed By

MARCELA RUIZ, Director
Office of Equity