

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 23, 2008

ALL-COUNTY LETTER (ACL) NO. 08-19

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

SUBJECT: REVISION OF STATE REFUGEE PROGRAM REPORTING FORMS

REFERENCE: OFFICE OF REFUGEE RESETTLEMENT STATE LETTER # 08-02

The purpose of this letter is to provide counties with revised forms and instructions on the state forms RS 50 Services Participation and Outcomes Report and RS 51 Caseload Movement Report, resulting from revised reporting requirements from the federal Office of Refugee Resettlement (ORR).

ORR recently issued State Letter # 08-02, which revises the ORR-6 Performance Report (see Enclosure 1). The ORR-6 Performance Report is used by ORR to collect participation and performance data from states in order to monitor and evaluate refugee assistance and services provided to eligible populations. Since the ORR-6 is a state report, the forms contained in State Letter # 08-02 are completed by the state, not by individual counties. However, the California Department of Social Services, Refugee Programs Bureau (RPB) uses the RS 50 Services Participation and Outcomes Report and RS 51 Caseload Movement Report forms to collect data from counties in order to complete the ORR-6. These forms are required to be completed by the counties.

The following is a list of forms affected by the federal changes and the counties that are required to complete the forms:

RS 51: All California counties.

RS 50: This report is completed only by counties that receive refugee social services and/or targeted assistance funding. For Federal Fiscal Year (FFY) 2007-08, these counties include: Alameda, Butte, Fresno, Los Angeles, Merced, Orange, Sacramento, San Diego, San Francisco, San Joaquin, Santa Clara, and Yolo.

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order
 Clarification Requested by One or More Counties
 Initiated by CDSS

New Due Dates

As a result of federal reporting changes, the RS 51 and RS 50 forms submitted to RPB by each county are now due on a “trimester” reporting basis instead of the previous quarterly reporting basis. This change is effective beginning with FFY 2007-08. The following is a list of the new reporting periods and due dates:

Trimester 1	October 1 – January 31	Due February 17
Trimester 2	February 1 – May 31	Due June 17
Trimester 3	June 1 – September 30	Due October 17

The county report due dates to RPB have decreased from 20 days to 17 days after the end of the reporting period. The timeframe decreased because the statewide report is now due to ORR within 30 days rather than 45 days after the end of the reporting period.

Changes to the RS 51 Caseload Movement Report

The RS 51 Caseload Movement Report form has several changes, which are summarized below. To view the newly revised RS 51, see Enclosure 2.

1. RS 51 Change from “quarter” to “reporting period” or “trimester”
 - All references to “quarter” are changed to “reporting period” or “trimester.”
2. RS 51 Part A Changes
 - Part A (1) has changed to “**New RCA enrollees at the end of previous reporting period,**” from “**Recipients at end of the previous reporting period.**” This is the only change to Part A.
 - The instructions for completing Part A (1) are: Enter both the number of persons and the number of cases who were new RCA enrollees as reported in Part A (3) of the previous reporting period.
3. RS 51 Part B Changes
 - The title to Part B has changed from “**Unaccompanied Minors Program**” to “**Unaccompanied Refugee Minors Program**” (URM). The term “**Refugee**” was added to the title in order to make it consistent with the name of the actual program.
 - A short explanation was also added under the title for Part B in order to clarify that only URM contractors complete Part B. Counties do not need to complete Part B.

Changes to the RS 50 Services Participation and Outcomes Report

The RS 50 Services Participation and Outcomes Report form has several changes, which are summarized below. To view the newly revised RS 50, see Enclosure 3.

1. RS 50 Change from “quarter” to “reporting period” or “trimester”
 - All references to “quarter” are changed to “reporting period” or “trimester.”
2. RS 50 Part A Changes
 - Section 1. “**Enrolled caseload for Employability Services**” and the “**Unduplicated Count**” column have been eliminated.
 - The column “**Supportive Services**” has been changed to “**Other Employability Services.**”
 - Section 3 “**Completions,**” parts a., b., and c. have been eliminated. The total number of “**Completions**” is now only reported under the columns for “**On-the-Job Training**” and “**Skills Training.**”
3. RS 50 Part B Changes
 - The column “**Number of Cases with Grant Reductions**” has been eliminated.
 - Section 3. “**Number of persons with health benefits available**” has been eliminated under the column “**Part-Time Employment (Unsubsidized).**” “**Number of persons with health benefits available**” will only be retained under the “**Full-Time Employment (Unsubsidized)**” column.
4. RS 50 Part C Changes
 - Since the reporting of conciliation activities is no longer required, the section relating to conciliation activities has been deleted.
 - The information on Contact Person, Phone, and Date has been relocated to the top section of the RS 50.
 - Part C is now titled “**Performance Narrative**” and is to be used by counties to report to RPB and ORR the reasons for any noticeable increases or decreases in performance measures reported on the RS 50. Any other comments relevant to the RS 50 report may also be entered here.

5. RS 50 Mail Station Change

- The RPB's Mail Station (MS) has been changed to MS 6-646, and the correct address and postal code have been added. A fax number for the bureau has also been added.

RS 50 Part A Definitions

The following is a list of definitions for performance measures under Part A, as defined by ORR pursuant to ORR State Letter #08-02:

- **Employment Services** [also see 45 CFR 400.154 (a)]:
Enter the total employment services caseload at the time of this report. The caseload consists of only active employment services participants engaged in employment services as defined in 45 CFR 400.154 (a) ONLY. An active participant is defined as a person with whom the provider has direct, regular contact for the purpose of providing employment services as defined in 45 CFR 400.154 (a). For example, according to 45 CFR 400.75 (a) 1, a RCA client, unless exempt from employment services as detailed in the State Plan, is required to enroll in employment services [as defined in 45 CFR 400.154 (a)], and, therefore, should be included in the total caseload.
- **English Language Training (ELT)** [also see 45 CFR 400.154 (d)]:
English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening, and speaking skills.
- **On-the-Job Training (OJT)** [also see 45 CFR 400.154 (c)]:
On-the-Job Training is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.
- **Skills Training** [also see 45 CFR 400.154 (e), (f)]:
Skills training is training of a short-term duration designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as nurse's aide, electronic assembly, or power sewing. [The term "Skills Training," as it is used here, includes both Vocational Training (45 CFR 400.154 (e)) and Skills Recertification (45 CFR 400.154 (f)).]

- **Case Management** [also see 45 CFR 400.154 (j)]:
Case management is defined as the determination of specific service(s) to which to refer a refugee in accordance with an employability plan, referral to such service(s), and tracking of the refugee's participation in such services.
- **Other Employability Services:**
Other employability services include activities outlined in 45 CFR 400.154 (b), (g), (h), (i), and (k) – namely, employability assessment, child care, transportation, interpretation/translation, and assistance obtaining Employment Authorization Documents (EAD).
- **Active Participants this reporting period:**
Active participant means a person with whom the provider has direct, regular contact for the purpose of providing the service contracted during the reporting period. Count and report each active participant once per period. “Months in the U.S.” are calculated as the time elapsed from the date of entry in the U.S. (or eligibility conferred by grant of asylum or certification for victims of trafficking) to the date of service provision.
- **Completions:**
Enter the unduplicated number of individuals who completed a structured course of instruction [i.e. Vocational Training and/or Skills Recertification (referred to above as Skills Training)] or the unsubsidized portion of OJT employment during the reporting period.

Electronic Versions of the Revised RS 50 and RS 51 Forms

Revised electronic versions of the RS 50 and RS 51 (in Microsoft Excel file format) were e-mailed to counties in advance of this ACL. Hard copy versions are enclosed with this ACL, and electronic versions can be downloaded from the Refugee Programs Bureau website located at <http://www.cdss.ca.gov/refugeeprogram/>. The RS 50 and RS 51 reports are located under the section of the website labeled “Reports & Data.”

County Contact List for the RS 51 Form

The RPB maintains an e-mail list of county contacts for the RS 51, which is used to send reminders to counties regarding the completion of the RS 51. In order to update this e-mail list, please send an e-mail to RPB@dss.ca.gov that includes the name, phone number, and e-mail address of staff responsible for completing the RS 51.

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If you have any questions regarding this ACL or the new reporting changes, please contact Nathan Morris at (916) 653-8545 or Nathan.Morris@dss.ca.gov.

Sincerely,

Original Document Signed By:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Attachment

c: CWDA



ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

ORR State Letter

08 -02

Date: December 20, 2007

TO: STATE REFUGEE COORDINATORS
WILSON-FISH AGENCIES

FROM: Brent Orrell
Acting Director
Office of Refugee Resettlement

SUBJECT: Revised ORR-6 Performance Report

Purpose: To introduce States and Wilson-Fish Agencies to the new version of the ORR-6 Performance Report.

Since 1982, the ORR-6 Performance Report (OMB No. 0970-0036) has been the primary reporting mechanism for the Office of Refugee Resettlement (ORR). The ORR-6 Performance Report is intended to capture quantitative and qualitative data regarding ORR's two primary functions – namely, to provide funding for temporary cash and medical assistance to eligible populations who do not qualify for other categories of assistance and to provide funding for social services, especially employment services and English language training, so that refugees can become self-sufficient. This reporting instrument has enabled ORR to effectively monitor and evaluate refugee assistance and services provided to eligible populations.

After considerable discussion within ORR, lengthy consultations with States and Wilson-Fish agencies, and comments received from refugee service providers, ORR has revised the ORR-6 Performance Report which expired in FY2007. The revised ORR-6 is a step in the direction of more consistent reporting across different ORR collection mechanisms. The revised reporting measure aims to provide refugee programs with an instrument that captures participation and performance statistics on a trimester reporting basis while maintaining a consistent system of data collection. The improved reporting instrument is also intended to strengthen performance outcome information and to clarify ambiguities that have arisen over certain definitions and terminology.

In an effort to streamline the information collection process, the revised ORR-6 will change from a quarterly reporting schedule to a **trimester reporting schedule**. The date of the first trimester report is March 1, 2008, which will cover the first trimester period from October 1, 2007 through January 31, 2008. Each trimester report is due 30 days after the four month reporting period. Specifically, the due dates for the trimester reports are as follows: March 1 (October – January), June 30 (February – May), and October 31 (June – September). The revised ORR-6 Performance Report applies to Refugee Social Services, Formula Targeted Assistance Program (TAP), and Targeted Assistance Discretionary Grants.

The instructions for the ORR-6 Annual Service Plan have also been revised, and the Annual Service Plan will be due every year on October 31 beginning in FY09.

The revised ORR-6 clarifies certain definitions, including the terms **“employability services”** and **“employment services.”** The revised instructions make clear that Schedule C: Page 1 is for reporting information on participation levels of “Employment Services” as defined by 45 CFR 400.154 (a) ONLY, and Schedule C: Page 2 is for reporting information on participation levels of “Employability Services” as defined by 45 CFR 400.154 (b) through (k). This clarification will also assist in the completion of the Annual Outcome Goal Plan. We have also **removed the requirement to report cash assistance reductions** on Schedule C: Page 1, and clarified the **definition of “grant terminations”** in the improved ORR-6 instructions.

To further streamline the reporting process, ORR will **no longer require** States and Wilson-Fish agencies to supply **program expenditures** as part of the revised ORR-6. Also, the term **“Preventive Health”** found in the instructions and on Schedule B has been replaced by the term **“medical screening,”** requesting States and Wilson-Fish agencies to report the number of medical screening participants. States and Wilson-Fish agencies are encouraged to report on health assessments, refugee medical conditions, and efforts to address medical and health-related concerns in the Schedule A: Narrative of the revised reporting instrument.

The ORR-6 Performance Report is a continual work in progress, and, therefore, ORR would appreciate any feedback you may have when submitting the first reports. We are always eager to improve our reporting instruments for accuracy and ease of reporting. Thank you for your support and continual cooperation.

Please thoroughly review the attached instructions and forms for the revised ORR-6 Performance Report and the ORR-6 Annual Service Plan. The enclosed documents provide essential information for completing the improved reporting instrument. The reports should be submitted to your State Analyst upon completion. We are prepared to accept electronic or hard copy submissions of the report forms.

If you have questions, you may address them to Olivia Byler, by email at Olivia.Byler@acf.hhs.gov or by telephone at (202) 260-7143. You may also contact Pam Green-Smith, Director, Division of Refugee Assistance, by email at Pamela.Greensmith@acf.hhs.gov or by telephone at (202) 401-4531.

Attachments:

1. Revised Instructions for ORR-6 Performance Report
2. Revised Form ORR-6 Performance Report
3. Revised Instructions for the Annual Service Plan
4. Revised Form ORR-6 Annual Service Plan

ORR-6 PERFORMANCE REPORT INSTRUCTIONS

Due
March 1
June 30
October 31

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public Reporting burden for this collection of information is estimated to average 3.875 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

OMB Control No. 0970-0036

Expires 08.31.2010

General Overview

The Office of Refugee Resettlement (ORR) is authorized by the Refugee Act of 1980 [Immigration and Nationality Act, Title IV, Chapter 2 Section 412 (e)] to require that States and State-alternative Wilson/Fish refugee programs submit performance reports for refugee assistance and services provided to eligible populations. In addition, 45 CFR 400.28 says " A state must submit statistical or programmatic information that the Director determines to be required to fulfill his or her responsibility under the Act on refugees who receive assistance and services which are provided...." In an effort to streamline reporting mechanisms and time frames across all ORR self-sufficiency programs, ORR has revised the ORR-6 Quarterly Performance Report (QPR), expired May 31, 2007, to provide refugee programs an instrument that captures participation and performance statistics on a **trimester reporting basis**. The first report submission requiring the use of the revised ORR-6 Performance Report will be for the first trimester period of FY 2008, October 1, 2007 – January 31, 2008 (4 months) due 30 days following that trimester reporting period on March 1, 2008. Subsequent reports are due June 30 for the reporting period February 1 – May 31 and October 31 for the reporting period June 1 – September 30.

The revised trimester ORR-6 Performance Report should be submitted for the following mandatory refugee benefits and assistance programs: Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), formula social services (SS), formula targeted assistance program (TAP), and targeted assistance discretionary grants.

ORR uses data gathered from the ORR-6 Performance Report to determine the number of months of RCA and RMA use based on Appropriations. State-by-State RCA and RMA utilization rates derived from the ORR-6 are calculated for use in formulating program initiatives, priorities, standards, budget requests, and assistance policies. The revised ORR-6 Performance Report is intended to provide participation and performance data and ***no longer requests program expenditures for the reporting period***. Also, medical screening data are used in the Annual Report to Congress to document the number of newly arrived refugees and other eligible populations accessing medical screening during the year.

Eligibility for refugee social services includes refugees, Cuban and Haitian entrants, asylees, certain Amerasians from Viet Nam who are admitted to the U.S as immigrants, certain Amerasians from Viet Nam who are U.S. citizens,

and victims of a severe form of trafficking who receive certification or eligibility letters from ORR. Hereafter the term “refugee” is used to encompass all eligible persons participating in ORR refugee program services.

SCHEDULE A: PROGRAM NARRATIVE

Please keep narrative concise (recommended 5 pages or less). Additional information should be included in an addendum, if necessary. The following information should be included (attach extra pages):

- Report on activities undertaken during the reporting period, specifically activities intended to accomplish the annual outcome goals and objectives that the State has proposed as well as any interim objectives achieved within the reporting period.
 - Discuss any data elements reported on Schedules B and C which warrant an explanation, such as noticeable increases or decreases from previous periods. Discuss any significant changes in refugee employment or other service outcomes, in regards to the numbers of refugees accessing RCA/RMA.
 - Discuss any results in medical screening and health assessments (e.g. timeliness, best practices and innovative methods and procedures). Respondents may also wish to include in the narrative or on supplemental charts additional information about initial health assessments, medical screenings, treatments, follow up and other information that profiles the health and medical conditions of the refugee population as well as any plans to address medical and health-related concerns.
 - Discuss any planning and preparation activities for emergency operations and continuity of operations in the event of a pandemic influenza or other disaster.
 - Indicate what outcome measures the State uses to measure performance among vendors, such as performance targets, performance improvement measures, etc.
 - List monitoring activities undertaken during the reporting period, including dates, places, and purposes. Attach summaries or copies of monitoring reports and any corrective action plans required by the State. Discuss results of corrective action plans implemented during previous periods.
 - Discuss any other relevant activities, program initiatives, accomplishments or problems.
-

SCHEDULE B: CASH AND MEDICAL ASSISTANCE, MEDICAL SCREENING, AND UNACCOMPANIED REFUGEE MINORS

State/Grantee

Enter the name of the State, or name of grantee if not a State, that is providing the data.

Period

Indicate the numbered period (1, 2, 3) that corresponds to the reporting period represented in the report.

Fiscal Year

Enter the last two digits of the Federal fiscal year represented in the report.

Date

Enter the date the form is completed.

I. Refugee Cash Assistance (RCA)

Item I.A. New RCA enrollees at the end of the previous reporting period

Enter both the number of persons and the number of cases who were new RCA enrollees as reported in item I. C. of the previous reporting period.

Item I.B. Recipients at end of this reporting period

Enter both the number of persons and the number of cases who were on RCA on the last day of the reporting period. The numbers entered in this field represent a point-in-time picture of the RCA caseload on the last day of the reporting period.

Item I.C. New RCA Enrollees during this reporting period

Enter the unduplicated number of both persons and cases added to RCA during the reporting period.

Please Note: A + B does not equal C. The information reported in Item I. A. and I. B. is unrelated to Item I. C. "New RCA Enrollees."

II. Refugee Medical Assistance (RMA)

Item II.A. Number of persons enrolled in RMA at end of reporting period

Enter the number of persons enrolled in RMA benefits on the last day of the reporting period. This item collects point-in-time information concerning the number of RMA recipients on the last day of the reporting period.

III. Medical Screening

Data reported on Schedule B for Medical Screening represent the total number of individuals accessing medical screening during the reporting period. Medical screening is defined as an evaluation for specific diseases or disorders included in the State's screening protocol applied by State, county or local medical services. Although Schedule B is intended to capture data pertaining to Refugee Cash and Medical Assistance, ORR is also interested in the total number of refugees receiving medical screening in the reporting period. Therefore, States and Wilson-Fish agencies are requested to report on the total number of medical screenings as well as the number of medical screenings funded by RMA.

Item III.A. Total number of recipients of medical screenings during reporting period

Enter the total number of recipients of medical screening during the reporting period regardless of funding source.

Item III.B. Recipients of medical screenings during reporting period funded by RMA

Enter the number of recipients of medical screening during the reporting period funded by RMA.

Note: This number should be a subset of Item III.A.

IV. Unaccompanied Refugee Minors

This section reports on those children whose care as unaccompanied refugee minors is currently funded by the ORR Cash and Medical Assistance grant. Do not include care provided to unaccompanied refugee minors with TANF Foster Care funding.

Item IV.A. Minors in care at end of previous reporting period

Enter the number of children whose care is currently funded by ORR at the end of the previous reporting period (e.g. the number from Item IV. D. of the previous reporting period).

Item IV.B. Entered Care

Enter the number of unaccompanied refugee minors who entered care during the reporting period.

Item IV.C. Left Care

Enter the number of unaccompanied refugee minors who left care during the reporting period (due to emancipation, family reunification, etc.).

Item IV.D. Minors in care at end of this reporting period

Enter the number of unaccompanied refugee minors in care at the end of the current reporting period (A + B - C).

**SCHEDULE C: SERVICES REPORT
PAGE ONE: EMPLOYMENT SERVICES**

Numbers of participants in On-the-Job Training (OJT), English Language Training (ELT), vocational and skills training activities as well as all other services are to be reported on Schedule C: Page 2. States should report Refugee Social Services, Targeted Assistance Formula, and Targeted Assistance Discretionary on separate Schedule C's (e.g. there should be a separate Schedule C for Refugee Social Services Program and a separate Schedule C for Targeted Assistance Formula, etc.)

Employment Services

Schedule C: Page 1 is used to report outcomes from employment services funded by ORR to eligible populations under 45 CFR 400.154 (a) ONLY. This report includes employment services outcomes from each ORR grant that has an employment services component – namely, the social services formula program, the formula targeted assistance program (TAP), and some employment-focused discretionary grants (e.g. targeted assistance discretionary grant). The term “*Employment Services*” includes “development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow up”, as stated in 45 CFR 400.154 (a). The employment services outcomes reported on this form are those directly related to job placements (e.g. direct services provided in accordance with employability plans to enable an individual to obtain employment).

State/Grantee

Enter the name of the State, or name of grantee if not a State, that is providing the data.

Grant # and Name

Enter the grant number and grant name corresponding to the caseload data provided. If the services reported are funded by formula programs, only the name of the grant is needed. If reporting caseload and outcomes data for a discretionary grant program, provide the grant name and number.

Period

Indicate the numbered period (1, 2, 3) that corresponds to the reporting period represented in the report.

Fiscal Year

Enter the last two digits of the Federal fiscal year represented in the report.

Date

Enter the date the form is completed.

A. Total Employment Services Caseload

Enter the total *employment services* caseload at the time of this report. The caseload consists of only active employment services participants as defined in 45 CFR 400.154 (a) ONLY. An active participant is defined as a person with whom the provider has direct, regular contact for the purpose of providing employment services as defined in 45 CFR 400.154 (a). For example, according to 45 CFR 400.75 (a) 1., an RCA client, unless exempt from employment services as detailed in the State Plan, is required to enroll in employment services [as defined in 45 CFR 400.145 (a)], and, therefore, should be included in the total caseload. Information on Matching Grant Program clients should not be reported in the Total Employment Caseload count.

B. Entered Employment

Entered Employment is defined as the entry of an active employment services participant into unsubsidized employment for at least one day during the period. As described above, an active participant is defined as a person with whom the provider has direct, regular contact for the purpose of providing employment services during the reporting period. Data reported in this item should be unduplicated for the reporting period. States/grantees should report only one entered employment during the period in this item for each active employment services participant. Include in this item those active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of On-the-Job Training (OJT). An individual participating in OJT may not be counted in "entered employment" until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position. Unsubsidized job placements that occur while an active participant is enrolled in English Language Training (ELT) or when an active participant completes Vocational Training (VT) are counted as entered employments in the reporting period in which they occur.

Remember: At the time an active employment services participant is placed in employment, verification of the individual's cash assistance status and date of arrival is required. Time elapsed from arrival in the U.S. to the "Entered Employment" date is to be calculated at this time for each job placement.

The State/grantee may count only one placement per period for any client, but the State/grantee may enter another placement for the client in a subsequent period.

Item B.1. Full-time

Enter the number of full-time job placements during the reporting period by gender, cash assistance status (RCA, TANF, Other CA, and No CA, as described below), and time elapsed from date of entry in the U.S. to date of entered employment. Full-time is defined as 35 hours or more per week.

Item B.2. Part-time

Enter the number of part-time job placements during the reporting period by gender, cash assistance status (RCA, TANF, Other CA, and No CA, as described below), and time elapsed from date of entry in the U.S. to date of entered employment. Part-time employment is defined as fewer than 35 hours per week.

Item B.3. Grant Terminations

Enter the number of grant terminations achieved through entered employments by cash assistance status (RCA, TANF, Other CA, and No CA, as described below), and time elapsed from date of entry in the U.S. to date of entered employment.

A grant termination is defined as the closing of a cash assistance case due to earned income from employment in an amount that is predicted to exceed or exceeds the State's eligibility standard for the case based on family size, rendering the case over-income for cash assistance.

The determination of whether an individual entering employment will result in a grant termination due to excess earnings may be a prospective determination or a retrospective calculation. If the determination is prospectively calculated at the time of job placement by using wage data obtained at placement and applying appropriate income disregards (if any) to determine the effect of earned income on continued financial eligibility for cash assistance, the net income from employment after calculation must be compared to the State's eligibility standard for the case size (family size) to determine whether the net earned income will exceed the standard for the case based on family size. If the net earned income exceeds the eligibility standard, the case should be considered a grant termination.

Item B.1, 2 & 3. c. 1-3 Other CA (cash assistance)

Other cash assistance refers to financial assistance programs existing in a State or local jurisdiction which: (a) is funded entirely by State and/or local funds; (b) is generally available to needy persons residing in the State or locality who meet specified income and resource requirements; and (c) consists of a one-time emergency, or ongoing assistance intended to meet basic needs of recipients, such as food, clothing, shelter, medical care, or other essentials of living.

Item B.1&2. d. 1-2 No Cash Assistance

No cash assistance is used to distinguish refugees who enter employment before receipt of cash assistance, such as refugees in their first month after arrival and others who are no longer eligible for assistance such as working clients who receive a job upgrade, clients who follow their spouses into the workforce after benefits are terminated, and clients who do not find work until after termination of assistance. For example, a refugee who finds full-time employment in the first month would be reported in item B.1.d.1., as would a Targeted Assistance Program (TAP) client no longer receiving cash assistance but accessing targeted employment services for job upgrades, etc.

Total

At the bottom of Item B. on the Total line, enter the sum of each vertical column numbered 1 - 3 by gender.

C. Average Hourly Wage at Employment Entry

Enter the average hourly wage at the time employment begins for all full-time and part-time individuals entering employment by gender in the reporting period.

To calculate this wage, add the hourly wage for all male individuals (M) placed in full-time, unsubsidized employment as reported in the Total for Item B.1. and divide the sum by the total number of male individuals who entered full-time employment as reported in Item B.1. Repeat the calculation for female individuals (F) reported in Item B.1. Use the same methodology to calculate average hourly part-time wages using the data reported in the Total for Item B.2. (part-time) by gender.

Note: If the refugee is placed in multiple jobs during the reporting period, you may use the highest wage at placement, not necessarily the first wage at the first placement. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

D. Health Benefits Available

Enter the number of refugees entering full-time employment where health benefits are offered.

This item captures data on the availability of health benefits for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within 6 months of placement. Benefits should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Note: If the refugee is placed in multiple jobs during the reporting period, you may count the employment opportunity that offered health benefits, not necessarily the first employment opportunity.

E. Employed 90 Days Later

Enter the number of individuals by gender, category of employment (full- or part-time) and cash assistance status (RCA, TANF, Other CA, or No CA), as verified at the time of the original placement, who were employed on the 90th day after entering employment.

This item is a measure of continued participation in the labor market, not retention of a specific job. "Employed 90 Days Later" means that an individual is working for wages on the 90th day after having entered employment at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

The data on 90-day retentions are reported in the same categories as the original entered employments based on the category of cash assistance that the individual was reported as receiving at the time of entry into employment. Cash assistance status is not to be re-verified at the 90th day from date of entered employment.

Total

At the bottom of Item E. on the Total line, enter the sum of each vertical column numbered 1-2 by gender and category of assistance (1. Full-time entered employment and 2. Part-time entered employment).

SCHEDULE C: SERVICES REPORT
PAGE TWO: EMPLOYABILITY SERVICES

Remember: A separate Schedule C: Page 2 should be completed for each ORR funding source.

Employability Services

Schedule C: Page 2 is to be used to report information on participation levels of employability services. "*Employability Services*" means "services as specified in 45 CFR 400.154, designed to enable an individual to obtain employment and to improve the employability of work skills of the individual." These services may be any of the employability services described in 45 CFR 400.154 (b) - (k). The definition of these services is as follows:

English Language Training (ELT): English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening, and speaking skills.

On-the-Job Training (OJT): On-the-Job Training is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.

Skills Training: Skills training is training of a short-term duration designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as nurse's aide, electronic assembly, or power sewing.

Case Management: Case management is defined as the determination of specific service(s) to which to refer a refugee in accordance with an employability plan, referral to such service(s), and tracking of the refugee's participation in such services.

Other Employability Services: Other employability services include activities outlined in 45 CFR 400.154 (b), (g), (h), (i), and (k) – namely, employability assessment, child care, transportation, interpretation/translation, and assistance obtaining an Employment Authorization Documents (EAD).

State/Grantee

Enter the name of the State or name of grantee if not a State that is providing the data.

Grant # and Name

Enter the grant number and name. A separate Schedule C: Page 2 should be used for each funding source.

Reporting Period

Indicate the period (1, 2, 3) that corresponds to the reporting period represented in the report.

Fiscal Year

Enter the last two digits of the Federal fiscal year represented by the report.

Date

Enter the date the form is completed.

Items 1-5: Employability Services

Enter information on numbers of participants in ELT, OJT, skills training, or case management in sections 1-5.

A. Total unduplicated active participants for this reporting period

Active participant means a person with whom the provider has direct, regular contact for the purpose of providing the service contracted during the reporting period. Count and report each active participant once per period. "Months in the U.S." are calculated as the time elapsed from the date of entry in the U.S. (or eligibility conferred by grant of asylum or certification for victims of trafficking) to the date of service provision.

B. Completions

Enter the *unduplicated* number of individuals who completed a structured course of instruction or the unsubsidized portion of OJT employment during the reporting period.

*Schedule B: Cash and Medical Assistance, Medical Screening,
and Unaccompanied Refugee Minors*

State: _____ Period: 1 2 3 FY: 20____ Date: _____

I. Refugee Cash Assistance				
	<table style="margin: auto; border: none;"> <tr> <td style="text-align: center; padding: 0 10px;"><u>Persons</u></td> <td style="border-left: 1px dashed black; border-right: 1px dashed black; padding: 0 10px;"></td> <td style="text-align: center; padding: 0 10px;"><u>Cases</u></td> </tr> </table>	<u>Persons</u>		<u>Cases</u>
<u>Persons</u>		<u>Cases</u>		
A. New RCA enrollees at the end of the previous reporting period	_____			
B. Recipients at end of this reporting period	_____			
C. New RCA enrollees during this reporting period	_____			
II. Refugee Medical Assistance				
A. Number of persons enrolled in RMA at end of reporting period	<table style="margin: auto; border: none;"> <tr> <td style="text-align: center; padding: 0 10px;"><u>Persons</u></td> </tr> </table> _____	<u>Persons</u>		
<u>Persons</u>				
III. Medical Screening				
A. Total recipients of medical screenings during reporting period	_____			
B. Recipients of medical screenings during reporting period funded by RMA	_____			
IV. Unaccompanied Refugee Minors Program				
A. Minors in care at end of previous reporting period	_____			
B. Entered care	_____			
C. Left care	_____			
D. Minors in care at end of this reporting period	_____			

*Schedule C: Services Report
Page 1: Employment Services
45 CFR 400.154 (a)*

State/Grantee: _____ Period: 1 2 3 FY 20_____

Grant # and Name: _____ Date: _____

				M	F			
A. Total Caseload for Employment Services								
B. Entered Employment				1. Full Time		2. Part Time		3. Grant
Cash Assistance Status		Time in U.S.		M	F	M	F	Termination
a.	RCA	1.	0-4 mos					
		2.	5 - 8 mos					
b.	TANF	1.	0 - 12 mos					
		2.	> 12 mos					
c.	Other CA	1.	0 - 12 mos					
		2.	> 12 mos					
d.	No CA	1.	0 - 12 mos					
		2.	> 12 mos					
Total								
C. Avg. Hourly Wage Employment Entry				1.		2.		
D. Health Benefits Available				1.				
E. Employed 90 Days Later				1.		2.		
a)	RCA at entered employment							
b)	TANF at entered employment							
c)	Other CA at entered employment							
d)	No CA at entered employment							
Total								

Schedule C: Services Report
Page 2: Employability Services
 45 CFR 400.154 (b) - (k)

State: _____ Period: 1 2 3 FY: 20_____

Grant # and Name: _____ Date: _____

		M	F
1. ELT			
A.	Total active participants this reporting period		
	0 - 12 mos in U.S.		
	> 12 mos in U.S.		
2. OJT			
A.	Total active participants this reporting period		
	0 - 12 mos in U.S.		
	> 12 mos in U.S.		
B.	Completions (unduplicated)		
3. Skills Training			
A.	Total active participants this reporting period		
	> 12 mos in U.S.		
	0 - 12 mos in U.S.		
B.	Completions (unduplicated)		
4. Case Management			
A.	Total active participants this reporting period		
	> 12 mos in U.S.		
	0 - 12 mos in U.S.		
5. Other Employability Services			
A.	Total active participants this reporting period		
	0 - 12 mos in U.S.		
	> 12 mos in U.S.		

**ORR-6
ANNUAL SERVICE
PLAN
INSTRUCTIONS**

**DUE
OCTOBER 31**

General Overview

I. Requirement

The information supplied on the Annual Service Plan (ASP) is required as a condition for the award of grant funds in accordance with 45 CFR 400.11(b)(2).

The information reported on the Annual Service Plan (ASP) reflects the current services provided to refugees in the State and the total dollar amount used by the State/grantee to provide services to the eligible service population from the following ORR funding sources: the social service formula program, the formula targeted assistance program (TAP), the targeted assistance discretionary grant, and other discretionary grants. Required information includes: the category of services provided, the ORR grant source for each category of services (the social services formula program, targeted assistance formula program, discretionary funds, or a combination of these), the total population to be served, the target population(s) for each service based on time in the U.S., the type of agency providing the services (e.g., Mutual Assistance Association, Faith Based Organization, Community Based Organization), and the percentage of funding to each agency. ORR reviews the information reported to determine the extent to which funds are allocated and targeted to serve the newly arrived refugees (in the U.S. less than 12 months) who have priority for services based on 45 CFR 400.147. Subsequent State expenditure and program information will be reviewed in the context of information provided on the ASP. *Please Note: Funding for services will be contingent upon the submittal and approval of a State Annual Service Plan.*

II. Submission

The Annual Service Plan is due October 31 for each Federal Fiscal Year (FFY) and can be attached to the third trimester ORR-6 Performance Report. The information is to be submitted to your State Analyst in the Division of Refugee Assistance, Office of Refugee Resettlement (ORR) by the State agency responsible for the administration of the Federal Refugee Resettlement Program (RRP).

III. Instructions

At the States' request, ORR has provided a suggested format (attached) for reporting this information. States may opt to use another format for reporting, as long as all the required information is provided to ORR. Reported data should reflect the refugee services currently provided to refugees in the State funded with ORR dollars for the 12-month period of services under contract. Due to differences in State contracting cycles, *ORR does not specify that the contract period coincide with the Federal Fiscal Year (FFY). Instead, this information is to reflect each State's 12-month period of services under contract effective at the beginning of a FFY, October 1, regardless of when that period begins and ends.* All reported information is related to the various ORR-funded services.

Contract modifications occurring after October 31 that change the amount of funding or number of program participants targeted for priority services must be reported to ORR as a revised ASP or in the Schedule A: Program Narrative of the subsequent ORR-6 Performance Report.

IV. Data Elements

Date

Enter the date that the report is completed.

State or County

If the RRP is State-administered, enter the name of the State submitting the report. If the RRP is administered by a Wilson-Fish agency, enter the name of the agency submitting the report.

Please Note: States that operate county or locally-administered programs of refugee resettlement should submit a separate ASP for each local jurisdiction receiving ORR funds from the social services formula program, the targeted assistance formula program (including the targeted assistance discretionary grant), or other discretionary funds used to provide employment services, as well as a consolidated ASP for the State.

Original

Place a check mark in the parentheses for reports submitted on October 31.

Revision

Place a check mark in the parentheses for reports submitted after October 31 as a result of contract modifications.

Time Period Covered by Plan

From

Enter the beginning date of the contracting cycle in effect in the State or county as of October 1 in MM/DD/YY format.

To

Enter the date contracts will end as of October 1 in MM/DD/YY format.

Services

Consistent with Schedule C: Pages 1 and 2 of the ORR-6 Performance Report, the same priority services have been included on the ASP form. These services are Employment Services, English Language Training, On-the-Job Training, Skills Training, and Case Management.

Definitions of these priority services are as follows:

- **Employment services:** Employment services are direct services provided in accordance with an employability plan that assist an employable adult in preparation for, development of, placement in, or maintenance of employment, as defined in 45 CFR 400.154(a) ONLY.
- **English Language Training (ELT):** English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening, and speaking skills.
- **On-the-Job Training (OJT):** On-the-Job Training is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time not to exceed six months after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.

- **Skills Training:** Skills training is training of a short-term duration designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as nurse's aide, electronic assembly, or power sewing.
- **Case Management:** Case management is defined as the determination of which service(s) to refer a refugee to in accordance with an employability plan, referral to such service(s), and tracking of the refugee's participation in such services.

In the last entry of the ASP under "other" services, a State may add any other employment-related services which are currently funded by the social services formula program, the targeted assistance formula program, or discretionary grants, such as interpretation/translation, transportation, or child care.

States are not required to report contracts individually on the ASP. Instead, all contracts for the same services will be represented by one entry on the ASP in the category of service that corresponds to the service contracted. As determined necessary by ORR, States may be asked to provide information on individual contracts, but they are not required to do so on the ASP.

Contracted Amount by Funding Source

Enter the amount of the total ORR funds by funding source (the social services formula program, the targeted assistance formula program, the targeted assistance discretionary grant, or other discretionary grants) used to fund all current contracts (or to provide direct services) in effect as of October 1 for priority services by category. For example, if a State has five Employment contracts funded by a combination of social services (\$175,000) and targeted assistance (\$75,000), and the total dollar amount of these five contracts is \$250,000, enter \$175,000 on the social services line and \$75,000 on the targeted assistance line to the right of Employment.

Program Participants

Total Number

Enter the total number of participants to be served by category of service under existing contracts.

0 - 12 months

Enter the number of newly arrived refugees who have been in the U.S. less than 12 months to be served by category of service under existing contracts.

12 - 60 months

Enter the number of refugees who have been in the U.S. from 12 to 60 months to be served by category of service under existing contracts.

Type of Agency

The codes at the bottom of the form help to clarify the type of agency providing the various services mentioned. Use the codes to indicate the type of agency providing the services as well as the percentage of the total contracted amount for each service that is allocated to the agency. In the example cited above, employment services contracts total \$250,000, with \$200,000 of this amount contracted to a Community College, and the remaining \$50,000 contracted to an MAA. In the "Type of Agency" field in the row for Employment, this would be represented as D-80%, B-20%. If the Employment services are provided directly by the State, this would be represented by A-10.

Date: _____

Annual Service Plan

Original () Revision ()

Time Period Covered by Plan

State or County: _____

From: _____

Description of Contracted or State-provided Services	To:	Contracted Amount by Funding Source	Total Number	Program		Participants	Type of Agency and Percent of Funds
				0 - 12 Months	13 - 60 Months		
Employment	SS TAP Other						
ELT	SS TAP Other						
OJT	SS TAP Other						
Skills Training	SS TAP Other						
Case Management	SS TAP Other						
Other	SS TAP Other						
Type of Agency		A. State/ County B. Mutual Assistance Association C. Voluntary Agency D. Community College	E. Adult Basic Education F. Other Non-Profit Organization G. _____				

**Refugee Resettlement Program
Caseload Movement Report**

Reports are due on the 17th of the month following the close of the trimester. Please send or fax reports to:

California Department of Social Services
Refugee Programs Bureau
744 P Street, MS 6-646
Sacramento, CA 95814
Fax: (916) 654-7187

County	County Number	Reporting Period (Please check one) <input type="checkbox"/> Oct - Jan Year <input type="text"/> <input type="checkbox"/> Feb - May <input type="checkbox"/> Jun - Sept	
PART A. Refugee Cash Assistance	Number of Persons (1)	Number of Cases	
		Family (2)	One-Person (3)
1. New RCA enrollees at end of previous reporting period			
2. Recipients at end of this reporting period			
3. New RCA enrollees during this reporting period			
PART B. Unaccompanied Refugee Minors Program (To be completed by URM contractors only)	Number of Persons (1)		
4. Minors in care at end of previous reporting period			
5. Entered care			
6. Left care			
7. Minors in care at end of this reporting period			
PART C. General Assistance	Number of Persons (1)	Number of Cases (2)	
8. General Assistance/General Relief			

Person to contact regarding this report	Telephone Number	Date

**REFUGEE SERVICES PROGRAM
SERVICES PARTICIPATION AND
OUTCOMES REPORT (RS 50)**

RSS TA Discretionary

Check trimester
and enter year:

- Oct - Jan
 Feb - May
 Jun - Sept

Year

Reports are due on the 17th of the month
following the close of the trimester.

Send reports to:
California Department of Social Services
Refugee Programs Bureau
744 P Street, MS 6-646
Sacramento, CA 95814
Fax: (916) 654-7187

County Name: _____

County Number: _____ Grant Number: _____

Contract/Allocation Number: _____

Contact Person: _____

Phone: _____ Date: _____

PART A. EMPLOYABILITY SERVICES PARTICIPANTS	Employment Services		English Language Training		On-the-Job Training		Skills Training		Case Management		Other Employability Services	
	Male (1)	Female (2)	Male (3)	Female (4)	Male (5)	Female (6)	Male (7)	Female (8)	Male (9)	Female (10)	Male (11)	Female (12)
1. Active Participants this reporting period	0	0	0	0	0	0	0	0	0	0	0	0
0-12 months in the United States												
a. 13-60 months in the United States												
b. >60 months in the United States												
2. Completions												

PART B. PERFORMANCE OUTCOMES	Time in U.S.	Full-Time Employment (Unsubsidized)		Part-Time Employment (Unsubsidized)		Full-Time Employment (90 Day Retentions)		Part-Time Employment (90 Day Retentions)		Number of Cases with Grant Terminations (9)
		Male (1)	Female (2)	Male (3)	Female (4)	Male (5)	Female (6)	Male (7)	Female (8)	
1. Type of case assistance received at employment entry										
a. RCA	0 - 4 months									
	5 - 8 months									
b. TANF	0 - 12 months									
	13 - 60 months									
	> 60 months									
c. General Assistance	0 - 12 months									
	13 - 60 months									
	> 60 months									
d. No cash assistance	0 - 12 months									
	13 - 60 months									
	> 60 months									
Total		0	0	0	0	0	0	0	0	0
2. Average hourly wage at employment entry										
3. Number of persons with health benefits available										

PART C. PERFORMANCE NARRATIVE: If there have been any noticeable decreases or increases in any of the above performance measures since the previous trimester, please explain: