



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/orr

The UAC Manual of Procedures

(UAC MAP)

For ORR Staff, Contractors, and Grantees

Section 2: Safe and Timely Release from ORR Care

**Office of Refugee Resettlement
Office of the Director
Division of Policy and Procedures
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Section 2: Safe and Timely Release from ORR Care

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Look for these **icons** for quick cues on what is required for a specific procedure or a reference to a particular policy in the UAC Policy Guide.

 [UAC Policy Guide \(ORR Guide to Children Entering the United States Unaccompanied\)](#)

 Email

 Mail

 Tasks associated with a deadline

 Form or other template

 UAC Portal

 Phone call

2.1 Summary of the Safe and Timely Release Process

 See Section 2.1 of UAC Policy Guide

OVERVIEW

This section includes procedures for sponsor applications, assessments and background checks of potential sponsors, the roles and responsibilities of key participants in the release process, home study requirements, recommendations and decisions on release, including notifications of denial and procedures for appealing denial by a parent/guardian or UAC, procedures for release from ORR, including release to a sponsor, release for children with legal immigration status, procedures for post-release services and a safety and well-being follow up call, and closing the case file.

ORR expects care providers and ORR staff and contractors to protect Personally Identifiable Information (PII) when communicating information about sponsors and UAC. These procedures are described in **Appendix 2.1 How to Protect PII and Create Password Protected Files**. Documents that are uploaded in the UAC Portal do **not** need password protection.

2.2 Application for the Safe and Timely Release of a UAC from ORR Care

OVERVIEW

ORR and its care providers work to ensure safe and timely release of each UAC from care whenever possible. This requires care providers to identify and contact potential sponsors as quickly as possible while maintaining the safety and well-being of the child. Potential sponsors complete a *Family Reunification Application (FRA)* and other forms and submit documents that are part of the larger Family Reunification Packet (FRP) (available in English and Spanish). ORR expects potential sponsors to complete the Family Reunification Packet **within 7 calendar days of receipt of the packet**.

The Family Reunification Packet includes the following and is available on the home page of the [UAC Portal](#) and on the [ORR Website](#) under [Key Documents for the UAC Program](#):

- Family Reunification Packet Cover Letter
- *Authorization for Release of Information*
- *Family Reunification Application*
- Sponsor Care Agreement
- Legal Orientation Program for Custodians Overview
- UAC Sexual Abuse Hotline Flyer
- Fingerprinting Instructions
- Letter of Designation for Care of a Minor (used when a parent or legal guardian wishes to specify another person to sponsor his or her child)
- Sponsor Declaration
- Privacy Notice for Sponsors
- Privacy Notice for Parents and Legal Guardians
- Fraud Warning

The *Sponsor Handbook* and *Sponsor Guide Video* include other information, instructions, and flyers. Both are available on the UAC Portal as well as the ORR Website.

Key Players	Responsibilities
Case Manager	Interviews UAC and parent or legal guardian (if possible) to identify a potential sponsor and contacts caregivers in country of origin to corroborate information and rule out trafficking issues, identifies any safety concerns regarding contact with potential sponsor, contacts sponsor and explains process for safe and timely release, and assists sponsor with other steps in completing the family reunification process.
Case Coordinator	Makes recommendations on family reunification cases; serves as a main contact for the care provider program when concerns arise during the assessment, and assists in concurrent planning to find a suitable sponsor.
FFS	Serves as the official ORR representative in the field tasked with oversight of UAC cases; provides critical policy and procedural guidance to stakeholders involved in the care, custody, and release of UACs; serves as final decision maker on family reunification cases and elevates complex cases for further ORR input as needed.
Contract Field Specialist (CFS)	ORR contract staff who serve as liaisons to provide technical assistance as needed. Assist care provider in obtaining documents from prior UAC care provider and assist care provider in contacting consulate to verify UAC birth certificate, and other duties.

Related Forms/Instruments	Used By
Family Reunification Packet (FRP)	Case Manager, Sponsor
<i>Sponsor Handbook</i> and <i>Sponsor Guide Video</i>	Sponsor

The UAC Portal has a Case Status page that appears on the Case Management tab when a user clicks on an individual UAC's A number. (See **Figure 2.1.**) Along with capturing a snapshot of a UAC's case at any given time, the function allows ORR to monitor cases to make sure assessments and communications occur within expected timeframes. Some cells on the page are auto-populated. Other cells require manual input.

Fig. 2.1 Case Status Page

UAC Case Status				
Child Assessments				
Initial Intakes Assessment	Last Updated:			
Assessment For Risk	Last Updated:			
UAC Assessment	Last Updated:			
Medical				
Initial Medical Exam	Date Evaluated:	11/01/2017		
TB Screening	Outcome:			
Immunizations (IME Only)	Last Updated:			
Home Study and Post-Release Service Cases				
Home Study	Type of Home Study:	Date Referred:	Date Accepted:	
Post Release Services	Type of PRS: PRS ONLY	Date Referred: 11/01/2017	Date Accepted: 11/01/2017	
Family Reunification				
Sponsor Assessment	Date Completed:	<input type="text"/>		
Family Reunification Application Sent to Sponsor	Date Sent:	<input type="text"/>	Date Received:	<input type="text"/>
Proof of Sponsor Identity	Date Completed:	<input type="text"/>		
Proof of Sponsor Address	Date Completed:	<input type="text"/>		
Proof of Relationship Between UAC and Sponsor	Date Completed:	<input type="text"/>		
		<input type="button" value="Save"/> <input type="button" value="Reset"/>		
Background Checks				
Internet Criminal				
Sponsor: Maria Moreno	Date Requested:	N/A	Date Result Received: N/A	
Sex Abuse Registry				
Sponsor: Maria Moreno	Date Requested:	N/A	Date Result Received: N/A	
Immigration				
Sponsor: Maria Moreno	Date Requested:	N/A	Date Result Received: N/A	
FBI Criminal History (fingerprint)				
Sponsor: Maria Moreno	Date Requested:	N/A	Date Result Received: N/A	
CA/N				
Sponsor: Maria Moreno	Date Requested:	N/A	Date Result Received: N/A	
Legal				
Know Your Rights and Legal Screening:	Date Completed:			
Release Recommendations				
Case Manager Release Request:	Last Updated:			
Case Coordination Release Request:	Last Updated:			
ORR Release Request Decision:	Last Updated:	11/01/2017	Release Approved:	

2.2.1 Identification of Qualified Sponsors

 See Section 2.2.1 of the UAC Policy Guide

Quick Glance: Determining Sponsor Category

Potential sponsors fall into three categories. Best practice in child welfare is for children to be placed with family whenever possible. The sponsor category has implications for showing proof of relationship, whether the sponsor must have a home study prior to release, and other considerations. Some close relationships that may have a strong family association in a cultural context, for example, “godparent,” fall outside the definition of a “family” relationship and are considered as a category 3 sponsor. The following table is the typical order of preference for release, but may differ depending on the results of all assessments, background checks, and/or needs of the UAC.

In the event the sponsor is unable to complete the application process in a timely manner, the case manager may conduct concurrent case planning. Concurrent case planning means the case manager continues to work with the original applicant, but looks at other sponsor options or release options for UAC. Concurrent case planning must be reviewed with the case coordinator who would elevate the case to the FFS.

Relationship Type	Category
Father, Mother	Category 1
Step-father or Step-mother (who adopted child)	Category 1
Legal Guardian with proof of court-ordered guardianship	Category 1
Grandfather, Grandmother	Category 2
Aunt, Uncle	Category 2
Sister, Brother	Category 2
Half-sibling	Category 2
Step-parent (unadopted UAC)	Category 2
Brother-in-law, Sister-in-law	Category 2
First cousin	Category 2
Adult Nephew or Niece	Category 2
Other Distant Relatives	Category 3
Godparent (unrelated)	Category 3
Unrelated Sponsor	Category 3
Institutional/Organizational Sponsor	Category 3

NOTE: In cases involving a UAC who enters the country with her child, ORR usually assigns the mother’s sponsor category to the UAC’s child. Please contact the UAC Policy Inbox

(UCPolicy@acf.hhs.gov) if you need clarification regarding sponsor categories related to a particular case (i.e., distant relative cases).

PROCEDURES

1. **Within 24 hours of placement of the UAC in ORR custody**, the case manager:
 - Reviews the Intakes tab in the UAC Portal for any notes or contact information that was entered into the DHS referral to ORR, or to determine if the UAC was separated from a parent or other relative at time of apprehension.
 - Interviews the UAC to identify who he or she was expecting to live with in the United States and anyone else the UAC knows in the United States in order to help identify a potential sponsor.
 - Identifies any safety concerns for the UAC if he/she were to have contact with the family in country of origin or the potential sponsor.
 - Contacts the UAC's parent or legal guardian (following safety protocols in regard to trafficking, smuggling, abuse or neglect concerns, criminal history information, or any other safety concerns) to notify them of the UAC's placement, identify family members or close friends who reside in the United States and who may have been expecting the UAC, and requests that they send the UAC's birth certificate immediately.
 - Advises the UAC's parent or legal guardian that ORR may release the UAC to a qualified sponsor in the United States who completes the application process and provides documentation to show proof of the sponsor's identity and the sponsor's relationship to the UAC. 🕒📞📖

2.2.2 Contacting Potential Sponsors

PROCEDURES

1. **Within 24 hours of identification of a potential sponsor**, the case manager explains to the potential sponsor the requirements of the sponsorship process by:
 - Providing an overview of ORR's function, principal tasks and participants, and the ORR connection to U.S. immigration proceedings by

- o Stressing the fact that ORR is a federal agency within the U.S. Department of Health and Human Services and is dedicated to the welfare of unaccompanied alien children and that ORR is not an enforcement nor an immigration agency;
- o Advising that the UAC has been placed in immigration proceedings while in ORR care;
- o Explaining the role of the care provider's organization and that all services are free of charge to the UAC and to the sponsor;
- o Explaining the role of the case manager in assisting the potential sponsor with the family reunification process (include the case manager's contact information);
- o Emphasizing that the sponsor should be aware of potential fraud schemes. (See **Quick Glance: Protecting Sponsors from Fraud.**)
- Informing the sponsor of the ORR family reunification process and the potential sponsor's responsibilities by
 - o Reviewing the Family Reunification Packet (FRP) and all forms that are included in the packet;
 - o Explaining other documentation requirements that are part of the packet, such as proof of address, proof of relationship, etc.;
 - o Explaining the importance of listing all household members on the application;
 - o Explaining the process for fingerprinting. This includes notifying the sponsor that ORR will fingerprint all sponsors and all adult household members in the sponsor's home and will submit fingerprint information to both the FBI for criminal history checks and the Department of Homeland Security for criminal background and immigration checks. (ORR will require fingerprints for adults identified in a sponsor care plan when special concerns exist.)
 - o Explaining other background checks, including that internet criminal public records checks and sex offender registry checks **will** be performed for all sponsors, adult household members, and adult caregivers identified in a sponsor care plan;
 - o Explaining that assistance from an attorney or any other paid representative is not required for completion of the packet;
 - o Advising the sponsor to be wary of fraudulent phone calls asking for money to get the UAC released to him or her. (**NOTE:** The FRP includes a fraud alert warning flyer.)

- Explaining the importance of obtaining a *Letter of Designation for Care of Minor* from the UAC's parent or guardian if the potential sponsor is not a parent or legal guardian (and documenting efforts to obtain the letter if unsuccessful).
- Emphasizing the timeframes for returning the packet by
 - Immediately submitting the *Authorization for Release of Information*;
 - Immediately submitting the sponsor's government issued photo ID;
 - Submitting the complete FRP **within 7 calendar days** (noting that the case manager can assist if the sponsor is unable to read or write in English, Spanish, or other language).
 - Scheduling fingerprinting **within 3 business days**,
- Explaining ORR expectations for the potential sponsor if the UAC is released to the sponsor by
 - Explaining that the sponsor must attend a Legal Orientation Program for Custodians (See Section 2.2.5.);
 - Noting that the UAC may receive post-release services while in the care of the sponsor, should such services be warranted, and that participation in the service provision is voluntary. 🕒📞

Quick Glance: Protecting Sponsors from Fraud Schemes

Case managers and clinicians who contact potential sponsors must convey the following information in correspondence and conversations with potential sponsors to protect them from fraud schemes.

"There are no fees associated with the processing or reunification of an unaccompanied alien child. You do not need to pay money. No one should contact you and ask you for money, your bank account number, your credit card number, or ask you to send payment or a money order to another person or account.

However, you are responsible for the cost of your child's transportation and, if the care provider is escorting the child, for the care provider's transportation costs. If an airline escort is used, you are responsible for paying the airline's unaccompanied minor service fee. Travel costs should only be paid directly to a company, usually the airline or the care provider facility. No one should ask you to pay travel costs to an individual or to a personal account.

If you are contacted and asked to pay or wire money for any cost other than transportation and escort fees, or if you are asked to pay or wire money to an individual or personal account, please immediately call [insert phone number of your care provider program's licensed administrator] or the ORR National Call Center Help Line at (800) 203-7001."

2. **Within 24 hours of identification of a potential sponsor**, the case manager sends the Family Reunification Packet (FRP) and the *Sponsor Handbook* to the potential sponsor by email or by sending the UAC Portal home page link which features the FRP. The case manager updates the Case Status page with the date the FRP was sent to sponsor. **NOTE:** Emailing the FRP or sending the UAC Portal link is preferred whenever possible. But case managers may send a packet by expedited mail or fax if necessary. 📧📁☎️✉️/📠/📧
3. **Within 1 business day of emailing or providing the UAC Portal address** to the FRP for the potential sponsor (**within 5 business days** if the FRP is mailed), the case manager contacts the potential sponsor to:
 - Confirm receipt of the FRP.
 - Provide the potential sponsor with help in filling out the packet, if needed.
 - Remind the potential sponsor and adult household members to immediately return the *Authorization for Release of Information* and a copy of the sponsor's and adult household members' government issued ID.
 - Assist the potential sponsor in scheduling an appointment for the Legal Orientation Program for Custodians. (See **Section 2.2.5.**) **NOTE:** The case manager should capture the information about the appointment in either the *UAC Assessment* or *UAC Case Review*, depending on when the information was obtained. 📁✉️📠📧
4. **Within the same 1 business day timeframe**, the case manager creates a new sponsor record or updates an existing record in the UAC Portal. Prior to creating a new record, the case manager searches for the potential sponsor's name and address in the UAC Portal to check if the sponsor has previously applied for sponsorship or if the address was previously used for sponsorship. (See the Quick Glance below on how to check for previous sponsorship.) **NOTE:** A UAC may have multiple potential sponsors, but the case manager must designate one sponsor as the "current sponsor" in the Sponsor Information tab in the case review.

NOTE: Creating the sponsor record initiates the sponsor assessment process used to evaluate a sponsor. Unless there are unexpected delays (such as wait list for fingerprint checks or a case that requires the completion of a home study), ORR expects the care provider to complete the evaluation process within these timeframes:

Cat 1: 10 calendar days

Cat 2: 14 calendar days

Cat 3: 21 calendar days 🕒📅

Quick Glance: How to Check for Previous Sponsorship

To check if a sponsor or adult household member had previously sponsored another UAC, go to the Case Management section of the UAC Portal, select the UAC by clicking on the A # of the UAC. On the UAC Basic Information page click on “Go to Assessments” and the subsection “Sponsor Information” which includes a “Sponsor” button.

Clicking on the sponsor button takes you to a screen where you can search for a sponsor prior to adding a new sponsor to the system.

Search Sponsor >| Add New Sponsor

First Name: Last Name:

SSN: A #:

Address: City:

State: Country of Birth:

>| Search Sponsor >| Cancel

Fill in the name of the potential sponsor or the potential sponsor’s adult household members and then click “Search Sponsor” at the bottom. You can also do partial name searches, such as “Mig” for Miguel under First Name. (You should try various combinations of the name, including upper and lower case versions).

When you click on “search sponsor,” a table will populate that shows all matches. Look at all the records and see if the sponsor already exists in the UAC Portal.

Search Sponsor >| Add New Sponsor

First Name: Last Name:

SSN: A #:

Address: City:

State: Country of Birth:

>| Search Sponsor >| Cancel

SSN/A#	First Name	Last Name	Address	City	State	P Counter	A Counter	Flag
11111111	Fake	Fake	1 Main Street	New York	NY	1		No Assign Sponsor
	Fake	Fake	111 Main Street	Birmingham	AL	1		No Assign Sponsor
22222222	Fake 2	Fake 2	2 Main Street	New York	NY	2		No Assign Sponsor

In the table, the “P” counter (P = Potential) tracks the number of UAC that the sponsor has attempted to sponsor as a “potential sponsor.” The “A” counter (A = Actual) tracks the number of UAC who were “actually sponsored” by that sponsor. Clicking on the number below P or A will show you the UAC associated with the sponsor. (Note: In the sponsor information section, the number is to the right of the P and A counter. Screen shot below.)

The screenshot shows the 'Sponsor Information' form. The 'P Counter' is 8 and the 'A Counter' is 1. These counters are highlighted with a red box.

If you need to flag a sponsor, select the sponsor and in the sponsor information section, check “flag” and in the note specify the reason. (See the Quick Glance: When to Flag a Sponsor, Other Adult, or Address.)

The screenshot shows the 'Sponsor Information' form with the 'Flag' checkbox checked. The 'Flag Note' field contains the text 'test test test'. The 'P Counter' is 3 and the 'A Counter' is 2. These fields are highlighted with a red box.

Conduct a separate search of the address provided.

The screenshot shows the 'Search Sponsor' form and a table of results. The 'Address' field in the table is highlighted with a red box.

SSN/A#	First Name	Last Name	Address	City	State	P Counter	A Counter	Flag	Action
	Fake	Fake	10 Main Street	Birmingham	AL			No	Assign Sponsor

The address flag is located directly under the section on the sponsor name under the “Sponsor Information” section described above:

The screenshot shows the 'Sponsor's' form. The 'Address Flag' checkbox is highlighted with a red box.

This search may also reveal matches with previous sponsorship. (Try various combinations of streets (i.e., “St., St, street, and Street”), city, and state.) Flag an address by clicking on the “address flag” and adding a corresponding note.

Search Sponsor >| Add New Sp

First Name: Last Name:
 SSN: A #:
 Address: City:
 State: Country of Birth:

>| Search Sponsor >| Cancel

SSN/A#	First Name	Last Name	Address	City	State	P Counter	A Counter	Flag	
121212121	FakeSponsorMiguel2	FakeSponsorMiguel2	niaz test new address	fakecity	KY	3	2	Yes	Assign Sponsor
	fake maria	fake juan	3333	dc	DC	1	0	No	test test test Assign Sponsor
111111111	fake niaz	sponsor fake	123	agag	AR	2	1	Yes	Assign Sponsor
111111111	fake niaz	sponsor fake	123	agag	AR	1	0	Yes	Assign Sponsor
123123123	fake niaz	sponsor fake	123	123	AK	1	0	Yes	Assign Sponsor

NOTE: This search should be repeated as new information is obtained from the potential sponsor, including addresses, names of other adults in the household or adult identified in the sponsor care plan (i.e., the individual who is identified to take over the care of the UAC if the sponsor is deported, leaves the United States, or is unable to care for the UAC for another reason).

This search should also include searches of different combinations of the last names/surnames with the first names, and should include all versions of the name that the potential sponsor uses in the FRA and on their identification documents. Search all versions of the addresses that the potential sponsor uses in the FRA, identification documents, and in the proof of address documents. See **Section 2.2.3** for more information about additional checks.

- If the potential sponsor already exists in the UAC Portal, the case manager clicks “assign sponsor” on the screen that appears following “search sponsor” and continues to search the record as new information is collected regarding sponsor’s address, household members, criminal background check, etc. (If the sponsor has a new address, the case manager should update the address but should not create a new sponsor entry.) See **Fig. 2.2.**

Fig. 2.2 Assign Sponsor

>| Search Sponsor >| Cancel

SSN/A#	First Name	Last Name	Address	City	State	P Counter	A Counter	Flag	
111111111	Fake	Fake	1 Main Street	New York	NY	2		No	Assign Sponsor
	Fake	Fake	111 Main Street	Birmingham	AL	1		No	Assign Sponsor
222222222	Fake 2	Fake 2	2 Main Street	New York	NY	2		No	Assign Sponsor

6. If the sponsor is not in the system, the case manager creates a new sponsor record in the UAC Portal for each potential sponsor to whom an FRP is sent and enters the required sponsor information. **See Figure 2.3.** The case manager continues to update the record as new information is received. If the case manager identifies fraud or other identified safety concerns at this time, he/she should elevate this to the FFS to determine if the person should be added to the UAC Portal in the event that the person attempts to sponsor a UAC in the future.



Figure 2.3 Add New Sponsor

Search Sponsor

First Name: Last Name:

SSN:

A #:

Address:

City:

State: Country of Birth:

>| Add New Sponsor

>| Search Sponsor >| Cancel

7. If a check for previous sponsorship indicates that a potential sponsor (or adult household member) has previously sponsored or previously attempted to sponsor a UAC in ORR care, the case manager assesses the sponsor's compliance by:
- Obtaining proof that the previously sponsored UAC continues to reside with the sponsor (if still a minor), was registered in school as a minor or in accordance with state laws, attended his/her immigration court hearings (if scheduled), and the resources that the sponsor used to meet the UAC's needs.
 - Obtaining the following records from the care provider where the previously sponsored UAC was in care: the sponsor's *FRA* and supporting documentation; the *Sponsor Assessment*; background checks; Home Study report, if applicable; *Release Request*; and safety and well being follow-up call notes (or related information) and whether the case was referred for post release services (PRS) and to include the name of the PRS provider. See the **Quick Glance: Requesting Records from Other Care Provider Programs.**

The case manager reviews the information provided and compares the information to the current case noting any discrepancies or red flags and then documents the findings in the *UAC Case Review*.

(See also **2.2.6 Home Studies**)

Quick Glance: Requesting Records from Other Care Provider Programs

Requesting Care Provider

If a care provider program needs to obtain documents from another care provider program in order to review records related to a previous sponsorship or attempted sponsorship, the case manager emails the records request to the assigned CFS. A separate password protected file includes the UAC name and A#, the name of the care provider program from which the records are being requested, the reason for the request and the documents that are requested.

The subject line should read: [Name of Care Provider storing the file] File Request: [UAC's last 4 A#] for [Name of Care Provider requesting the file].

Care providers may contact other programs directly with questions regarding a UAC's case if it does not involve a request for records.

CFS

The assigned CFS for the requesting care provider checks the UAC Portal and emails the records to the requesting care provider. If additional records are needed, the CFS emails the records request to the appropriate care provider's records liaison, copying the individual requesting the records.

Program Records Liaison

Within 24 hours of receiving the request, the records liaison replies to all parties on the email with the requested records attached.

The records liaison is the individual(s) in each program who is responsible for responding to requests from ORR to provide UAC case file information that are submitted through the UACRecords@acf.hhs.gov inbox with the subject line "Record Liaison Update—[program name]."

2.2.3 The Application for Release

PROCEDURES

1. The sponsor returns the *FRA*, preferably **within 7 calendar days of receipt**. The case manager updates the Case Status page with the date the *FRA* was received and uploads the *FRA* into the Portal under the UAC Documents tab. See **Fig. 2.1.**   
2. The case manager updates the sponsor record in the UAC Portal and conducts a new search for the name and addresses of adult household members and the adult

identified on the sponsor care plan to determine if they have previously applied for sponsorship or if the address has been used previously by other sponsors. (See **Quick Glance: How to Check for Previous Sponsorship.**) 

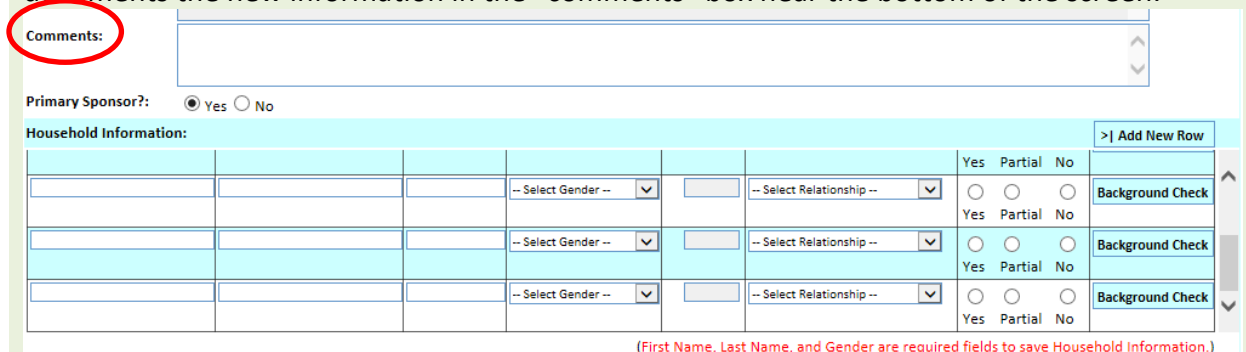
3. If the search for previous sponsorship and previous use of the address reveals additional information, the case manager documents the information in the comments section of the sponsor information section of the UAC Portal. If the additional information is of concern that requires elevation to the case coordinator and FFS, the case manager “flags” the applicable sponsor name or address and notes the reason in the “notes” box. See the **Quick Glance: When to Flag a Sponsor, Other Adults, or an Address.** The case manager elevates any findings from any of the searches to the case coordinator for relevance to the current case.  

Quick Glance: When to Flag a Sponsor, Other Adult or Address

ORR staff and care providers use the “flag” button to elevate issues of concern that arise during the sponsor assessment process. These include (but may not be limited to):

- When a review of previous sponsorship indicates lack of compliance with the terms of release (such as failure to follow up with immigration proceedings, failure to follow through with PRS, UAC school registration, etc.).
- Finding that UAC in previous sponsorship is still a minor but no longer resides with the sponsor.
- Findings that the sponsor or other adults have used the same address in sponsorship applications numerous times.
- Finding that the sponsor, household members or adult identified in the sponsor care plan meet the criteria for “may deny” release decisions.
- Child Abuse, child sexual abuse or neglect, trafficking, or domestic violence reported to have been perpetrated by the sponsor after the release of a UAC.

The presence of a “flag” indicates that further input from the case coordinator and FFS is needed. If a “flag” already exists in the record, the case manager or case coordinator or FFS documents the new information in the “comments” box near the bottom of the screen:



The screenshot shows a web form with a "Comments:" label circled in red next to a text input field. Below this is a "Primary Sponsor?:" section with radio buttons for "Yes" (selected) and "No". Underneath is a "Household Information:" section containing a table with columns for Name, Gender, Relationship, and a "Background Check" status. The table has three rows of data. To the right of the table is a vertical scroll bar. At the bottom right of the table area is a button labeled ">| Add New Row". A red note at the bottom of the form states: "(First Name, Last Name, and Gender are required fields to save Household Information.)"

				Yes	Partial	No	
		-- Select Gender --	-- Select Relationship --	☐	☐	☐	Background Check
				Yes	Partial	No	
		-- Select Gender --	-- Select Relationship --	☐	☐	☐	Background Check
				Yes	Partial	No	
		-- Select Gender --	-- Select Relationship --	☐	☐	☐	Background Check
				Yes	Partial	No	

(First Name, Last Name, and Gender are required fields to save Household Information.)

NOTE: The Portal does not allow flagging HHM and other adults. In those cases, flag the sponsor and include the reason in the comments box.

4. **Upon receipt of the copy of the potential sponsor's photo ID**, the case manager:
 - Performs a criminal public records check and sex offender registry check for the potential sponsor, adult household members and adult identified in a sponsor care plan. (The case manager should save a copy and/or screen shot of these checks in the UAC Documents tab of the UAC's Assessment file in the UAC Portal). Any findings from the check are elevated to the case coordinator and FFS. See **Section 2.5 Requesting Background Checks of Sponsors** for more information.
 - Initiates the fingerprinting process and assists the sponsor and household members with scheduling a fingerprint appointment. (See **Section 2.6.2.**)
 - Assists the potential sponsor in scheduling an appointment for the Legal Orientation Program for Custodians. (See **Section 2.2.5.**)    

2.2.4 Required Documents for Submission with the Application for Release

 See Section 2.2.6 of the UAC Policy Guide.

PROCEDURES

Proof of Sponsor Identity

1. Potential sponsor submits original versions or legible copies of government issued ID as evidence verifying his/her identify (see **Quick Glance: List of Acceptable Proof of Identity Documents**).   
2. The case manager offers assistance to potential sponsor on how to obtain the documentation, emphasizing to the sponsor that the proof of identity document will be required prior to release of the child. **NOTE:** It is ultimately the potential sponsor's responsibility to find and submit documentation.  
3. The case manager reviews the proof of identity provided and uploads the documents to the UAC Documents tab in the UAC Portal copying all pages of the document, front and back sides. **NOTE:** This should be the same ID the sponsor provides at the time of the UAC's release and will be verified by the staff conducting the transfer of custody.  

Quick Glance: List of Acceptable Proof of Identity Documents

All potential sponsors may present either one selection from List A or two or more documents from List B. If a potential sponsor presents selections from List A or B, at least one selection must contain a legible photograph. (Expired documents (for up to two years) are acceptable for the purpose of establishing identity.) Sponsors must submit a least one document that contains a photograph for adult household members and adults identified in a sponsor care plan.

List A	List B
U.S. Passport or U.S. Passport Card	U.S. Certificate of Naturalization
Foreign Passport that contains a photograph	U.S. Military Identification Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	Birth Certificate
Employment Authorization Document that contains a photograph (Form I-766)	Marriage Certificate
U.S. Driver's License or Identification Card	Court order for name change
	Foreign national ID card
	Consular passport renewal receipt that contains a photograph
	Mexican consular ID card
	Foreign driver's license that contains a photograph
	Foreign voter registration card that contains a photograph
	Canadian border crossing card that contains a photograph
	Mexican border crossing card that contains a photograph
	Refugee travel document that contains a photograph
	Other similar documents

- The case manager confirms the identity of all potential sponsors and documents the accurate name and date of birth in the Proof of Identity section of the *Sponsor Assessment*. (See **Section 2.4.1** for more information about the *Sponsor Assessment*.) The case manager updates the Case Status page with the date the Proof of Identity was completed. See **Fig. 2.1**. 

5. The case manager or the CFS verifies the UAC's and/or potential sponsor's birth certificates or other foreign government issued documents with the Consulate under the following circumstances:
 - The authenticity of the original birth certificate or other foreign government issued document is questionable or the document appears to be fraudulent or altered.
 - The birth certificate provided is for another individual.

NOTE: The FFS supervisor determines the point of contact for each program. If the case manager is responsible, he/she will copy the FFS on the email to the Consulate. If the CFS is responsible, then the case manager will ask the CFS, copying the FFS, to contact the Consulate.  

Proof of Identity of Other Adults

All potential sponsors must submit documentation verifying the identity of other adults in the sponsor's household or adult identified in a sponsor care plan.

1. The potential sponsor submits at least one identification document that contains a photograph for each adult household member and adult identified in a sponsor care plan. See the **Quick Glance: List of Acceptable Document for Proof of Identity**. The document may be an original or a legible copy.  

NOTE: If a member of the potential sponsor's household was a former UAC in ORR care, the potential sponsor may submit an original version or legible copy of the ORR *Verification of Release* form issued to the UAC at time of release. The document may only be used to verify the identity of adults under the age of 21, and only if the form contains a photograph. ORR will not accept a *Verification of Release* as proof of identity if it does not contain a photograph, and/or is for anyone 21 and older.  

2. The case manager reviews proof of identity for the adult household members and adult identified in the sponsor care plan and uploads the documents to the UAC Portal (front and back of the ID). The case manager confirms that the document is acceptable in the Proof of Identity section of the *Sponsor Assessment*. The case manager updates the Case Status page with the date the Proof of Identity review was completed. See **Fig. 2.1**.  

Proof of Address

1. The case manager ensures the proof of address submitted matches the address on the sponsor's application as well as the address that was previously searched in the UAC Portal. The case manager uploads the proof of address document provided by the potential sponsor to the UAC Portal, enters the type of document and the address on the document into the Proof of Address section of the *Sponsor Assessment*, and enters

the address in the sponsor information section of the UAC Portal. See the **Quick Glance: Acceptable Proof of Address Documents.**  

Quick Glance: Acceptable Proof of Address Documents

All potential sponsors must submit at least one form of documentation verifying their current address. Acceptable forms of documentation include original versions or legible copies of:

- A current lease or mortgage statement dated within the last two months before submission of the *Family Reunification Application (FRA)*;
- A utility bill, addressed in the sponsor's name and dated within the last two months before submission of the *FRA*;
- A bank statement dated within the last two months before submission of the *FRA*;
- A payroll check stub issued by an employer, dated within the last two months before submission of the *FRA*;
- A piece of mail from a county, state, or federal agency (with the exception of ORR) with the sponsor's name and residential address and dated within the last two months before submission of the *FRA*;
- A notarized letter from a landlord on the business stationary of the real property owner confirming the sponsor's address; and
- Other similar documents reliably indicating that the sponsor resides at the claimed address, dated within the last two months before submission of the *FRA*.

If the potential sponsor is unable to submit any of the above documents, the case manager may send a letter to the potential sponsor's address following these instructions.

Address a plain white envelope to the sponsor's address and include as the return address the case manager's name and care provider's address (do not include the care provider facility name).

Create a unique code word that is used only once and refer to the code word in the letter to the sponsor with instructions for the potential sponsor to call the case manager upon receipt of the letter and refer to the code word as evidence that the letter was delivered to the individual and address (include a copy of the letter in UAC's case file and upload a copy to the UAC Portal).

2. The case manager verifies that the address provided by the sponsor is a residential address by:
 - Entering the address into SmartyStreets.com to verify that the address is classified as residential under the RDI (Residential Delivery Indicator)

category and that the address is not classified as P (post office box) under the Record Type category.

- Entering the address into Google to verify that it is a valid address in Google Maps and in Google Earth (check the camera view to ensure it is pointing at the address and not across the street or adjacent). **NOTE:** The case manager may not accept a photograph or video submitted by the sponsor as proof of address.
3. The case manager documents in the Proof of Address section of the *Sponsor Assessment* that verification of residential address has been completed through SmartyStreets, Google Maps, Google Earth, and UAC Portal search and updates the UAC Portal as needed with the results. The case manager saves the results of the search in a file that is uploaded in the UAC Documents tab. The case manager updates the Case Status page with the date the Proof of Address was completed. See **Fig. 2.1.**  
 4. If the sponsor does not submit an acceptable proof of address document or if the case manager cannot confirm that the address provided is a residential address or that the sponsor lives at that address, the case manager documents this in the Proof of Address section of the *Sponsor Assessment* and elevates the issue to the case coordinator and the FFS.  

Proof of Relationship to Child

1. The case manager gathers proof of relationship between the UAC and a potential sponsor to determine the sponsor category and to determine the existence of a prior relationship between the UAC and the potential sponsor and/or the UAC's family with the potential sponsor. (If a UAC does not have a birth certificate, the case manager elevates the case to the FFS.) 
2. The case manager uploads the documents provided by the sponsor to the UAC Portal. The case manager documents all information in the Proof of Relationship section of the *Sponsor Assessment* along with confirmation that the case manager was able to verify the sponsor-UAC relationship. See **Quick Glance: Acceptable Proof of Relationship Documents**. The case manager updates the Case Status page with the date the Proof of Relationship was completed. See **Fig. 2.1.**  

Quick Glance: Acceptable Proof of Relationship Documents

Potential sponsors must provide as many forms of evidence needed to verify the relationship claimed. Acceptable documents include original versions or legible copies of the list below (not an exhaustive list).

Relationship Type	Acceptable Document
-------------------	---------------------

<i>Parent (Cat 1)</i>	<ul style="list-style-type: none"> • Birth certificates • Court records • Parent's valid/non-expired or expired (up to two years) government issued photo ID <p>NOTE: The FFS may approve a DNA test for a potential sponsor who says he/she is a biological parent (Cat 1).</p>
<i>Step-parent (who has legally adopted UAC) (Cat 1)</i>	<ul style="list-style-type: none"> • Birth certificates • Parent's valid/non-expired or expired government issued photo ID • Step-parent's valid/non-expired or expired government issued photo ID • Marriage certificate • Court order documents confirming adoption or legal guardianship has been established
<i>Legal guardian (Cat 1)</i>	<ul style="list-style-type: none"> • Court order documents confirming adoption or legal guardianship • Birth certificates • Legal guardian's valid/ non-expired or expired government issued photo ID • Guardianship records • Death certificates • Hospital records
<i>Other related sponsors (Cat 2 or 3)</i>	<ul style="list-style-type: none"> • Birth certificates • Trail of familial birth and/or death certificates showing that the UAC and the sponsor are related (this includes the UAC's birth certificate) • Marriage certificates • Hospital records • Court records • Guardianship records • Baptismal certificate
<i>Unrelated sponsors (Cat 3)</i> Cat 3 unrelated potential sponsors who are unable to provide verifiable documentation of a family relationship with the UAC must submit evidence that reliably and sufficiently demonstrates a bona fide	<ul style="list-style-type: none"> • Birth certificates • Birth certificate or Record Not Found (government issued document) • Government issued photo ID (verify in person or via video conference that you are speaking to the correct individual) • Marriage certificate • UAC parent's death certificate or death certificates of other family members

<p>social relationship with the child and/or the child's family that existed before the UAC migrated to the United States.</p> <p>The care provider should gather as many documents as needed to prove prior relationship. This table includes acceptable documents for corroboration purposes (not an exhaustive list).</p>	<ul style="list-style-type: none"> • Baptismal certificate • Hospital records • School records/diploma • Remittance receipts evidencing financial support of UAC • For proof of recent travel or living in the UAC's family in country of origin: passport including passport stamps, land deeds of sponsor and minor's family, government issued ration cards • Photographs or social media posts (labeled) • Family session(s) case notes (clinician and case manager observations of interactions/conversations between UAC and potential sponsor) • Consulate verification of birth certificate • Assessment based on interviews with UAC, UAC's family, UAC's caregiver in home country, and sponsor's neighbors (make all efforts to conduct in-person or via video conference); explanation of potential sponsor's relationship with the UAC in the <i>Family Reunification Application</i>, confirmed by UAC's family.
--	---

3. The case manager immediately notifies the case coordinator if it is determined that the UAC and the potential sponsor have no prior existing relationship and documents this information in the Proof of Relationship section of the *Sponsor Assessment* and in the *UAC Case Review*. See **Section 2.7.4 Deny Release Request.** 

Missing Documentation or Incomplete FRA

1. If the potential sponsor does not complete the FRA or submit the required proof of identity, address, relationship, etc., the case manager consults with the case coordinator and the FFS. **NOTE:** In these cases, the case manager does **NOT** submit a release request. / 
2. The case manager enters the sponsor's name and information in the sponsor information section of the UAC Portal for the UAC and in the sponsor information section of the *UAC Case Review*, documenting the reason why the sponsor was pursued or attempted to sponsor a UAC and decided to withdraw or ORR decided to cancel pursuit of the sponsor. 
3. The case manager flags potential sponsors who disclose information that demonstrate a safety concern or potential risk to the child in the UAC Portal. (**See Quick Glance: How**

to Check for Previous Sponsorship and Quick Glance: When to Flag a Sponsor, Other Adults or an Address.)

Reporting Fraudulent Information and/or Documents

If a sponsor, household member, or adult identified in the sponsor care plan provides fraudulent information during the sponsor assessment process for the purpose of obtaining sponsorship of a UAC, the care provider must report the incident to the U.S. Department of Health and Human Services Office of the Inspector General (UAC@oig.hhs.gov) and U.S. Immigration and Customs Enforcement Homeland Security Investigations tip line: USICE HSI Tip Line (HSITipLine.Collaboration@ice.dhs.gov). 

State Issued Identity Documents

If the case manager has evidence that a potential sponsor has submitted altered or fraudulent state-issued Identity documents (such as an ID card or driver's license), the case manager should send an email to the reporting agency for the state and copy the FFS. (The email addresses for the state agencies are included in **Appendix 2.3**.) All reports should include any information about the potential sponsor or the circumstances surrounding the fraud.

The U.S. Department of Health and Human Services Office of the Inspector General must be copied in the correspondence with the state agency (UAC@oig.hhs.gov). If the suspected fraud is in a state not identified as a key state in Appendix 2.3, the case manager should contact the assigned FFS and case coordinator. / 

Appendix 2.3 is Reporting Agencies for Suspected Document Fraud for the Most Common ID Documents in Key States.

2.2.5 Legal Orientation Program for Custodians

PROCEDURES

1. The case manager schedules the sponsor for an LOPC presentation using the LOPC's online scheduling system:
Website: <https://catholiccharitiesny.org/log-in>
In the email account section insert: LOPC@archny.org
Password: **Orientation1** (case sensitive)

NOTE: If the online scheduling system is unavailable, the case manager calls the LOPC Call Center for UAC at (888) 996-3848 and arranges for the Call Center to set up an appointment for the sponsor. ☎

2. The case manager enters the sponsor's postal code or city and state in the online scheduling system to find the LOPC provider closest to the sponsor's home address. If a sponsor lives more than 60 miles from an LOPC provider or cannot travel to a provider, the case manager contacts the LOPC Call Center.

NOTE: Special instructions for case managers in the Harlingen/Brownsville area: If a sponsor lives more than 60 miles from a LOPC provider in the Harlingen/Brownsville area and is unable to travel to the provider, the case manager may schedule the sponsor for an online LOPC appointment. ☎

3. The case manager provides the sponsor confirmation of the appointment time, date and location by:
 - Printing out a copy of the online confirmation and mailing the confirmation to the sponsor; or
 - Entering a valid email address for the sponsor into the appropriate field of the online scheduling system, and the system will automatically generate and send an email confirmation to the sponsor;
 - If the LOPC appointment is scheduled to take place **within 48 hours of scheduling**, calling the sponsor and documenting the phone call in the UAC case file. 📄 📧 ☎

2.2.6 Additional Questions and Answers about This Topic

📖 See Section 2.2.6 of the UAC Policy Guide.

Q1: What category would it be if the UAC's sponsor is the legally married partner of a 1st cousin?

A1: Category 3. ORR does not consider "cousin-in-laws" immediate relatives.

2.3 Key Participants in the Release Process

📖 See Section 2.3 of the UAC Policy Guide.

2.3.1 ORR Federal Field Specialists (FFS)

 See Section 2.3.1 of the UAC Policy Guide.

2.3.2 Case Managers

 See Section 2.3.2 of the UAC Policy Guide.

2.3.3 Case Coordinators

 See Section 2.3.3 of the UAC Policy Guide.

2.3.4 Child Advocates

 See Section 2.3.4 of the UAC Policy Guide.

PROCEDURES

1. The care provider or other referring party completes Section 1 of the *Child Advocate Recommendation & Appointment Form* and sends it as an attachment to the local child advocate program by email.  
2. The child advocate program makes a recommendation for an individual Child Advocate based upon availability and the individual needs of the UAC. The child advocate program completes Section 2 of the *Child Advocate Recommendation & Appointment Form*. The child advocate program emails the form as an attachment to ORR/DUCO HQ at DucsConsent@acf.hhs.gov and includes the appropriate points of contact (program staff, FFS, referring party).  
3. The designated ORR staff makes an appointment determination. The ORR staff documents the appointment determination by completing Section 3 of the *Child Advocate Recommendation & Appointment Form* and emails the form as a password

protected attachment to the child advocate program, the care provider, and the designated ORR/FFS. The case manager uploads this appointment form to the UAC Portal as documentation.   

4. The child advocate program notifies the UAC's legal service provider or attorney of record by sending the *Child Advocate Recommendation & Appointment Form*.  

Appendix 2.4 is a screenshot of the *Child Advocate Recommendation & Appointment Form*. The fillable template can be found in the UAC Portal under Forms, Checklists and Other Tools – Administration.

2.4 Sponsor Assessment Criteria and Home Studies

 See Section 2.4 of the UAC Policy Guide.

OVERVIEW

The care provider evaluates each potential sponsor's ability to provide for the physical and mental well-being of the UAC. ORR determines if additional screening procedures or services, such as a home study, are necessary to ensure the welfare of the child.

ORR may in its discretion require potential sponsors to submit additional documentation before making a release decision.

Key Players	Responsibilities
Case manager or clinician	Responsible for interviewing potential sponsor, completing the <i>Sponsor Assessment</i> , and collecting other information to evaluate the sponsor.
Case coordinator	Consulted by case manager to determine if a home study is required.
FFS	Responsible for approving all home studies. Responsible for initiating home studies based on the results of an FBI background check. Steps in to determine if home study is needed when there is disagreement between case manager and case coordinator.
ORR Home Study Project Officers	Provide program oversight for referrals and work with providers who conduct home studies.
Home Study/Post Release Services Provider	Conducts home study.

Related Forms/Instruments	Used By
<i>Sponsor Assessment Interviewing Guidance</i>	Case manager or clinician
<i>The Sponsor Assessment form</i>	Case manager or clinician
<i>The Home Study Assessment Report</i>	Home study provider
<i>Release Request</i>	Case manager, case coordinator, FFS

2.4.1 Assessment Criteria

PROCEDURES

1. **Within five calendar days of identifying a potential sponsor**, the case manager or the clinician interviews the potential sponsor based on the *Sponsor Assessment Interviewing Guidance* (see **Quick Glance: Tips for Interviewing Sponsors**), completes the fillable *Sponsor Assessment* form and uploads the form to the UAC Portal. The file should be saved as **[Sponsor name]_Sponsor_Assessment_[date]**. Once the *Sponsor Assessment* form is uploaded, the case manager cannot make any changes or additions to the form.

The case manager or the clinician who conducted the interview and completed the *Sponsor Assessment* must certify that the potential sponsor was interviewed based on the *Interviewing Guidance* and must (electronically) sign and enter his/her name, title, and the date as certification in the *Sponsor Assessment* form. The case manager updates the Case Status page with the date the *Sponsor Assessment* was completed.

If the form is incomplete **within the 5 days due to missing information or documentation**, the case manager may save a copy for updating and upload the form later. (**See No. 3 below**) But the case manager must complete the following sections in the initial *Sponsor Assessment* form within the **5 day timeframe** and upload it in the UAC Portal:

- Sponsor Basic Information (**NOTE:** ORR no longer collects Social Security Numbers (SSN) of sponsors.)
- Cultural Information
- Family Relationships (including family tree, if applicable)
- Household Composition
- Previous Sponsorship
- Proof of Identity
- Criminal History
- UAC Journey and Apprehension
- Human Trafficking

- Fraud   

 **Appendix 2.5** is the *Sponsor Assessment Interviewing Guidance*.

 **Appendix 2.6** is the *Sponsor Assessment* form.

Quick Glance: Tips for Interviewing Sponsors

- Ask all questions as stated in the guidance. But if the sponsor answers more than one question in a single response, don't ask the pre-answered question again.
- Phrase all questions in a culturally appropriate manner to engage the potential sponsor.
- Be conversational and don't just read word for word.
- Ask follow up questions if needed.
- Don't feel the need to ask interview questions in order. Allow the interview to flow naturally.
- Follow up with more research and interviews with the UAC and others to address any discrepancies or inconsistencies identified in the interview.

The following is required for UAC with distant relative Cat 3 sponsor and optional for all other sponsor categories:

Ask the potential sponsor to create a family tree (genogram) when answering questions related to proof of relationship and family relationships. Upload the family tree to the UAC's case file. (Go to <http://www.genopro.com/genogram/template> for a template and help in creating a family tree.)

2. If the sponsor self-discloses criminal history in the interview (or if background checks reveal criminal history or a safety risk for the potential sponsor, adult household members, and adult identified in the sponsor care plan), the case manager elevates to the case coordinator and the FFS to determine if ORR should obtain court records, police reports, proof of rehabilitation, and letters of explanation of the incident.

If these records are no longer available because they have been expunged, the case manager should elevate to the FFS for next steps.  

Fig. 2.4 indicates where to upload the *Sponsor Assessment* in the UAC Portal.  

Figure 2.4 Where to Upload the Sponsor Assessment in the UAC Portal

Assessments		
+ Initial Intakes Assessment		
+ Assessment for Risk		> Add New
+ UAC Assessment		
+ Sponsor Information		> Sponsor
+ ISP		> Add New
+ UAC Case Review		> Add New
+ Historical SIR		
+ Historical Medical Record		> Add New
+ Education		> Add New
+ UAC Long Term Foster Care Travel Request		> Add New
+ UAC Document(s)		> Add New
+ Trigger Reports		

- If the case manager needs to update the *Sponsor Assessment* after **the 5 day timeframe**, he/she should create a new word document of the form using the following naming convention: **[Sponsor name]_Updated_Sponsor_Assessment_[date]**. The form may be updated as necessary but must be completed and uploaded to the UAC Portal **before the case manager submits the release recommendation to the case coordinator**. The number of *Sponsor Assessments* submitted per sponsor **may not** exceed two copies. Each copy must clearly indicate whether it is the initial assessment or the final version. 🕒📄🔗
- If the case manager determines during the sponsor assessment process that a sponsor or address should be flagged, the case manager should click on the editing icon highlighted in **Fig. 2.5** which opens the “Sponsor Information” tab under UAC Assessments to enter demographic, background check information, or other reason a sponsor, other adult, or address is flagged. 🕒📄🔗

Fig. 2.5 Updating or Adding a Flag to the UAC Portal

Click on the edit icon highlighted below.

Assessments						
						> Add New
						> Sponsor
City	State	P Counter	A Counter	Sponsor Address Flag	Flag	Options
		1		No	No	 

5. If a case manager is conducting concurrent planning, he/she should include this information in the *UAC Assessment* and *UAC Case Review* and indicate which sponsor is designated as the “Current Sponsor” since only one individual may hold this designation at any time in the *UAC Case Review* (simply click the “yes” or “no” button in the sponsor information page for each sponsor). 
6. The case manager must complete the sponsor assessment process before:
 - The case manager submits a home study referral.
 - The case manager submits a release recommendation.

2.4.2 Home Study Requirement

 See Section 2.4.2 of the UAC Policy Guide.

PROCEDURES

1. The case manager continuously consults with the case coordinator using information collected during the UAC’s initial assessment and throughout his/her stay in conjunction with the sponsor assessment process to determine if a home study of the potential sponsor is required. Home studies are **only** requested for potentially viable sponsors.  
2. **Within 2 business days** of the completion of the FRA and after consultation with the case coordinator, the case manager submits the *Release Request* with a recommendation to perform a home study and summarizes the following in the comments section (**Fig. 2.6** shows a partial snapshot of the *Release Request*):
 - *Initial Intakes Assessment*
 - *UAC Assessment*
 - FRA
 - Safety Plan, if applicable
 - Background check results
 - Relevant SIRs
 - *UAC Case Review*
 - *ISP*
 - For category 2 and 3 cases, information about the biological parents’ or legal guardians’ consent for release and/or provision of *Letter of Designation for Care of a Minor*

- Any additional assessments, including psychological assessments, and additional documentation on the UAC related to the release assessment (e.g., juvenile delinquency records)
- For discretionary home studies:
 - What additional information will a discretionary home study be able to provide, other than what has already been gathered via the sponsor assessment process, to mitigate concerns and create a safer release scenario for the UAC
 - What questions need to be answered by the discretionary home study 🕒📖🖱️

Fig. 2.6 Case Manager Section of the Release Request

Release Request			
Requester Information			
Requester Name:	<input type="text"/>		
Requester Title:	<input type="text"/>	Requester Phone:	<input type="text"/>
Type of Release:	☒ Release to Sponsor ☐ Release to Program		
Sponsor Information			
Name of Sponsor:	<input type="text" value="Fake 2 Fake 2"/>	AKA	
Date of Birth:	11/2/1962	Current Age:	55
Country of Birth:	Afghanistan	Legal Status:	Without status
If Other Non-Immigrant Visa, Specify:	<input type="text"/>	If Other Immigrant Visa, Specify:	<input type="text"/>
A Number:	222222222	SSN:	222222222
Sponsor Email:			
Sponsor's Relationship to Minor:	Brother		
Is There Proof of the Relationship?	☒ Yes ☐ No		
Provide Details on Relationship Including Official Documentation:	<input type="text"/>		
Sponsor Household Occupants:			
Affidavits of Support:			
Case Manager Recommendation			
Case Manager Name:	<input type="text"/>		
Comments:	<input type="text"/>		
Is Attorney Contacted?:	☐ Yes ☒ No		
Case Manager Recommendation after Home Study:	<input type="text" value="Select Recommendation"/>	Case Manager Recommendation:	<input type="text" value="Select Recommendation"/>
Updated Date/Time:	<input type="text"/>	If Applicable, Cancellation Reason:	<input type="text" value="Select Deny Reason"/>
		Updated User:	<input type="text"/>

- If there is nonconcurrency between the case manager's recommendation and the case coordinator's recommendation on regarding the performance of a home study, the case coordinator **immediately** elevates the case to the FFS who will make a determination on whether or not to conduct a home study in the *Release Request* in the UAC Portal **within 1 business day** (See **Section 2.7** below for more information about the *Release Request*).
🕒👉
- The case manager goes to the referral tab in the UAC Portal (See **Fig. 2.6 Case Manager Section of the Release Request** and **Fig. 2.7 Home Study Case Referral Section**) to complete the home study referral.

Fig. 2.7 Home Study Case Referral Section

(A)

Navigation buttons: >| Go to Health, >| Go to SIR, >| Go to Intakes, >| Go to Admission, >| Go to Case Mgt.

Assessments	
Transfer Request	> Add New
Release Request	> Add New
Home Study Case Referral	> Add New
Discharge Notification	> Add New
Program Exit	> Add New
Trigger Reports	> Add New

(B)

Home Study Case Referral

Referring Facility Information

Referring Facility Name: * Referral ID:

Facility/Case Manager: Referral Status:

(Email Address):

Alternative Email Addr:

Acceptance Date: Expected Closure Date:

Sponsor Information

Sponsor Name: Fake Fake Sponsor Category: 2

Sponsor City: New York Sponsor State: NY

Sponsor Zip Code: 11001

Expedited: ☒ No ☐ Yes

Reason Expedited:

Special Instructions: Reason for Referral:

Cross-Referenced Case

Relationship Group ID:

Buttons: >| Save, >| Send Case Referral, >| Close Case Referral, >| Cancel Case Referral, >| Reset

ORR prioritizes Home Study and PRS TVPRA cases. Discretionary home study referrals may not be posted in the UAC Portal until the FFS approves the home study. **See the Quick Glance: FFS Approval for Discretionary Home Studies.**   

If a case is no longer in need of a home study or PRS, the case manager goes to the Home Study Case Referral tab in the Discharge Section and chooses the option to “Cancel Case Referral” for the specific case. (The case manager also needs to update the *Release Request*.)

The case manager ensures that all documentation is saved in the UAC Portal. The information includes:

- *Initial Intakes Assessment*
- *UAC Assessment*
- Sponsor Assessment
- FRP
- Safety Plan, if applicable
- Background check results
- Relevant SIRs (**NOTE:** Because HS/PRS providers cannot access SIRs, the case manager must send email copies to the provider.)
- *UAC Case Review*
- *ISP*
- For category 2 and 3 cases, information about the biological parents’ or legal guardians’ consent for release and/or provision of Letter of Designation for Care of a Minor
- Any additional assessments, including psychological assessments, medical records, and additional documentation on the UAC related to the release assessment (e.g., juvenile delinquency records)   

Quick Glance: FFS Approval for Discretionary Home Studies

In order to recommend a discretionary homes study, the case manager and case coordinator must have a reasonable expectation that results of the home study process (i.e., home visit, face-to-face interviews with the potential sponsor and household members) will provide additional information, other than what has already been gathered via the sponsor assessment process, which will mitigate concerns. Care providers should only request home studies for potentially viable sponsors. Concerns related to moving violations and DUI/DWIs (unless there are multiple charges in a relatively short period) unconnected to a well-founded child welfare concern are not to be used as the underlying basis for a discretionary home study.

The home study must focus on potential sponsor’s ability to appropriately care for the UAC and the sponsor’s ability to ensure the safety and well-being of the UAC.

The case coordinator elevates the recommendation to perform a discretionary home study to the FFS after justification for the home study recommendation has been documented in the Release Request as “Conduct Home Study—Discretionary.”

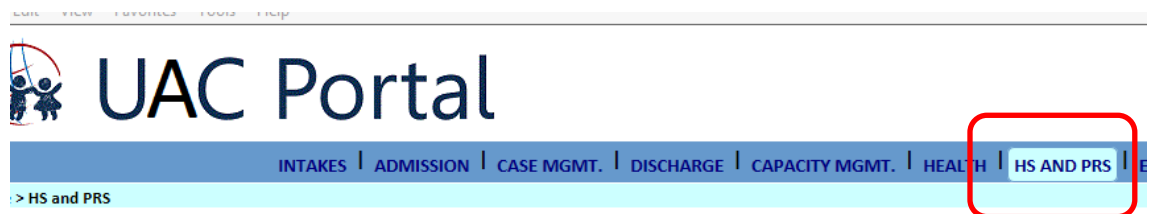
If the FFS or case coordinator requests additional information, the case manager and/or case coordinator must respond within **1 business day**. If needed, the FFS may staff the case with the FFS supervisor.

The FFS sends their determination in writing within **1 business day** to the case coordinator and case manager.

5. When a case has a home study referral, the navigation tab on the UAC Portal includes a HS and PRS tab which is used by the HS/PRS provider to manage cases. (See **Fig. 2.8 HS and PRS Tab**.)

The home study provider selects cases from the National HS/PRS Referral List by clicking the accept button in the UAC Portal’s Referral Tab. (This moves the referral from the “waiting” list to the accepting provider’s “active” list until the home study is completed.)🔒

Figure 2.8 HS and PRS Tab



NOTE: Each Friday, the home study provider must submit their active HS/PRS case list to DCS_HSPRS@acf.hhs.gov. The home study provider reviews all cases for duplication of services on the National Network Call on Tuesdays at 2:00 p.m. EST. If duplication is found, the providers reach a consensus to determine which provider will continue with the case.🔒📧📞

6. The home study provider contacts the care provider to confirm acceptance and request missing (if any) referral documents (including SIRs).🔒📧

7. The portal automatically removes UAC who turn 18 years of age while on the referral wait list because the UAC are no longer eligible for services.  
8. **Within 2 business days of the home study provider's referral acceptance**, the home study provider reviews the *Release Request* and staffs the case with the case manager, as needed.  
9. **Within 10 business days of acceptance**, the HS/PRS provider uses the *Home Study Assessment Report* template to report findings of the home study and upload the template into the UAC Portal including a recommendation to the case manager.   
10. The HS/PRS provider must submit any requests to extend the home study due date **beyond 10 business days** or to cancel a home study to the FFS for approval via email. Possible criteria for extension can include:
 - Additional household members moved in after the referral.
 - Concerns about additional household members who were not present at the home visit.
 - Inability for the provider to schedule a home visit due to the sponsor's schedule.  
11. If the case manager learns new information after the home study provider has submitted their final report, the FFS has the authority to request a home study addendum to the original home study provider to gather more information for an informed release decision. Care providers must go through their FFS to request a home study addendum. The FFS may request an addendum any time after the final home study report has been submitted, but in some circumstances, it may be necessary to request a new home study if the sponsor's circumstances have significantly changed or if the home study was completed over a year prior to the current date.

Upon request by the FFS, the home study provider has **10 business days** to submit the addendum to the UAC Portal. The provider may only request one addendum per home study without FFS supervisor approval.   

NOTE: Home studies are only **valid for one year**. 

2.4.3 Additional Questions and Answers on This Topic

 See Section 2.4.3 of the UAC Policy Guide.

2.5 Requesting Background Checks of Sponsors

 See Section 2.5 of the UAC Policy Guide.

OVERVIEW

ORR requires background checks for all potential sponsors, adult members of the household and adult caregivers identified in sponsor care plans (adult caregivers). This section describes the required background checks based on sponsor category and other factors, the responsible parties for completing and reporting the results, and notifications and other follow up steps to ensure safety. All potential sponsors must be fingerprinted for criminal and immigration status checks. ORR also requires adult household members and adult caregivers identified in a sponsor care plan to be fingerprinted in some situations, as identified below.

Key Players	Responsibilities
FFS	Reviews all fingerprint checks and provides guidance as to whether to continue assessment of a particular sponsor in light of check results.
Case coordinator	Makes recommendations regarding safety planning and child welfare recommendations.
Case manager	Conducts Public Records Checks (an Internet Criminal Public Records Check and Sex Offender Registry Check) for all potential sponsors, adult household members, and adult caregivers (individuals identified by undocumented sponsors who will take over the care of the UAC if the sponsor ends up deported or leaving the United States). Conducts State Criminal History Repository Checks and/or Local Police Checks, as needed.
HHS Program Support Center, Division of Children's Services (PSC/DCS)	Conducts all Non-Public Records Checks – Fingerprint Check (includes National (FBI) Criminal History Check, DHS Criminal History Check, and Immigration Status Check), FBI Biometric Services Unit (FBI/BSU) Civil Name Check, and Child Abuse and Neglect (CA/N) Check – on behalf of ORR.
Post Release Service Provider	Conducts an expedited Wellness Check when a UAC has been released prior to care provider receiving substantiated CA/N check findings.

Related Forms/Instruments	Used By
<i>Authorization for Release of Information</i>	Case manager, lead case manager, PSC/DCS
<i>Sponsor Check Coversheet</i>	Case manager, lead case manager, PSC/DCS
<i>CA/N Check Coversheet</i>	Case manager, lead case manager, PSC/DCS
<i>CA/N Check State Instructions</i>	Case manager, lead case manager, PSC/DCS
CA/N Check State Forms	Case manager, PSC/DCS

2.5.1 Criteria for Background Checks

PROCEDURES

1. The case manager notifies all potential sponsors that a background check is required to sponsor a UAC. This includes notifying the potential sponsor that ORR will submit their fingerprints to the Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE) and that the fingerprints of their adult household members and adult caregiver identified in a sponsor care plan (adult caregiver) may also be submitted to DHS/ICE if certain criteria are met. In addition, an Internet Criminal Public Records Check and Sex Offender Registry Check will be performed for all sponsors, adult household members, and adult caregivers. The case manager advises adults to be truthful about criminal backgrounds before results are obtained as a lack of information or explanation from the potential sponsor may affect the release decision.

NOTE: Adults caregivers must be entered in the Sponsor Information section of the UAC Portal. The adult caregiver should be entered under Household Information because the UAC Portal does not have a separate area to enter adult caregivers. The case manager goes to the Sponsor Information section and 1) adds a note in the Comments box indicating the category and noting whether the individual is also a household member and 2) records the name under the Household Information section. **See Fig. 2.9 Creating a Record for the Adult Identified in the Sponsor Care Plan**

Fig. 2.9 Creating a Record for the Adult Identified in the Sponsor Care Plan

Sponsor Information

First Name:

Last Name:

Comments:

Primary Sponsor?: ☒ Yes ☐ No

Household Information: > Add New Row

First Name	Last Name	D.O.B	Gender	Current Age	Relationship to Sponsor	Dependent to Sponsor Income	Clearance
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Gender --	<input type="text"/>	-- Select Relationship --	☐ Yes ☐ Partial ☐ No	<div style="background-color: #00bcd4; color: white; padding: 2px 5px; text-align: center;">Background Check</div>

Quick Glance: Overview of Background Checks for Potential Category 1-3 Sponsors, Household Members, and Other Adults indicates which checks are required by sponsor category. ☎️/✉️ 📖

Quick Glance: Overview of Background Checks for Potential Category 1-3 Sponsors, Adult Household Members and Other Adults

Type of Background Check	Purpose	Persons Checked	When Performed
Public Records Check	Identifies arrests or convictions of sponsors, adult household members, or others. If a check reveals a criminal record or safety issue, it will be used to evaluate the sponsor's ability to provide for a child's physical and mental well-being.	Potential Sponsors in Categories 1-3. Non-sponsor adult household members and adult caregivers identified in a sponsor care plan.	In all cases.
Sex Offender Registry Check, conducted through the U.S. Department of Justice National Sex	Identifies sponsors and others that have been adjudicated as sex offenders through a national search and, if available, a local public registry search.	Potential Sponsors in Categories 1-3. Non-sponsor adult household members and	In all cases.

Offender Public Website		adult caregivers identified in a sponsor care plan.	
Immigration Status Check conducted by the Department of Homeland Security using fingerprints	Provides information about immigration court actions and immigration statuses, including information about orders of removal. The information is also used to determine whether a sponsor care plan is required for release (see Section 2.7.6).	Potential Sponsors in Categories 1-3.	In all cases.
		Non-sponsor adult household members and adult caregivers identified in a sponsor care plan.	Where a public records check reveals possible disqualifying factors under 2.7.4; or where there is a documented risk to the safety of the unaccompanied alien child, the child is especially vulnerable, and/or the case is being referred for a home study.
National (FBI) Criminal History Check, based on digital fingerprints or digitized paper prints	Determines whether a sponsor or adult household member has a criminal history, has been convicted of a sex crime, or has been convicted of other crimes that compromise the sponsor's ability to care for a child.	Potential Sponsors in Categories 1-3.	In all cases.
		Non-sponsor adult household members and adult caregivers identified in a sponsor care plan.	Where a public records check reveals possible disqualifying factors under 2.7.4; or where there is a documented risk to the safety of the unaccompanied alien child, the child is especially vulnerable, and/or the case is being

			referred for a home study.
DHS criminal history check, based on digital fingerprints or digitized paper prints.	Determines whether a sponsor or adult household member has a criminal history, including: biographic criminal check of the national databases, a biographical check for wants and warrants.	Potential Sponsors in Categories 1-3.	In all cases.
		Non-sponsor adult household members and adult caregivers identified in a sponsor care plan.	Where a public records check reveals possible disqualifying factors under 2.7.4; or where there is a documented risk to the safety of the unaccompanied alien child, the child is especially vulnerable, and/or the case is being referred for a home study.
Child Abuse and Neglect (CA/N) Check, obtained on a state by state basis as no national CA/N check repository exists	Checks all localities in which the sponsor or household member has resided in the past 5 years.	Potential Sponsors in Categories 1-2.	In cases that require a home study, and cases where a special concern is identified.
		Potential Sponsors in Category 3.	In all cases.
		Non-sponsor adult household members and adult caregivers identified in a sponsor care plan.	In any case where a sponsor is required to undergo a CA/N check.
State Criminal History Repository	Assists in locating police or arrest records, or	Potential Sponsors in Categories 1-3.	Used on a case-by-case basis when there is an

Check and/or Local Police Check	other criminal offense details, as needed.	Non-sponsor adult household members and adult caregivers identified in a sponsor care plan.	unresolved criminal arrest or issue that is still in process.
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2. The potential sponsor should advise the case manager immediately if he or she has any record of criminal charges, sexual offenses, or child abuse/neglect charges and if they are aware of any record of criminal charges, sexual offenses, or child abuse/neglect charges for their adult household members and/or adult caregivers. ☎/✉
3. Based on the information provided the case manager determines what types of background checks are required for the potential sponsor, adult household members, and adult caregivers (See **Quick Glance: Overview of Background Checks for Potential Category 1-3 Sponsors, Adult Household Members and Other Adults**). The case manager should include the case coordinator and FFS in cases that involve criminal history self-disclosures. 📖✉

NOTE: If a potential sponsor, adult household member, or adult caregiver refuses to complete a required background check, the case manager elevates the case to the FFS who will staff the case with the FFS supervisor to determine whether to deny the release. FFS notifies the case manager of the final decision. ✉

Public Records Checks (Internet Criminal Public Records Check and Sex Offender Registry Check)

1. The case manager conducts an **Internet Criminal Public Records Check** for all potential sponsors, adult household members, and adult caregivers.
2. The case manager conducts a **national and local/state Sex Offender Registry Check** through the U.S. Department of Justice NSOPW and local/state Public Registry Sites for all potential sponsors, adult household members, and adult caregiver.

The check must include the following:

- Name checks (potential sponsor, adult household members, adult caregiver)
- Address searches (using the current address that has been verified) within a one mile radius for all names (potential sponsor, household members and adult caregiver). This address search is completed to

determine if there are sex offenders at the address or in close proximity to the address. (**NOTE:** Some state Sex Offender Registries do not include an address check. In these cases, document that the attempt was made and what check was accomplished.) The case manager should take the results into consideration in assessing the safety plan and safety of the release.

- Local/state Sex Offender Registry Checks for all states in which the potential sponsor, adult household members, and adult caregiver resided. (The time frame is the entire adult lifetime). 
3. The case manager uploads the results of the public records checks (screen shots, descriptions, dates, etc.) in the UAC Documents section in the UAC Portal and completes the case manager section of the Background Check table. The case manager staffs the case with the case coordinator in the event there is a “hit” in the search. (See **Quick Glance: How to Document Background Checks in UAC Portal**).  

NOTE: Public records check results are valid for 90 days from the date results are received, as documented in the Date Results Received column of the Background Check Table in the UAC Portal. If the UAC has not been approved for release before the public records check results expire, the case manager must reprocess the checks, update the Background Check Table in the UAC Portal, and upload the results into the UAC Documents section of the UAC Portal.

NOTE: ORR does not require a signed *Authorization for Release of Information* from an individual unless they are submitting fingerprints. However, many public records vendors have terms of use agreements that do require an authorization. In those instances, an *Authorization for Release of Information* should be obtained from the adult household member or adult caregiver.

Quick Glance: How to Document Background Checks in UAC Portal

Go to the Background Check table in the Sponsor Information section of the UAC Portal; for both the sponsor and the household member(s) check off which background checks were requested.

For non-public records checks, do not enter data into the Date Requested, Results Received, and Results columns – PSC/DCS enters this information.

NOTE: If you do not check off which background checks were requested under the Check Requested column for non-public records checks, PSC/DCS will be unable to record the results of those checks.

Affidavits of Support: > | Add New Row

Annual Income	Proof of Income	EMP. Name	EMP. Address	EMP. City	EMP. State	EMP. Zip Code	Doc. to Sponsor	EMP. Phone
							☐ Yes ☒ No	
							☒ Yes ☐ No	
							☐ Yes ☐ No	
							☐ Yes ☐ No	

Sponsor's Relationship to UAC: ☒ **Background Check**

Sponsor Category: **Category 1**

Type:

City:

Zip Code: (If Zip Code is unknown, then enter "00000".)

Address:

State:

Background Checks Close

Background Check Type	Check Required in All Cases?	Check Requested?	Date Requested	Date Results Received	Results
Public Records	Yes	☐			--Select Result--
Sex Abuse Registry	Yes	☐			--Select Result--
Immigration		☐			--Select Result--
FBI Criminal History		☐			--Select Result--
CA/N		☐			--Select Result--
CA/N Waiver		☐			--Select Result--
FBI Name Check		☐			--Select Result--
State/Local		☐			--Select Result--

> | Save > | Reset

Dependent to Sponsor Information > | Add New Row

Dependent to Sponsor Information	Clearance
☐ Yes ☐ Partial ☒ No	Background Check
☐ Yes ☐ Partial ☒ No	Background Check
☐ Yes ☐ Partial ☒ No	Background Check

> | Save Sponsor > | Reset

Case Manager enters data here (pointing to the Background Check button)

Case Manager enters data here (pointing to the Check Requested? column)

PSC/DCS enters data here (pointing to the Date Requested and Date Results Received columns)

Case Manager enters data here (pointing to the Results column)

Non-Public Records Checks (Performed by PSC/DCS)

NOTE: PSC/DCS conducts regular in depth trainings related to non-public records checks and fingerprinting instructions. ORR headquarters staff work with CFS, FFS, and POs to notify programs about upcoming trainings. To request training from PSC/DCS, contact the operations specialist listed on the PSC/DCS Contact List.

FINGERPRINT CHECK (INCLUDES NATIONAL (FBI) CRIMINAL HISTORY CHECK, DHS CRIMINAL HISTORY CHECK, AND IMMIGRATION STATUS CHECK)

1. The case manager obtains an *Authorization for Release of Information (ARI)* and government issued photo ID for all relevant parties (see **Quick Glance: List of Acceptable Proof of Identity Documents**).

NOTE: If needed, some ORR digital fingerprint sites offer in-person assistance completing the *FRP* and/or *ARI*. (see **Section 2.6.2 Fingerprints**). 📄

2. The case manager asks any sponsor, adult household member, and/or adult caregiver who claims to be a U.S. citizen to provide a copy of his/her U.S. Birth Certificate, Certificate of Naturalization or Certificate of Citizenship, or U.S. Passport.

NOTE: Not submitting a copy of a U.S. Birth Certificate, Certificate of Naturalization or Certificate of Citizenship, or U.S. Passport will affect the accuracy of the Immigration Status Check and PSC/DCS may document the subject of the check as having possible immigration issues. 

3. The case manager assists the potential sponsor, adult household member, and/or adult caregiver in scheduling a fingerprint appointment at an ORR digital fingerprint site to occur **within 3 business days of receiving the signed ARI and government issued photo ID**. If distance or other limitations prevent the individual(s) from traveling to an ORR digital fingerprint site, the case manager explains the process of using paper fingerprint cards (see **Section 2.6.2 Fingerprints**).    

NOTE: If the fingerprint subject received assistance completing the *FRP* and/or *ARI* at an ORR digital fingerprint site, the digital site will email the completed and signed *FRP* documents and/or *ARI* to the case manager.

NOTE: If the fingerprint subject uses paper fingerprint cards, the fingerprint cards must be mailed back to the case manager.

4. The case manager completes the Check Requested field in the Background Check table in the Sponsor Information section of the UAC Portal (See [Quick Glance: How to Document Background Checks in the UAC Portal](#)). 
5. The case manager fully completes the *Sponsor Check Coversheet*. If any of the following conditions apply the case manager documents the condition in the comments section of the *Sponsor Check Coversheet*:
 - If paper fingerprint cards are used, the name of the mail carrier (UPS, FedEx, etc.) and the tracking number must be included.
 - If the case manager is requesting the fingerprint check be expedited, the reason must be noted (see **Quick Glance: Expediting Fingerprint Check Results** for full requirements).
 - If the case manager believes the individual previously completed a fingerprint check, that must be noted and the approximate date should be included.
 - If the individual is the sponsor or household member for more than one UAC, the name and A# of those UAC must be included. 

 **Appendix 2.7 is the *Sponsor Check Coversheet*.**

Quick Glance: Expediting Fingerprint Check Results

Case managers may request expedited processing for Fingerprint Checks under the following circumstances:

- Imminent age out
- Legal issue
- UAC medical issue
- Cat 1 cases that require fingerprint check results before the UAC may be released (see **Quick Glance: Release of UAC Prior to Receiving Fingerprint Check Results**)

To request expedited processing and allow PSC/DCS to appropriately prioritize expedited cases, the case manager must include “REQUEST TO EXPEDITE:” before the subject line of the email and notate the following in the Comments section of the *Sponsor Check Coversheet*:

- Basis for the request
- Date by which results are needed
- If there are other items pending (e.g., home study) that would not allow for immediate release of the UAC once fingerprint check results have been received

PSC/DCS will prioritize all cases for which expedited processing is requested that fall under the circumstances listed above, but cannot guarantee results will be available within the requested date.

If the case manager requests expedited processing for any circumstance not listed above, PSC/DCS will elevate the request to ORR HQ for approval.

6. The case manager reviews the *Sponsor Check Coversheet*, *ARI*, government issued photo ID, and paper fingerprint cards (if applicable) for accuracy, completeness, and legibility (see **Appendix 2.9 Background Check Submission Requirements**). 
7. If paper fingerprint cards are used, the case manager uses an express mail service (e.g., UPS, FedEx, USPS Priority Mail) to send the following to PSC/DCS for **next morning** delivery:
 - Two original fingerprint cards (ORR does not collect Social Security Numbers and this field should be blacked out – see **Appendix 2.13 Fingerprint Card**)
 - Copy of the *Sponsor Check Coversheet*
 - Copy of the *Authorization for Release of Information*
 - Copy of the subject’s government issued photo ID  

8. The case manager formally requests the Fingerprint Check using the email template below. ✉📎

✉ Email Template: Fingerprint Check Requests

From: Case Manager
To: SponsorCheck.os@hhs.gov
Subject: Fingerprint Check Request for [sponsor's initials]

- If requesting expedited results, add "REQUEST TO EXPEDITE:"
- If the case requires results before the UAC may be released, add "RESULTS REQUIRED:"

Attachments:

- *Sponsor Check Cover Sheet*
- *Authorization for Release of Information*
- Copy of government issued photo ID (If individual is claiming U.S. citizenship, a U.S. Birth Certificate, Certificate of Naturalization or Certificate of Citizenship, or U.S. Passport is preferable)

NOTE: All of the documents listed above as attachments must be submitted to PSC/DCS together. The documents must be merged into one PDF.

Case managers must password protect any Personally Identifiable Information (PII) that is sent to PSC/DCS. The *Sponsor Check Cover Sheet*, *ARI*, and photo ID must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

9. The case manager determines if the UAC is eligible for release prior to receipt of background check results (see **Quick Glance: Release of UAC Prior to Receiving Fingerprint Check Results**).

NOTE: The Case Manager should staff eligible cases with the FFS, or notify the FFS of an eligible case via email, as soon as possible. The Case Manager and FFS document in the *Release Request* that the case is being processed without waiting for fingerprint results because the case falls under the "December 2018 Operational Directive."

Quick Glance: Release of UAC Prior to Receiving Fingerprint Check Results

A UAC may be recommended and approved for release without obtaining the Fingerprint Check results if:

- The sponsor is Category 1 or Category 2
 - A public records check did not reveal possible disqualifying factors under Section 2.7.4;
-

- There is no documented risk to the safety of the unaccompanied alien child and the child is not considered especially vulnerable;
- The case is not being referred for a home study;
- All family reunification application, assessments, documentation, and other required background check results (with the exception of CA/N Check results – see **Quick Glance: Release of UAC Prior to Receiving CA/N Check Results**) needed to approve a safe release have been received and reviewed by the case manager; and
- Receipt of the Fingerprint Check results is the only step preventing a release recommendation.

Note: If the case manager anticipates that the Fingerprint Check results will not be received until after the UAC is released, they must still request the Fingerprint Check from PSC/DCS prior to submission of the *Release Request*. This includes submission of all required paperwork (*Sponsor Check Coversheet*, *Authorization for Release of Information*, and Photo ID). Sending an email without paperwork is not sufficient.

In any instance where a UAC is released and possible derogatory information is later discovered after Fingerprint Check results are received, the FFS makes a case by case determination on what follow up is required, if any. State CPS or law enforcement may be notified if there is determined to be any immediate danger to a child's welfare. The FFS may also attempt to refer the case for post-release services.

10. PSC/DCS reviews incoming fingerprint check requests for accuracy, completeness, and legibility. If any required documents are missing or the request does not comply with the requirements noted in **Appendix 2.9 Background Check Submission Requirements**, PSC/DCS rejects the submission and informs the case manager that the request must be resubmitted. PSC/DCS processes background checks in the order in which they are received and any requests that need to be resubmitted fall to the bottom of the queue.
11. PSC/DCS completes the Date Requested, Date Results Received, and Results fields in the Background Check table in the Sponsor Information section of the UAC Portal when the Fingerprint Check is complete and, if applicable, uploads criminal history reports to ORR Connect (SharePoint website).
12. PSC/DCS emails a spreadsheet containing Fingerprint Check results to the designated ORR staff once a day. The spreadsheet includes the following:
 - Immigration Status Check results
 - o Immigration Status – whether the individual is a **U.S. citizen, appears legal**, or appears to have **possible immigration issues**)

o Law Enforcement Support Center (LESC) Immigration Status – this is the result provided by DHS/ICE (see **Appendix 2.12 LESC Immigration Status Definitions** for possible LESC results)

- National (FBI) Criminal and DHS Criminal History Check result (i.e., whether the individual **appears clear**, if the case was **referred to the assigned FFS**, or if the individual had **unclassifiable fingerprints**)
- Confirmation results were entered into the UAC Portal
- Whether criminal history record was uploaded into ORR Connect

NOTE: For expedited cases, PSC/DCS sends results directly to the case manager and copies the FFS instead of including the results in the spreadsheet (See **Quick Glance: Expediting Fingerprint Check Results**).

13. The designated ORR staff emails the Fingerprint Check results received from PSC/DCS individually to each care provider facility and copies the assigned FFS.
14. The care provider distributes Fingerprint Check results received from the designated ORR staff to the assigned case managers.

NOTE: If the prints are unclassifiable, the case manager assists the individual in scheduling a fingerprint appointment at an ORR digital fingerprint site so that a second set of prints may be obtained, even if the UAC has already been released. If the individual does not have access to an ORR digital fingerprint site, then paper fingerprint cards may be used (see **Section 2.6.2 Fingerprints**).

NOTE: ORR federal staff and PSC/DCS do not release criminal history records produced by National (FBI) Criminal History Checks or DHS Criminal History Checks to ORR grantees, ORR contractors, third party reviewers, outside organizations, or individuals. ORR does not confirm or deny the existence of the records and does not share the content of a record verbally or in writing. 

NOTE: Fingerprint Check results are valid for 270 days from the date results are received, which is documented in the Date Results Received column of the Background Check Table in the UAC Portal. If the UAC is not approved for release before fingerprint check results expire, the sponsor, adult household member, and/or adult caregiver must be re-fingerprinted and a new fingerprint check must be requested from PSC/DCS. Please see **Appendix 2.9 Background Check Submission Requirements** for additional information on requesting background checks for individuals who have previously completed a background check.

Quick Glance: Requesting Status Updates for Background Check Results

FINGERPRINT CHECKS

Case managers may email PSC/DCS to request a status update on their Fingerprint Check request. However, unless the case has been expedited, the case manager must wait at least seven business days from the time they emailed a complete Fingerprint Check request to PSC/DCS (or from the time when PSC/DCS received paper fingerprint cards if digital fingerprints were not taken) before asking for a status update.

During periods of influx or other circumstances where there is a delay in processing Fingerprint Checks, PSC/DCS may direct case managers to wait for a longer period of time before requesting a status update. In order to avoid exacerbating situations in which there are processing delays, case managers must follow any such guidance provided by PSC/DCS.

To request a status update, case manager must enter “Status Update Request for [sponsor/household member’s initials]” in the subject line of the email and include the following information in a separate password-protected document:

- For All Requests: sponsor/household member name and date of birth, UAC name and A#
- For Digital Fingerprints: ORR digital fingerprint site name, date fingerprinted
- For Paper Fingerprints: courier name and tracking number, shipping date

CA/N CHECKS

Lead case managers (or designated care provider staff member) may email PSC/DCS to request a status update on CA/N Check results after they receive notification the CA/N check request was accepted by PSC/DCS. However, the lead case manager must wait until after the state’s processing time before asking for a status update (e.g., if the state’s processing time is 45 days, the lead case manager must wait 45 days before requesting a status update). State processing times are found in the *CA/N Check State Form Instructions*.

FBI/BSU CIVIL NAME CHECK

PSC/DCS automatically runs an FBI/BSU Civil Name Check if fingerprints remain unclassifiable after a second attempt.

1. PSC/DCS completes the Date Requested, Date Results Received, and Results fields in the Background Check table in the Sponsor Information section of the UAC Portal when the Fingerprint Check is complete and, if applicable, uploads criminal history reports to ORR Connect (SharePoint website).
2. PSC/DCS enters FBI/BSU Civil Name Check results in the Fingerprint Check results spreadsheet that is emailed to the designated ORR staff once a day. PSC/DCS indicates

in the notes column of the spreadsheet that an FBI/BSU Civil Name Check was run because fingerprints were unclassifiable after a second attempt.

NOTE: For expedited cases, PSC/DCS sends results directly to the case manager and copies the FFS instead of including the results in the spreadsheet (See **Quick Glance: Expediting Fingerprint Check Results**). PSC/DCS indicates in the body of the email that an FBI/BSU Civil Name Check was run because fingerprints were unclassifiable after a second attempt.

3. The designated ORR staff emails the FBI/BSU Civil Name Check results received from PSC/DCS individually to each care provider facility and copies the assigned FFS.
4. The care provider distributes FBI/BSU Civil Name Check results received from the designed ORR staff to the relevant case managers.
5. For cases in which the individual appears clear, the assigned FFS elevates the case to the FFS supervisor for approval to use FBI/BSU Civil Name Check results in lieu of fingerprint check results. 📖
6. If criminal history records are uploaded to ORR Connect, the assigned FFS follows procedures in the section below **Cases Referred to FFS: Case Manager and FFS Roles and Responsibilities**.

NOTE: FBI/BSU Civil Name Check results are valid for 270 days from the date results are received, which is documented in the Date Results Received column of the Background Check Table in the UAC Portal. If the UAC is not been approved for release before fingerprint check results expire, the sponsor, adult household member, and/or adult caregiver must be re-fingerprinted and a new fingerprint check must be requested from PSC/DCS. Please see **Appendix 2.9 Background Check Submission Requirements** for additional information on requesting background checks for individuals who have previously completed a background check.

CHILD ABUSE AND NEGLECT (CA/N) CHECK

PSC/DCS conducts CA/N checks in coordination with individual state and/or local child abuse and neglect central registries. The length of time it takes to receive results varies by state.

Whenever possible, the CA/N check request must be submitted to PSC/DCS concurrently with the request for the Fingerprint Check (includes National (FBI) Criminal History Check, DHS Criminal History Check, and Immigration Status Check).

1. Immediately upon knowing that a CA/N check is required, the case manager completes the Check Requested field in the Background Check table in the Sponsor Information

section of the UAC Portal (See [Quick Glance: How to Document Background Checks in the UAC Portal](#)). 

2. The case manager completes the *CA/N Check Coversheet*. The following must be noted in the comments section:
 - If the case manager believes the individual previously completed a CA/N Check, that must be noted and the approximate date should be included.
 - If the individual is the sponsor or household member for more than one UAC, the name and A# of those UAC must be included. 

 **Appendix 2.8 is the *CA/N Check Coversheet*.**

3. The case manager assists the sponsor, adult household members, and adult caregiver (if applicable) in completing the CA/N Check state form(s) for each state in which the individual has resided in the past five years (see **Quick Glance: CA/N Check State Forms**).

Quick Glance: CA/N Check State Forms

DO NOT SUBMIT ANY STATE FORMS DIRECTLY TO A STATE OR LOCAL ENTITY. All CA/N checks must be requested through PSC/DCS.

The case manager must ensure that they use the current version(s) of the relevant state form(s) and adhere to the instructions provided in the current version of the *CAN Check State Instructions* document. Note that some states:

- Only provide results directly to the subject of the check. In this case, the case manager, assists the potential sponsor, household member, and/or adult caregiver in requesting the CA/N check and obtains results directly from the subject of the request and emails them to PSC/DCS.
- Do not provide results at all. In these cases, the CA/N check must be requested from PSC/DCS.
- Require the state form to be completed online. When PSC/DCS observes these states listed in the five year address history section of the *ARI*, they will automatically complete the form on behalf of the sponsor.

Do not change any fields in the form(s) that PSC has already completed.

Photographs of state forms are not acceptable. Any forms emailed to PSC must be scanned (mobile scanning apps that upload forms into pdf are acceptable). If the sponsor and/or household member does not have access to a scanner they may mail the form to their case manager.

4. The case manager reviews the *CA/N Check Coversheet*, *ARI*, government issued photo ID, and state form(s) for accuracy, completeness, and legibility (see **Appendix 2.9 Background Check Submission Requirements** and **Quick Glance: CA/N Check State Forms**).
5. The case manager submits the *CA/N Check Coversheet*, *ARI*, government issued photo ID, and state form(s) to the lead case manager (or designated care provider staff member) for a secondary quality control check.
6. The lead case manager (or designated care provider staff member) reviews each CA/N check request to ensure that the request:
 - Contains all of the following documents:
 - o *CA/N Check Coversheet*
 - o *Authorization for Release of Information*
 - o Copy of government issued photo ID
 - o State form(s) for each state in which the individual resided in the past five years
 - Complies with the requirements in **Appendix 2.9 Background Check Submission Requirements** and **Quick Glance: CA/N Check State Forms**.
7. No more than once a day, the lead case manager (or designated care provider staff member) formally requests CA/N checks for all cases they have reviewed using the email template below. ✉ 📎

✉ Email Template: CA/N Check Requests

From: Lead Case Manager (or designated care provider staff member)

To: CANchecks.os@hhs.gov

Cc: Case Manager(s)

Subject: CA/N Check Requests for [date] from [care provider name]

Body:

- Additional information required by the state(s), if applicable
- If original document(s) were mailed to PSC, include:
 - o Date mailed
 - o Courier name (e.g., UPS, FedEx)
 - o Tracking number

Attachments: For each request:

- *CA/N Check Coversheet*
- *Authorization for Release of Information*

- Copy of government issued photo ID
- State form(s) for each state in which the individual resided in the past five years (includes copies any forms for which the original mailed to PSC)
- Additional documents required by the state(s), if applicable

NOTE: All of the documents listed as attachments above must be submitted to PSC/DCS together. The documents must be merged into a single PDF by individual subject. Documents may be further consolidated if desired (i.e., one PDF may contain documents for more than one individual).

Lead case managers (or designated care provider staff members) must password protect any Personally Identifiable Information (PII) that is sent to PSC/DCS. The *CA/N Check Cover Sheet*, *ARI*, photo ID, and CA/N check state form(s) must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

8. Once the CA/N check request is submitted to PSC/DCS by the lead case manager (or designated care provider staff member), the CA/N check is considered initiated and the case manager may proceed with the release request process (see **Quick Glance: Release of a UAC Prior to Receiving CA/N Check Results**).
9. PSC/DCS reviews incoming CA/N check requests for accuracy, completeness, and legibility and notifies the lead case manager (or designated care provider staff members) whether their request has been accepted or rejected. Rejected requests must be resubmitted following PSC/DCS instructions.
10. PSC/DCS submits the CA/N check requests to the applicable states.

NOTE: If any required documents are missing or the request does not comply with the requirements noted in **Appendix 2.9 Background Check Submission Requirements** and **Quick Glance: CA/N Check State Forms**, PSC/DCS will reject the submission and inform the lead case manager that the request must be resubmitted. PSC/DCS processes background checks in the order in which they are received and any requests that need to be resubmitted will fall to the bottom of the queue.

11. PSC/DCS notifies the lead case manager (or designated care provider staff member) when the CA/N check is complete and enters the notification date and results in the Background Check table in the Sponsor Information section of the UAC Portal. The email notification to the lead case manager (or designated care provider staff member) includes one of the following statements:

- No record — The individual does not have a history of child abuse and neglect
- Unsubstantiated allegations — The individual has been involved with CPS, but the allegations were not necessarily confirmed (the investigation history is not always saved in States Central Registries)
- Record/substantiated allegations — The sponsor has a history of child abuse or neglect 

12. The lead case manager (or designated care provider staff member) forwards the CA/N Check results to the case manager.

Quick Glance: Release of UAC Prior to Receiving CA/N Check Results

Release of a UAC may be recommended and approved without obtaining the CA/N Check results if:

- All family reunification application, assessments, documentation, other required background check results, and home study results (if applicable) needed to approve a safe release have been received and reviewed by the case manager;
- Receipt of the CA/N Check results is the only item delaying release; and
- The CA/N Check was NOT requested because a special concern was identified.

If the CA/N Check was requested due to a special concern, the UAC must not be released until the CA/N Check results are received.

Note that even if the case manager anticipates that CA/N check results will not be received until after the UAC is released, they must still request the CA/N check from PSC/DCS prior to submission of the *Release Request*. This includes submission of all required paperwork (*CA/N Check Coversheet, Authorization for Release of Information, Photo ID, and state form(s)*). Sending an email without paperwork is not sufficient.

PROCESSING SUBSTANTIATED CA/N CHECK RESULTS AFTER A UAC HAS BEEN RELEASED

If a UAC is released prior to receipt of the CA/N check results and substantiated allegations are found, the case manager **immediately** emails the FFS who approved the *Release Request* based on the email template below.  

Email Template: Substantiated CA/N Check Results After UAC Release

From: Case Manager
To: FFS who approved *Release Request* for UAC
Cc: PRS Provider, if applicable
Subject: Released UAC with CA/N Findings [last four digits of the A#]

Attachments: In a separate password protected document(s):

- UAC name and A#
- UAC discharge date
- City/state where UAC resides
- Care provider name UAC released from
- Sponsor category
- Word document of the original PSC/DCS CA/N check result email

The FFS who approved the *Release Request* for the UAC reviews the finding and consults with his/her FFS supervisor to determine next steps and notifications, including those to law enforcement or to CPS.  

Cases that Appear Clear (Not Referred to the FFS)

1. If a subject of a background check by PSC/DCS has disclosed a criminal history that is a safety concern for the UAC, but PSC/DCS did not refer the case to the FFS, the case manager should elevate the case to the FFS for further guidance and review. 
2. The case manager uploads the email and/or Fingerprint Check results spreadsheet from PSC/DCS into the portal as documentation.  

Case Referrals to FFS: Case Manager and FFS Roles and Responsibilities

1. If the FBI Check column of the Fingerprint Check results spreadsheet indicates that the case was referred to the assigned FFS, **within 72 hours**, the case manager emails the FFS and copies the case coordinator using the below template:

Email Template: Case Referrals to FFS

From: Case Manager
To: FFS
Cc: Case Coordinator
Subject: Case Referred to FFS [sponsor's initials and last four digits of UAC A#]

Attachments: In a separate password protected document(s):

- Sponsor and UAC name
- Sponsor category and the relationship between the sponsor and the UAC
- Any criminal history self-disclosed by the sponsor and the supporting documents, if obtained
- Any criminal history found through the Internet Criminal Public Records Check or the Sex Offender Registry Check

-
- Word document of the original Fingerprint Check results email and/or the Fingerprint Check results Excel spreadsheet

NOTE: When emailing in situations where an FFS is providing temporary coverage, the case manager forwards the email to the covering FFS and copies the assigned FFS and case coordinator. 📧✉️

2. The FFS evaluates the Fingerprint Check results in conjunction with any other criminal history records, self-disclosed criminal history, and supporting documents provided by the case manager to determine how the sponsor's criminal history impacts the sponsor's ability to care for the UAC's mental and physical well-being, the overall potential risk to the UAC, and if any of the Criteria for Release Denial apply to the case (see **Section 2.7.4 UAC Policy Guide**). 📖
3. Based on his/her evaluation, the FFS responds to the case manager's email as follows:
 - Instructs the case manager to proceed with the safe and timely release process with any clarifying conditions, such as additional information from the sponsor.
 - If the case meets requirements for a TVPRA mandatory home study category (See **Section 2.4.2 UAC Policy Guide**), the FFS instructs the case manager to submit the *Release Request* with a recommendation to perform a home study.
NOTE: The FFS must not provide any information about the existence or contents of any FBI background check result to the case manager.
 - If any of the "will deny" criteria match the Criteria for Release Denial (see **Section 2.7.4 UAC Policy Guide**) or the FFS determines that a release must be denied based on the "may deny" criteria, the FFS instructs the case manager to submit the *Release Request* with a recommendation to deny release, citing the specific criteria, and to cancel any other ongoing background checks.
 - If there is insufficient information to make a recommendation to deny or to move forward with the release process, the FFS requests additional information and advises the case manager to conduct concurrent planning.
 - The FFS may not contact the potential sponsor directly for additional information.
 - The FFS may not state that the request is based on an FBI background check or mention specific charges/convictions or type of charge/conviction.
 - The FFS may cite a specific location (city, state) and date (e.g., ask the sponsor if he/she failed to mention something that happened in Houston, Texas in June 2014.)
 - If the FFS, after consultation with the FFS supervisor, decides to postpone a decision as to whether to continue the process with a particular sponsor when the sponsor or adult household member has been charged with, but not convicted, of a crime until disposition has been reached on the criminal charges, then the FFS instructs the case manager to conduct concurrent planning. 📖✉️

4. If the case involved an FBI/BSU Civil Name Check, the FFS determines if:
 - The sponsor has submitted their fingerprints;
 - The sponsor assessment process is complete;
 - There are no concerns about the sponsor and the potential sponsor does not require a home study; and
 - Results remain unclassifiable after a second submission/attempt.

The FFS then informs the case manager whether they have FFS approval to use the results of the FBI/BSU Civil Name Check in lieu of the National (FBI) Criminal History Check results. ☒

2.5.2 Results of Background Checks on Release Decisions

 See Section 2.5.2 of the UAC Policy Guide

2.5.3 Additional Questions and Answers on This Topic

 See Section 2.5.3 of the UAC Policy Guide

2.6 Sponsor Immigration Status and Release of UAC

 See Section 2.6 of the UAC Policy Guide

2.6.1 Application Process

 See Section 2.6.1 of the UAC Policy Guide

2.6.2 Fingerprints

PROCEDURES

Digital Fingerprints

1. The case manager assists the potential sponsor, adult household member, and/or adult caregiver in scheduling a fingerprint appointment at an ORR digital fingerprint site to occur **within 3 business days of receiving the signed *ARI* and government issued photo ID**. Unless the ORR digital site indicates that they only accept walk-ins, the case manager **must make an appointment.** 🕒
2. The case manager must provide the ORR digital fingerprint site the following information and documents when making an appointment:
 - Completed and signed *ARI*
 - Copy of government issued photo ID
 - Case manager name, email, phone number, and care provider program name
 - Subject phone number, relationship to UAC, and whether they are the sponsor, household member, or adult caregiver
 - UAC A#
 - Reason for expedited processing, if applicable

NOTE: If the individual who is being fingerprinted requires in-person assistance from the ORR digital fingerprint site completing the *FRP* and/or *ARI*, the case manager must notate that assistance is requested (see **Quick Glance: Assistance Completing the *FRP* at ORR Digital Fingerprint Sites**) and provide the following information and documents when making the appointment:

- Copy of government issued photo ID
- Case manager name, email, phone number, and care provider program name
- Subject name, phone number, city and state of residence, relationship to UAC, and whether they are the sponsor, household member, or adult caregiver
- UAC name and A#
- Reason for expedited processing, if applicable

3. The case manager instructs the individual being fingerprinted to bring at least one form of government issued photo ID to the appointment.

NOTE: ORR strongly prefers that the case manager schedule the fingerprint appointment for potential sponsors, adult household members, and adult caregivers. However, if that is not possible then the individual may contact the ORR digital fingerprint site directly to make an appointment. In those instances, digital site staff will instruct the individual to bring a completed *ARI*, at least one form of government issued photo ID, and their case manager's contact information to the appointment.

NOTE: If a situation arises in which paper fingerprint cards must be used, the ORR digital fingerprint site will send the following directly to PSC/DCS via an express mail courier:

- Two original fingerprint cards (ORR no longer collects Social Security Numbers and this field should be blacked out – see **Appendix 2.13 Fingerprint Card**)
- Copy of the *Sponsor Check Coversheet* (completed by the ORR digital fingerprint site)
- Copy of the *Authorization for Release of Information*
- Copy of the subject's government issued photo ID

The ORR digital fingerprint site will also email a copy of the *Sponsor Check Coversheet*, which will include the courier name and tracking number, to the case manager.

ORR digital fingerprint sites take digital fingerprints and complete paper fingerprint cards for UAC who are aging out in three days or more to minimize the chances of unclassifiable fingerprints.  

Quick Glance: Assistance Completing the *FRP* at ORR Digital Fingerprint Sites

Some ORR digital fingerprint sites offer in-person assistance completing the *FRP* and/or *ARI* to potential sponsors, adult household members, and adult caregivers.

If the case manager believes the potential sponsor, adult household member, or adult caregiver would benefit from in-person assistance completing the *FRP* and/or *ARI*, they may request this service from any ORR digital fingerprint that offers it when making an appointment.

ORR digital fingerprint site staff assist the individual(s) being fingerprinted in completing the *FRP* and/or *ARI* and email legible copies of these documents to the case manager the same day of the appointment.

The ORR digital fingerprint site does not email copies of these document to PSC/DCS on behalf of the case manager to request a Fingerprint Check. PSC/DCS does not accept

documents or requests directly from ORR digital fingerprint sites. All documents are submitted from the digital site to the Case Manager who reviews the documents for completeness and accuracy prior to submission to PSC/DCS.

Paper Fingerprint Cards

If distance or other limitations prevent the individual(s) from traveling to an ORR digital fingerprint site, the individual may have paper fingerprints taken at any local law enforcement agency or U.S. government agency.

1. The case manager sends the following items to the individual being fingerprinted via an express mail service (e.g., UPS, FedEx, USPS Priority Mail):
 - Two paper fingerprint cards (ORR no longer collects Social Security Numbers and this field should be blacked out – see **Appendix 2.13 Fingerprint Card**)
 - A prepaid priority mail service envelope addressed to the case manager
2. The individual has their fingerprints taken on both paper fingerprint cards, completes all fields at the top of the fingerprint cards (except the Social Security Number field), and signs both fingerprint cards.
3. The case manager mails both original fingerprint cards with legible copies of the *ARI*, *Sponsor Check Coversheet*, and government issued photo ID to PSC/DCS. The case manager must include the name of the courier and the tracking number on the *Sponsor Check Coversheet* when they email the Fingerprint Check request to PSC/DCS.  

2.6.3 Other Background Checks Related to Immigration

 See Section 2.6.3 of the UAC Policy Guide.

2.6.4 Results of Immigration-Related Checks

 See Section 2.6.4 of the UAC Policy Guide.

2.7 Recommendations and Decisions on Release

 See Section 2.7 of the UAC Policy Guide.

OVERVIEW

This section covers procedures for all release options for a UAC. These include 1) approve release to a sponsor 2) approve release with post-release services 3) conduct a home study before a final decision can be made 4) deny release request or 5) remand release request (decision pending).

This section also includes procedures for notifying a potential sponsor of a denial and procedures for a Category 1 sponsor to appeal the denial of release.

NOTE: A UAC who prevails in a *Flores* bond hearing cannot be denied release based upon danger to the self /others. The fact that the UAC prevailed in the hearing must be included in the *Release Request*.

Key Players	Responsibilities
Case Manager	Works with the Case Coordinator to make release recommendations, including recommendations for home study/post release services, as applicable.
Case Coordinator	Works with Case Manager to make release recommendations, including recommendations for home study/post release services as applicable.
FFS	Provides guidance on release recommendations for complex cases and reviews Case Manager and Case Coordinator recommendations and makes a final release decision.

Related Forms/Instruments	Used By
<i>Release Request</i>	Case Manager, Case Coordinator, FFS
<i>Release Review Completion Guidance</i>	Case Manager, Case Coordinator, FFS
<i>Discharge Notification Form</i>	Case Manager, FFS, DHS

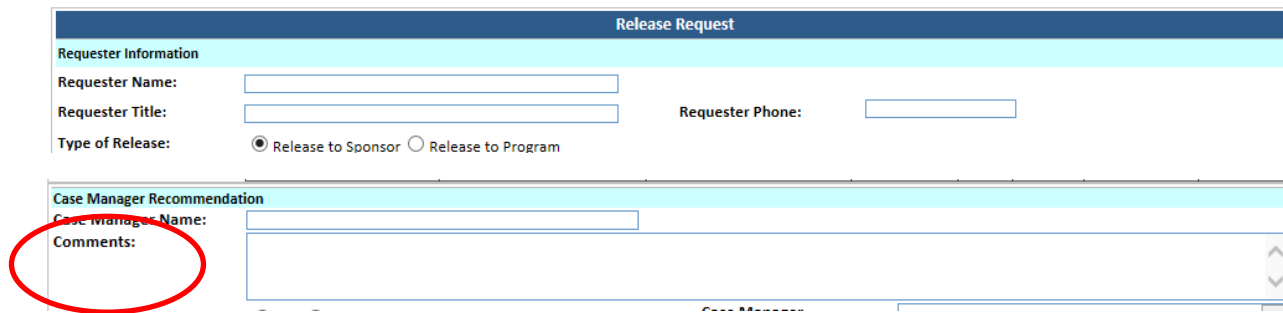
PROCEDURES

1. **Within 1 calendar day** of the completion of the FRP documentation, the Case Manager uses the *Release Review Completion Guidance* to complete the requester information, sponsor information, and Case Manager recommendation in the *Release Request*. The Case Manager creates a Word version of the *Release Review*

Completion Guidance and copies and pastes it into a *Release Request*. The *Release Request* is generated in the Discharge tab of the UAC Portal. See **Fig. 2.10 Partial Snapshot of Release Request**. The Case Manager emails the Case Coordinator that the *Release Request* is ready for review.

NOTE: Case Coordinators does not complete the *Release Request* for cases in which the Case Manager is recommending release to the Unaccompanied Refugee Minor (URM) Program. If the Case Manager is recommending release to the URM Program, the Case Manager bypasses the Case Coordinator and emails the FFS directly.

Fig. 2.10 Partial Snapshot of Release Request



The image shows a screenshot of a web form titled "Release Request". The form is divided into two main sections: "Requester Information" and "Case Manager Recommendation". In the "Requester Information" section, there are fields for "Requester Name:", "Requester Title:", and "Requester Phone:". Below these is a "Type of Release:" section with two radio buttons: "Release to Sponsor" (which is selected) and "Release to Program". The "Case Manager Recommendation" section contains a "Case Manager Name:" field and a "Comments:" field. The "Comments:" field is highlighted with a red circle. The form has a light blue header and a light blue background for the input fields.

 **Appendix 2.10 is the Release Request Completion Guidance.**

The UAC Case Status page includes a section on the “Release Request” which automatically posts a date when the *Release Request* is updated. See **Figure 2.11.** 
 

Fig. 2.11 UAC Case Status Page: Release Recommendation

Release Recommendations			
Case Manager Release Request:	Last Updated:		
Case Coordination Release Request:	Last Updated:		
ORR Release Request Decision:	Last Updated:	11/01/2017	Release Approved:

If applicable, the Case Manager updates the *UAC Case Review* with any safety planning recommendations and any additional information obtained from a home study. **Fig. 2.12** shows the Case Manager options for release recommendations.

Fig. 2.12 Case Manager Release Recommendations Options in the *Release Request*

The screenshot shows a form with the following fields and a dropdown menu:

- Case Manager Recommendation:** A dropdown menu with the following options:
 - Select Recommendation
 - Approve Straight Release
 - Approve with Post-Release Only Services
 - Approve Release Pending Completion of Conditions
 - Conduct Home Study – TVPRA
 - Conduct Home Study – Discretionary
 - Conduct Home Study – ORR Mandated
 - Conduct Home Study
 - Deny Release
- If Applicable, Cancellation Reason:** A text input field.
- Updated User:** A text input field.

NOTE: If the Case Manager needs to cancel a *Release Request* because an individual wants to withdraw his/her application or under other circumstances that occurred after the *Release Request* has been submitted, the Case Manager should click on the cancellation button on the *Release Request*. **Fig. 2.13** indicates the options for the Case Manager under the cancellation reason button. (In order for a case to move to another sponsor once the *Release Request* is withdrawn, the FFS must select the “denial” option and enter ‘sponsor withdrawal’ in the comments section. FFS should **NOT** “dis-assign” a sponsor because ORR wants to keep a historical record of individuals who have attempted to sponsor UAC. The “dis-assign” option (located on the Sponsor Information tab) is only for instances when an error occurred -- a sponsor was incorrectly assigned to a UAC—and is **only** used by ORR headquarters staff.)  

Fig. 2.13 Case Manager Options for Cancelling a Release Request

4 Daughter	Sponsor Withdrawal - Household members unwilling to be fingerprinted Sponsor Withdrawal - Unwilling to reunify due to undocumented status Sponsor Withdrawal - Failed to pickup UAC Sponsor Withdrawal - Lacks interest and no longer calls the UAC (Did not formally inform staff of withdrawal) Sponsor Withdrawal - Not willing to complete home study/post-release services process
id sponsor were unable to	Sponsor Withdrawal - Refused to travel to pick up UAC Sponsor Withdrawal - Other
ng to her BC (verified) sp vidence of their relations anager imendation:	UAC Discharge - Adult Status UAC Discharge - Detained by local law enforcement UAC Discharge - Detained by US Marshalls UAC Discharge - Ran Away UAC Discharge - Adjustment of Legal Status UAC Discharge - Removed
licable, Cancellation n:	Other - Sponsor detained on the way to shelter Other - UAC refused to reunify with sponsor
ed User:	UAC Discharge - Transferred

The Case Manager may only move forward with the *Release Request* without obtaining the CA/N check results if:

- The *Family Reunification Application*, assessments, documentation, other background checks and home study results have been received and the Case Manager has reviewed them.
- The CA/N check result is the only outstanding item.
- The case did not involve a CA/N check as a result of a special concern. 📖

2. The Case Coordinator reviews the recommendation **within 1 business day** and updates the *Release Request* with his/her recommendation. The Case Coordinator emails the Case Manager and the FFS that the *Release Request* has been completed and uploads it into the UAC Portal. **Fig. 2.14** shows the Case Coordinator section of the *Release Request* which contains the same options as the Case Manager (including the option to cancel the *Release Request*). 

Fig.2.14 Case Coordinator Release Recommendations in the Release Request

Case Coordinator Recommendation	
Case Coordinator Name:	<input type="text"/>
Comments:	<div style="border: 1px solid black; height: 40px;"></div>
Recommendation:	<input type="button" value="Select Recommendation"/> <input type="button" value="v"/>
Sponsorship Cancellation Reason:	<input type="button" value="Select Deny Reason"/> <input type="button" value="v"/>
Updated Date/Time:	<input type="text"/>
Recommendation after Home Study:	<input type="button" value="Select Recommendation"/> <input type="button" value="v"/>
Updated User:	<input type="text"/>

3. **Within 1 business day** of receipt of the Case Coordinator's release recommendation (**2 business days for home study cases**), the FFS reviews and makes a final release

decision in the UAC Portal. **Fig. 2.15** is the Release Options for the FFS in the *Release Request*.

NOTE: The ORR Director must review any release decision denying sponsorship to a Category 1 sponsor. The FFS must first submit a recommendation through the Case Consultation process before completing the *Release Request*. **The process is contained in the ORR internal SharePoint page (ORR Connect). Care provider staff and Case Coordinators do not have access to ORR Connect and are not directly involved in the Case Consultation process. See Section 2.7.4 Deny Release Request.**

For all other cases, the FFS emails notification of the final release decision based on the template email below. **NOTE:** When the FFS approves the release decision, the UAC Portal generates a “trigger report,” *ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor and Request to Change Address*. See **Section 2.8** for procedures on this form.   

Email Template: FFS Notification of Final Release Decision

From: FFS
To: CFS, Case Manager
Cc: Case Coordinator
Subject: ORR Release Decision [include last four digits of UAC A#]

Body: Password will be sent shortly.

Attachments: Clearly written release decision

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

4. For cases involving review by the ORR Director, the FFS completes the FFS section of the *Release Request* **after ORR Headquarters notifies the FFS of the final decision.** The FFS then completes the email template above: FFS Notification of Final Release Decision.   

Fig. 2.15 FFS Options for Release in the Release Request

ORR Decision		
Comments:		
ORR Decision:	Select Decision Approve Straight Release Approve with Post-Release Only Services Approve Release Pending Completion of Conditions Conduct Home Study – TVPRA Conduct Home Study – Discretionary Conduct Home Study – ORR Mandated Conduct Home Study Remand Deny Release	Home Study Status:
ORR Decision after Home Study:		Updated User:
Updated Date/Time:		Release Scheduled Date:
Program Release Dates		
Release Approved Date:		
Release Approved by:		
The Next Scheduled Court		
Date Sponsor was Notified that They Must Inform the Immigration Court Directly of any Further Change of Address:		

Release of UAC Who Age Out

Some UAC in ORR reach the age of 18 before release. ORR does not release UAC from its care on their own recognizance (ROR). Case Managers send a memo to DHS **24 hours before the youth turns 18**. The Case Manager should include a copy of the UAC’s birth certificate, if available, and copy the FFS on the email.

The Case Manager should follow the process for cancelling a *Release Request* and choose the “UAC Discharge—Adult Status” option. 📖🕒✉📄

Release to URM Program

The release request process for UAC recommended for release to the URM Program may not begin until ORR issues a URM Approval Letter. The case manager must ensure that the URM program receives any significant updates regarding the UAC, including *SIRs*, following receipt of the URM Approval Letter and prior to release.

The case manager must provide the URM program with a comprehensive copy of the UAC’s case file before or at the time of the UAC’s release. The following documents, which are critical to the UAC’s continuity of care, must be provided to the URM program as soon as possible:

- UAC birth certificate
- Medical and immunization records

- Immigration documents
- Psychological assessments
- Education records
- Family member contact information
- Original trafficking eligibility letter, if applicable

All parties must follow the procedures for a “straight release,” with the exception that the Case Coordinator does not complete the *Release Request* for cases referred to the URM Program. The Case Manager selects “Reunified (Program/Facility)” in the Type of Discharge field of the *Discharge Notification* in the UAC Portal. The care provider is responsible for escorting the UAC to the URM program.

If gaps in the minor’s case file are discovered after the UAC is released to the URM program, the URM program works with the sending care provider records liaison to obtain the missing information. (See **Quick Glance: Requesting Records from Other Care Provider Programs** in **Section 2.2.2.**)

2.7.1 Approve Release Decisions

 See Section 2.7.1 of the UAC Policy Guide.

PROCEDURES

All parties follow the procedures described in Section 2.7 on the Release Recommendation process and the procedures described below.

1. **At the same time that the Case Manager submits the *Release Request*** to the Case Coordinator for review, the Case Manager:
 - Emails separate notices of pending release to 1) ICE Field Office Juvenile Coordinator (FOJC) and 2) the legal services provider or attorney of record based on the email template below.

Email Template: Notice of Pending Release

ICE FOJC Email

From: Case Manager
To: DHS/FOJC
Cc: Case Coordinator, PRS Provider, if applicable
Subject:

[WARNING: MESSAGE ENCRYPTED] Pending Release Decision [include last four digits of UAC A#]

Body:

[Name of facility] is pending release decision for the minor mentioned above. See encrypted attachment with minor's information.

Password will be sent shortly.

Attachments:

Word document that includes:

- UAC Full Name
- A#
- DOB
- COO
- Facility
- Release Request submitted date

Legal Service Provider or Attorney of Record Email

From: Case Manager

To: Legal Service Provider or Attorney of Record, Child Advocate, if applicable

Subject: [WARNING: MESSAGE ENCRYPTED] Pending Release Decision [include last four digits of UAC A#]

Body: [Name of facility] is pending release decision for the minor mentioned above. See encrypted attachment with minor's information.

Password will be sent shortly.

Attachments: Word document that includes:

- UAC Full Name
- A#
- DOB
- COO
- Facility
- Release Request submitted date

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

- Generates the *Discharge Notification Form* in the UAC Portal by clicking on "add new" on the Discharge Notification section which is located

under the “Discharge Tab.” (Fig. 2.17 shows the discharge section under the Discharge Tab and the *Discharge Notification Form*). The *Discharge Notification Form* is continually updated throughout the release process.



Fig. 2.17 Discharge Section and Form

(a) Discharge Notification Section

>| Go to Health >| Go to SIR >| Go to Intakes >| Go to Admission >| Go to Case Mgt.

Assessments	
+ Transfer Request	> Add New
+ Release Request	> Add New
+ Discharge Notification	> Add New
+ Program Exit	> Add New
+ Trigger Reports	

(b) Discharge Notification Form

Discharge Notification

Date of Discharge:

Type Of Discharge:

Sponsor DOB:

Prove of Relationship:

ORR Decision:
☐ Pending
☐ Approve
☐ Disapprove
☐ Remanded, please provide info as detailed in comments

Program Minor was Transferred to:

Local Law Enforcement:

Address:

State:

Phone:

Legal Status of Minor:

Time of Discharge:

Sponsor Name:

Relationship to UAC:

Date of Decision:

DHS Family Shelter:

Specify, if Other is Selected:

City:

Zip Code:

- The care provider collaborates with the sponsor to ensure the UAC is released as quickly as possible (preferably **within 3 calendar days** after ORR approves the release).
- The Case Manager ensures that documents and items that will accompany the UAC at time of release are secure. (See **Section 2.8** below for how the Case Manager “exits” the UAC from the program.)

2.7.2 Approve Release with Post-Release Services

 See Section 2.7.2 of the UAC Policy Guide.

PROCEDURES

1. **Within 1 business day** of the FFS approval of the *Release Request* in the UAC Portal, the Case Manager makes a referral for PRS using the same referral process as described under home studies and ensures that all documents in the UAC Portal are updated.  

NOTE: The UAC may be released from ORR custody before the PRS referral is accepted by a PRS Provider.

2. Once a PRS Provider accepts a referral in the UAC Portal and reviews the case information, the provider makes contact with the sponsor/UAC within **2 business days**.  
3. The Case Manager ensures that documents and items that will accompany the UAC at time of release are secure. 

2.7.3 Conduct a Home Study before a Final Decision Can be Made

 See Section 2.7.3 of the UAC Policy Guide.

PROCEDURES

All parties follow procedures for requesting a home study that are described section 2.4.2. If the FFS approves the release following the home study report, all parties complete the release process described above for a Release with Post Release Services (See **Section 2.7.2**).   

2.7.4 Deny Release Request

PROCEDURES

The process for denying release to a sponsor varies on the sponsor category.

See **2.7.7 Notifications of Denial** for additional procedures. 🕒📞

Denial to Category 1 Sponsors

1. The FFS follows the procedures outlined in the “Case Consultation” tab in ORR Connect and completes the form *Recommendation to Deny Release* which includes a section summarizing the findings, such as home study results, police report results, if applicable, and other information. The FFS includes supporting documentation, such as the home study summary, police reports, court orders, if applicable, and other information. The FFS also drafts a denial letter from the ORR Director to the Category 1 sponsor outlining the reason for the denial based on the template in ORR Connect Case Consultation tab. 📖📄
2. Once the FFS enters *the Recommendation to Deny Release* form into the ORR Connect, the request is reviewed in sequence by the FFS supervisor, the Senior Advisor for Child Well-being and Safety, the DUCO Division Director, the Deputy Director for Children’s Programs, and the ORR Director. During the review step by the Senior Advisor for Child Well-being and Safety, the Senior Advisor staffs a Case Review Committee, comprised of ORR staff in headquarters, to provide additional input to the decision 📖
3. Upon notification by ORR Headquarters that the review was complete, the FFS completes the *Release Request* and sends the email based on the Email Template: Notification of Final Release Decision. 📖📄📧
4. Assigned ORR headquarters staff complete the procedures in 2.7.7 to notify the Category 1 sponsor. 📖

Denial for Category 2 or 3 Sponsors

1. The FFS determines that the case should be denied and updates the *Release Request* (documenting the justification for the denial) and notifies the Case Manager and the Case Coordinator based on the email template: Notification of Final Release Decision. 📧

2. The Case Manager then notifies via email the other parties, including the legal service provider or attorney of record, and if applicable, the child advocate and home study provider. 

2.7.5 Remand Release Request—Decision Pending

 See Section 2.7.2 of the UAC Policy Guide.

PROCEDURES

If the FFS determines that outstanding issues require a remand release decision, the FFS documents the date of the remand in the *Release Request* with an explanation and which party is responsible for addressing the outstanding issue.  

2.7.6 Issues Related to Recommendations and Decisions

 See Section 2.7.6 of the UAC Policy Guide.

2.7.7 Notification of Denial

PROCEDURES

When ORR denies release to a potential sponsor, the procedures for notification vary depending on the sponsor category.

Notification of Denial to a Potential Category 1 Sponsor

1. **Within 30 business days** of the potential sponsor's submission of a completed application and supporting documents, the sponsor receives a formal denial decision letter from the ORR Director. The denial letter includes the following:
 - Reason for the denial
 - Instructions on how to obtain the UAC's case file

- Supporting materials/information that formed the basis for the decision
- Explanation of how to appeal the decision.

The process for notifying the sponsor is described in the steps below. 🔄

2. **As soon as the ORR Director signs the formal denial decision letter**, the designated staff in the ORR Director's office sends the formal letter with any supporting materials to the sponsor (either through an email or through expedited mail). The designated staff also notifies the FFS who submitted the case for review through the Case Consultation process based on the email template below. 🔄 ✉️/📎

✉️ **Email Template: ORR Headquarters Category 1 Denial Notification to FFS**

From: Designated staff in the ORR Director's Office

To: FFS

Subject: Category 1 Denial [include sponsor's initials]

Body: The ORR Director has denied sponsorship for the category 1 sponsor applicant identified in the attached password protected file. The sponsor applicant will receive the formal decision letter, any supporting documentation and an explanation of how to appeal the decision from the ORR Director.

Please notify the care provider of this decision.
Password will be sent shortly.

Attachments: Word document that includes:

- Sponsor Full Name
- UAC Full Name
- A#

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

3. **Within 5 days of receiving notification of the formal denial decision**, the Case Manager notifies the UAC of a denial decision and schedules additional counseling sessions as necessary. 🔄
4. If the reason for denial is based on concerns related to the UAC (i.e., the UAC was determined to be a danger to self or others), the Case Manager provides the UAC with a

copy of the ORR Director's denial letter. The Case Manager schedules an appointment with the Clinician to discuss the letter with the UAC.

Notification of Denial to a Potential Category 2-3 Sponsor

1. **Within two business days of the FFS denial decision**, the Case Manager notifies the potential Category 2 or 3 sponsor verbally that they have been denied sponsorship.
2. The Case Manager notifies the UAC of the denial after notifying the potential sponsor by phone (documenting the conversations in case management notes in the UAC case file). The Case Manager may also notify the UAC's parents.
3. If the reason for denial is because the UAC was determined to be a danger to self or others), the Case Manager provides the UAC with a letter from the ORR Director (See **Section 2.7.4**), which includes information about the UAC's ability to appeal and access to a Flores bond hearing. The Case Manager schedules an appointment for the clinician to discuss the letter with the UAC.

Additional Q&As on Denial Notification

Q1: UAC Policy Guide Section 2.4.2 requires the potential sponsor to receive a copy of the home study report if the release request is denied. Does the care provider or ORR send the home study report?

A1: ORR will send the home study report.

Q2: Is the home study report sent to all denied sponsors, or only Category 1 denied sponsors?

A2: ORR sends the report only to potential Category 1 sponsors.

Q3: The home study report may include third party information and assessments not generated by ORR. Will this information be included when sending the home study report to the denied sponsor?

A3: The home study report is ORR property. ORR will redact PII and other private information, as applicable. ORR may include third party information or assessments in the home study report.

Q4: Is ORR required to secure Authorizations of Release of Information or consent from the UAC if the home study report contains information concerning adult household members or UAC 14 years old or older?

A4: Adult household members will have already signed an *Authorization for Release of Information* as part of the background check process. ORR may release information related to their case as necessary, in accordance with applicable law. ORR will protect PII and other private information, as applicable.

2.7.8 Appeal of Release Denial

 See Section 2.7.8 of the UAC Policy Guide.

PROCEDURES

1. A parent, attorney, or child who wants to file an appeal of a release denial must request an appeal **within 30 business days of receipt of the ORR Director's denial letter** using the Appeals Request Form that is included in the Director's letter or by writing their own appeal, which must include the information requested on the form. The Appeals Request includes: the basis for the request; additional evidence, if any; and the choice of a hearing by phone, videoconferencing, or no hearing.   
2. The Assistant Secretary sends an acknowledgement letter to the requester **within 5 business days of receipt of the appeal request**. The letter includes: date stamped appeal request, confirmation of a hearing or no hearing, an explanation of the appeals process, and a notice that the requester will be contacted by the Assistant Secretary's office to schedule and arrange a hearing (if requested). Whenever possible, the Assistant Secretary completes the appeals process **within 30 days**.   
3. The Assistant Secretary requests information from ORR, which it must provide **in 5 business days**, determines if ORR submitted new information that the requester doesn't have and shares that with the requester to allow for a response. The Assistant Secretary then shares the file which includes what information will be considered and protocol for presentation of arguments, testimony and evidence with all parties concerned, and sets a hearing date, if requested.   
4. If no hearing is requested, the Assistant Secretary reviews the case (using *de novo* review standard) and provides a final decision to either uphold or reverse the Director's decision. The Assistant Secretary sends the written decision to the requester and to ORR **within 30 business days of the appeal request whenever possible**.   

5. If a hearing is requested, the Assistant Secretary reviews the case (using a *de novo* review standard) as well as the arguments, testimony, and evidence presented at the hearing and any follow up questions asked by the Assistant Secretary after the hearing and provides a final decision to either uphold or reverse the Director’s decision. The Assistant Secretary sends the decision to the requester and to **ORR within 30 business days of the appeal request whenever possible.** 🕒📄✉️

NOTE: The Assistant Secretary’s decision is the final administrative decision of the agency.

Additional Q&A on Appeal of Release Denial

Q1: According to UAC Policy Guide section 2.7.7, UACs who have been denied release solely because they are determined to be a danger to themselves or the community may appeal their release denial. Does this apply to all UAC release denials, or only to Category 1 denials?

A1: This policy applies to all UAC regardless of category.

2.8 Release from ORR Custody

OVERVIEW

Prior to physical release, the care provider explains to the UAC and the sponsor the responsibilities, rights, and resources associated with release from care. The care provider prepares for the physical release and for exiting the UAC from the program.

Key Players	Responsibilities
Case manager	Explains to the UAC and the sponsor their rights and responsibilities. Ensures that UAC’s belongings are given to the UAC and sponsor at time of release along with documents, and informs stakeholders of the discharge date.
Sponsor	Agrees to provisions outlined in the Sponsor Care Agreement

Related Forms/Instruments	Used By
<i>Discharge Notification Form</i>	Case manager
<i>ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor and Request to Change Address</i>	Case manager
<i>Verification of Release</i>	Case manager, UAC and sponsor
<i>Sponsor Care Agreement</i>	Sponsor
<i>EOIR Change of Venue Motion and EOIR Alien's Change of Address Form/Immigration Court (EOIR - 33/IC)</i>	Case manager, attorney of record, and sponsor
<i>SWB Call Follow Up Report</i>	Care provider, CFS

PROCEDURES

1. The case manager ensures that all the UAC's belongings and documents are collected and ready to provide to the UAC and sponsor at time of release (See **Quick Glance: Items that Accompany UAC at Release.**) 

Quick Glance: Items That Accompany UAC at Release

- UAC personal belongings, including clothing, money, valuables, and items obtained during the UAC's stay at the referring care provider
- Immigration case related documents: Form I-862 Notice to Appear, other notifications, and, if applicable, original trafficking eligibility letter, I-360 approval notice, asylum letter
- Verification of Release (original copy is given to the UAC and sponsor)
- 30-day medication supply
- All health (medical, mental, and dental) records, including lab test results, immunization records, medication lists, office/ER visit notes, and Sponsor Letters (if applicable)
- Name and contact information of medical, mental health, and dental care providers so sponsor and UAC may request additional records, if needed
- Notice of any follow up medical appointments, as needed
- Original documents (birth certificates)
- Original notarized Letter of Designation for Care of a Minor, if applicable
- Educational assessments and records
- Post release safety plan as needed
- Any change of venue and change of address documents

2. **Immediately before the UAC physically leaves the program,** the case manager:
 - “Exits” the UAC from the program in the UAC Portal which generates a “trigger report,” the *Verification of Release*. The case manager prints out a copy for the UAC and sponsor upon release.
 - The care provider updates the discharge date and time on the *Discharge Notification Form*.   

NOTE: To exit the program, the case manager goes to the Discharge section of the UAC Portal and clicks on “add new” to the Program Exit form. The date of discharge will be auto-populated on the current date and the type of discharge will be populated based on the selections made in the *Discharge Notification Form*. Click “save” to discharge the UAC from the program.  

3. The Case Manager coordinates with the legal service provider or attorney of record to ensure completion of the *EOIR Change of Venue Motion* and *EOIR Alien's Change of Address Form/Immigration Court (EOIR - 33/IC)*, and to provide the sponsor and UAC with instructions for filing Change of Venue Motions and Change of Address forms if the sponsor subsequently moves.

Blank copies of each immigration court’s Change of Address Form may be accessed here:

<https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>

4. **Within 24 hours after the UAC’s physical release from the care provider,** the case manager sends the *Discharge Notification Form* to DHS and other stakeholders based on the template below.   
5. The case manager notifies the ICE Office of Chief Counsel and EOIR Immigration Court Administrator using the trigger report, *ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor and Request to Change Address*, which is stored in the UAC’s file in the Portal. **Fig. 2.18** is a partial snapshot of the form. There are regional variations regarding how this notice is sent, some programs send via email and mail. Other programs mail the notice. Case manager should work with their FFS if there are any questions regarding this procedure.    

Email Template: To Stakeholders Following Release

From:	Case Manager
To:	ICE/FOJC ICE Office of Chief Counsel (OCC) EOIR Immigration Court Administrator UAC’s Legal Service Provider or Attorney of Record

VOLAG, if applicable
Child Advocate, if applicable

Subject: [WARNING: MESSAGE ENCRYPTED] Discharge Notification for [include last four digits of UAC A#]

Body: Password will be sent shortly.

Attachments: *Discharge Notification Form*

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

Fig. 2.18 Partial Snapshot of the *ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor and Request to Change Address*

ORR Release Notification

**ORR NOTIFICATION TO ICE CHIEF COUNSEL RELEASE OF UNACCOMPANIED
ALIEN CHILD TO SPONSOR AND REQUEST TO CHANGE ADDRESS**

ORR has determined that the below Juvenile Respondent should be released to a sponsor. The Director of the Office of Refugee Resettlement, Department of Health and Human Services requests that the Chief Counsel, Immigration and Customs Enforcement, Department of Homeland Security notify the Executive Office of Immigration Review of the change of address.

Date of Request:	Name of Requestor	Title	Telephone Number
08/03/2017			

Juvenile Respondent's Alien Number, complete name and aliases, date of birth and claimed country of origin:

2.8.1 After Care Planning

 See Section 2.8.1 of the UAC Policy Guide.

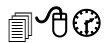
2.8.2 Transfer of Physical Custody

 See Section 2.8.2 of the UAC Policy Guide.

2.8.3 Closing the Case File

PROCEDURES

After the care provider exits the UAC from its program, the UAC's electronic record in the UAC Portal remains open. **After 45 days**, the UAC's electronic record in the Portal is closed.



2.8.4 Safety and Well-being Follow Up Call

 See Section 2.8.4 of the UAC Policy Guide.

PROCEDURES

Safety and Well-Being Follow Up Calls must be made for all UAC released to an individual sponsor. The purpose of the Safety and Well-Being Follow Up Call is to determine whether the child is still residing with the sponsor, is enrolled in or attending school (unless the child is 18 years old at the time of the call), is aware of upcoming court dates, and is safe. (See **Quick Glance: How to Check EOIR Hotline for UAC Immigration Hearing Information**)

Quick Glance: How to Check EOIR Hotline for UAC Immigration Hearing Information

The EOIR Hotline—**1-800-898-7180**—can help case managers, sponsors, and UAC check the date for an upcoming hearing and provide other details related to an immigration case. The service is available in English and Spanish.

Callers enter the UAC's A number and are given the option to 1) find out the next court date (press "1"), 2) case processing information (press "2"), or 3) find out whether a decision has been reached in a case (press "3").

1. **30 calendar days after release of a UAC**, the care provider's designated staff person calls the sponsor and the UAC to conduct the call. The care provider must make a minimum of 3 attempts to speak with both the sponsor and the UAC unless the phone is disconnected. The care provider must make all call attempts within the 7 days following the 30 day mark of the UAC's release. The care provider must not begin making calls prior to that 30 day mark and must make the call even if the sponsor or the UAC reaches out to them independently. 🕒📞📖
2. During the call, the designated staff confirms that the sponsor still resides at the address on the *Verification of Release* form. If the sponsor has moved, the staff person documents if an updated address is provided in the UAC case file and reminds the sponsor to file a change of address with DHS. The designated staff also notifies the PRS provider about the new address if the case was designated for PRS. 📞📧✉️
3. The designated staff makes every effort to speak to the sponsor and UAC separately on the following topics:

Sponsor Topics

- Is the child still residing with the sponsor?
- Is the child demonstrating any behavioral issues?
- Do you have any concerns regarding the UAC?
- Is the sponsor aware of upcoming court dates?
- Did the sponsor attend an LOPC presentation?
- Has the sponsor been contacted and asked to pay fees or wire money related to the release of the child? (See **Appendix 2.1 How to Report Potential Fraud Schemes**)
- (If the case was release with PRS) Did PRS provider contact the sponsor?

UAC Topics

- Is the child still residing with the sponsor?
- Does the child feel safe?
- Is the child enrolled in and/or attending school? (Unless the child has aged out) What school does he/she go to? What grade is he/she in?
- Is the child aware of upcoming court dates?
- Has the child been contacted and asked to pay fees or wire money related to their release?
- (If the case was release with PRS) Did PRS provider contact the child?

- Is the child being forced to work without pay or being forced to work to pay his/her share for rent and utilities or repay a debt? 📞

Child May be in Immediate Danger

1. If the follow up call indicates that the child may be in immediate danger (i.e., in immediate danger of serious harm), the designated staff does the following:
 - Calls 9-1-1 **immediately**.
 - Stays on the phone with the child until authorities arrive.
 - Reports any emergency involving 9-1-1 to the ORR National Call Center Help Line at 1 (800) 203-7001.
 - Complies with mandatory reporting laws, state licensing requirements, and federal laws and regulations for reporting to local child protective agencies and/or law enforcement.
 - If the sponsor is the perpetrator of the allegation, flags the sponsor and provides explanation as to why the sponsor is being flagged in the UAC Portal.
 - Emails notification to the FFS who approved the release (and the PRS provider, if applicable) and includes UAC name and A number; UAC date of release; sponsor/child contact phone number; sponsor address; previous ORR placement; summary of call; actions taken (including information on reporting the incident and any associated case numbers). 🕒📞📧
2. The FFS who is notified that the child may be in immediate danger **immediately** elevates the incident to the FFS supervisor, reviews the allegation, and ensures that the incident was reported to the appropriate authority to investigate. (The FFS also elevates any identified safety trends or issues to the FFS supervisor, such as an indication that the sponsor is involved in trafficking UAC.) If the care provider's designated staff did not report the allegation correctly, the FFS provides technical assistance. 🕒📧
3. If the care provider notifies the Intakes Hotline that the follow up call indicates that the child may be in immediate danger and was reported to 9-1-1, ORR intakes **immediately** notifies the FFS supervisor (or on-call FFS supervisor if after hours). The FFS supervisor **immediately** informs the senior FFS supervisor. 🕒📞

Child May Be Unsafe

1. If the follow up call indicates that the child may be unsafe (but not in immediate danger) the designated staff completes the steps in #1 above under Child May Be in Immediate Danger with the exception of dialing 9-1-1 and contacting the ORR Intakes Hotline. ☎️📧
2. The FFS who is notified that the child may be unsafe, reviews the allegation and ensures that it was properly reported and, if it wasn't, provides technical assistance. 📧

Child May Have Been Sexually Abused or Harassed While in ORR Care

1. If the follow up call by the care provider indicates that the child may have been sexually abused or harassed while in ORR care, the staff must:
 - Report the incident to the appropriate entities in accordance with mandatory reporting laws, state licensing requirements, and ORR policies and procedures. (See **Section 4.10: Sexual Abuse Reporting and Follow-Up of the UAC Policy Guide.**)
 - Complete a Sexual Abuse Significant Incident Report (SA/SIR) and report it to ORR in accordance with **Section 4.10: Sexual Abuse Reporting and Follow-Up.**
 - If the sponsor is the perpetrator of the allegation, flag the sponsor and provide explanation in the UAC Portal.
 - Email notification to the PO overseeing the shelter and to the FFS who approved the release and includes UAC name and A number; UAC date of release; sponsor/child contact phone number; sponsor address; previous ORR placement; summary of call; actions taken (including information on reporting the incident and any associated case numbers). 📖☎️📧
2. The FFS who received the notification that the child may have been sexually abused or harassed while in ORR care reviews the allegation and ensures that the incident was reported to the appropriate authority to investigate and follows up with the care provider where the alleged incident occurred to determine if the incident was previously reported and/or investigated while the UAC was in ORR care. If the allegation was **not** reported, the FFS provides technical assistance to help the care provider report the allegation, forwards the email notification to the ORR SA/SIR mailbox (psac@acf.hhs.gov) and ensures that it is appropriately investigated. 📧

Additional Support Services or LOPC Appointment

If the follow up call indicates that the sponsor and/or child would benefit from additional support or services or the sponsor has not attended an LOPC presentation, the care provider's designated staff refers the sponsor to the ORR National Call Center

(800-203-7001) and emails the Call Center (information@ornncc.com) with the UAC name and A number; sponsor's name; sponsor/child contact phone number; sponsor address; date of referral; and reason for referral. 📞✉️

Documenting the Call Outcome

The care provider's designated staff documents the results of the call in the case management notes of the UAC's case file and in the *SWB Call Follow Up Report*. See **Quick Guide: Roles and Deadlines for the Safety and Well-being Follow Up Call Tracking Report**. 📖📄

Quick Glance: Roles and Deadlines for Safety and Well-Being Follow Up Call Tracking Report

CARE PROVIDER: In addition to documenting the safety and well-being follow-up in case management notes, the care provider is also responsible for documenting data points for all calls in this report.

The care provider submits the completed SWB Follow-Up Call Report to its assigned FFS, CFS, and the designated CFS Report Compiler for its region **no later than 2:00pm EST on the 8th of every month for UAC released two months earlier** (e.g., if the report is due October 8th, it would include entries for all UAC who were released in August). If the 8th falls on a weekend or holiday, the report will be due the next business day.

ASSIGNED CFS: The assigned CFS uses the SWB Call CFS Quality Control Checklist and the UAC Portal discharge report provided by the Data Team to perform a quality control check and work with the care provider to reconcile any data discrepancies. The assigned CFS submits final SWB Follow-Up Call Reports for their assigned programs to the CFS Report Compiler **no later than 5:00pm EST on the 9th of every month**. If the 9th falls on a weekend or holiday, the report will be due the next business day.

CFS REPORT COMPILER: The designated CFS Report Compiler 1) cuts and pastes data (using paste value function) from the program reports for their region into the master report, located in ORR Connect, 2) completes the CFS Notes tab, and 3) performs a final quality control check. The designated CFS Report Compiler performs these steps **no later than 5:00pm EST on the 10th of every month**. If the 10th falls on a weekend or holiday, the report will be due the next business day.

2.8.5 Post-Release Services for UAC with Zika Disease or Infection

 See Section 2.8.5 of the UAC Policy Guide.

2.8.6 Release for Children with Legal Immigration Status

 See Section 2.8.6 of the UAC Policy Guide.

PROCEDURES

1. **If a care provider determines that a UAC has legal status, the case manager notifies the FFS immediately for consultation.** If a legal service provider, attorney of record, or a child advocate notifies the case manager that the UAC is on track to be granted legal status, the case manager notifies the FFS of the need for a Post Legal Status Plan. The legal service provider, attorney of record, or child advocate works with the case manager and the FFS to develop the Post Legal Status Plan. See the **Quick Glance to Milestones for Planning and Releasing Children with Legal Status.**  

Quick Glance: Milestones for Planning and Releasing Children with Legal Status

While abiding by attorney-client confidentiality standards, LSP or attorney of record for the child works with ORR to communicate information that may affect the child's legal status, including grant of SIJ status or notification of eligibility for benefits. The following milestones trigger the need for a Post Legal Status Plan for release.

- Child is eligible for Special Immigrant Juvenile (SIJ) status. This means a U.S. state juvenile court: makes the child dependent on the court (or places the child under the legal custody of a state agency or other individual appointed by the state); declares that the child cannot be reunited with one or both of his or her parents due to abuse, abandonment or neglect; and declares that it is not in the best interests of the child to be returned to his country of citizenship.
- UAC LSP files Form I-589, Application for Asylum and Withholding of Removal, with the local USCIS Asylum Office and has received notification of the interview date and time.

- UAC LSP files Form I-589, Application for Asylum and Withholding of Removal, in the immigration court at a master calendar hearing. This means the Immigration Judge has already set the merits hearing date (final court date).
- The UAC has filed a T visa with USCIS and attended the biometrics appointment (fingerprints) at a local USCIS office.
- The UAC has filed a U visa with USCIS and attended the biometrics appointment (fingerprints) at a local USCIS office.
- The child has been assigned a pro bono attorney.
- The child's attorney sends notice that the child has achieved a milestone.

2. The legal service provider, attorney of record, or child advocate works with the case manager and the FFS to develop the Post Legal Status Plan based on the template below. (See **Fig. 2.19 Post Legal Status Plan Template.**) The case manager emails the plan to the FFS supervisor for approval. The plan is tailored to the needs and pending legal status of the child. 🌐✉️📄

Fig. 2.19 Post Legal Status Plan Template

Post Legal Status Plan		
UAC name and A #:	FFS name:	Date:
Name of legal service provider (LSP) or attorney of record:		
Name of child advocate, if applicable:		
Describe the UAC's current immigration status (include reference to specific milestones or notices):		
What is the expected release date for this UAC and what is his/her expected immigration status upon release? [insert date and information]		
Describe the release plan based on the UAC's available options for release (i.e., release to a sponsor, licensed nonprofit, transfer to state care until age 18, URM, etc.):		

Date of FFS supervisor approval:
Date of UAC release:
Insert entity/program/ that took custody of minor:

3. The FFS supervisor approves the plan and notifies the FFS. The FFS notifies the case manager. 
4. The case manager works with the FFS and with all relevant parties on the logistics for release of the minor from care as soon as the minor achieves legal status.
   
5. The case manager emails the parties included in the sample email below on notifications regarding minors who achieve legal status **24 hours prior to release of a minor from ORR care** and includes a copy of the *Discharge Notification Form*. The care provider follows standard operating procedures on items and documents that accompany UAC upon release, such as personal belongings, health records, original documents (birth certificates), medication supply.   

Email Template: Notifications Regarding Minors with Legal Status

From: Case Manager
To: LSP or Attorney of Record, Child Advocate, if applicable
Cc: FFS, CFS, PO
Subject: [WARNING: MESSAGE ENCRYPTED] Discharge Notification for [include last four digits of UAC A#]

Body: See encrypted attachment with minor's information. Password will be sent shortly.

On [insert date of release] [Insert UAC last name, last four digits of A number] will be released to [insert entity with responsibility for minor]. This release was due to the following change in legal status for the minor: [describe].

Attachments: *Discharge Notification Form*

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

6. The case manager follows standard operating procedures for release and for closing out the case files. 🕒✉️📄🔒

2.9 Bond Hearings for Unaccompanied Alien Children

📖 See Section 2.9 of UAC Policy Guide.

OVERVIEW

Consistent with the United States Court of Appeals for the Ninth Circuit decision in *Flores v. Sessions*, unaccompanied alien children have the opportunity to seek a bond hearing before an immigration judge.

PROCEDURES

Care providers must notify UAC of the opportunity for a bond hearing based on the procedures below. This section also covers procedures for processing requests and preparing for *Flores* Bond Hearings and includes Quick Glance guides summarizing those procedures.

See **Appendix 2.11 for ORR HQ Staff Procedures for Bond Hearings.**

Providing Notice at Admission and Orientation

1. The care provider staff provides the UAC with the *Legal Resource Guide* **within 24 hours of the UAC's admission into the care provider's care and conducts an orientation for the UAC within 48 hours of UAC's admission.**

The *Legal Resource Guide* includes the *Request for a Flores Bond Hearing* for **secure, staff secure, and Residential Treatment Center facilities only.** 🕒📄

NOTE: A child in any other placement type (e.g., shelters, foster care) is only provided the *Request for a Flores Bond Hearing* if the UAC requests the form.

2. The care provider staff person providing the forms reads the contents of the form to the UAC in a language the child understands. The care provider staff person explains that the UAC should consult with an attorney (such as the ORR-funded Legal Service Provider) for any legal advice or questions regarding *Flores*

bond hearings. The care provider staff person informs the UAC that they may request a *Flores* bond hearing immediately, or that they can request one at a later time (including after consulting with an attorney). 📄

3. The UAC reviews the *Request for a Flores Bond Hearing* and checks off the appropriate boxes, and signs/dates the form. The care provider maintains the *Request* in the UAC's case file, unless the UAC declines to sign or fill out the document in which case the care provider notes in the UAC's case file that the child declined to sign or fill out the form. If the child later requests the *Request for a Flores Bond Hearing* the care provider must provide the form. 📄

Providing Subsequent Notice

1. In addition to providing notice at admission/orientation, the case manager provides the notice for:
 - Any child in any placement type if a UAC asks for a *Request for a Flores Bond Hearing* **any time after** the Admission and Orientation process. 🕒 📄
 - Any child in any placement type, if a child is **denied** release based on a finding that the child is a danger to the community. 📄

In these cases, the case manager provides the *Request for a Flores Bond Hearing* when informing the UAC that his or her sponsorship has been denied. 🕒

2. The case manager informs the UAC that they may request a *Flores* bond hearing immediately, or that they can request one at a later time (including, after consulting with an attorney). The case manager explains that the UAC should consult with their attorney (if applicable) for any legal advice or questions regarding bond hearings. 🕒 📖
3. The UAC reviews the *Request for a Flores Bond Hearing* and checks off the appropriate boxes, and signs/dates the form. The care provider maintains the *Request* in the UAC's case file, unless the UAC declines to sign or fill out the document in which case the care provider notes in the UAC's case file that the child declined to sign or fill out the form. If the child later requests the *Request for a Flores Bond Hearing* the care provider must provide the form. 📄

NOTE: It is important for ORR's record keeping that the UAC provides the date he or she signs the *Notice* document.

Quick Glance: Bond Hearing Notifications

When Required	Timeframe	Methods
UAC placed in secure, staff secure, and RTC.	Admissions and Orientation: Within 24-48 hours of the UAC's admission into the care provider's care.	Oral notification with signed acknowledgment of <i>Request for a Flores Bond Hearing</i> by UAC.
UAC placed in other shelter types who request the notice.	At time of request.	<i>Request for a Flores Bond Hearing</i> with signed acknowledgment by UAC.
For any UAC in any placement type, if ORR denies release based upon danger to the community.	When informing UAC of denial of sponsorship.	<i>Request for a Flores Bond Hearing</i> with signed acknowledgment by UAC; includes notification that UAC may contact an attorney with questions.

Processing Bond Hearing Requests

1. After a child has completed a *Request for a Flores Bond Hearing* and requested a *Flores Bond Hearing*, the case manager completes the *ORR Motion Requesting Flores Bond Hearing for Unaccompanied Alien Child –Secure or Staff-Secure Custody* or *ORR Motion Requesting Flores Bond Hearing for Unaccompanied Alien Child (Non-Secure) Shelter Care*, depending on the child's placement type.



2. The case manager notifies ORR of the request at ORRBondHearings@acf.hhs.gov **within 1 business day** (absent exigent circumstances) of the child making the request, using the email template below, and attaches both the *Request for a Flores Bond Hearing* and the *ORR Motion Requesting Bond Hearing for Unaccompanied Alien Child Secure or Staff-Secure Custody/(Non-Secure) Shelter Care*. 

Email Template: Bond Hearing Request

From: Care Provider
To: ORRBondHearings@acf.hhs.gov
Cc: FFS, local Legal Service Provider or Attorney of Record
Subject: [WARNING: MESSAGE ENCRYPTED] [last four digits of UAC A#] Bond Hearing Request

Body: The above named UAC A# (XXX-XX1-234) has requested a bond hearing. The UAC is placed at [name of care provider facility].

The UAC is/is not represented by an attorney [if represented include attorney's name and contact information].

Password will be sent shortly.

Attachments: *Request for a Flores Bond Hearing; ORR Motion Requesting Bond Hearing for Unaccompanied Alien Child Secure or Staff-Secure Custody/(Non-Secure) Shelter Care*

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

Preparing for Flores Bond Hearing Requests

1. Within **1 business day** of receiving notice that the hearing has been scheduled, ORR HQ notifies the minor's attorney (if applicable) and care provider of the date and time and location of the court. 🌐✉️
2. The care provider and FFS respond to ORR HQ requests for information and evidence in a timely manner. See **Quick Glance: Possible Evidentiary Sources to Finding Danger to the Community**. 🌐✉️📄

Quick Glance: Possible Evidentiary Sources to Finding Danger to the Community

- Juvenile court or criminal records
- Police records
- Intakes referral and placement records in the UAC Portal
- Placement Tool
- Initial Intakes Assessment
- UAC Assessment/UAC Case Review
- Relevant clinical notes
- Psychological records/reports

-
- Significant Incident Reports, as applicable
 - 30 day Case Review(s)
 - Other documents, if relevant
-

Flores Bond Hearing Proceedings

1. The care provider follows standard immigration court transport procedures for transporting the UAC to their scheduled *Flores* bond hearing *if* there is a hearing scheduled. See **Section 3.3.14 Transportation Services**. 
2. The *Flores* bond hearing proceedings commence. After conclusion the immigration judge issues an order and delivers it to the ORR Representative. The ORR Representative keeps the original order for filing at HQ, and provides a copy to the care provider point of contact. 
3. The care provider saves a copy of the order in the UAC's case file (the deadline to appeal is 30 days). If the UAC was not present at the hearing, the care provider verbally informs the UAC of the decision. 

Appendix 2.1 How to Protect PII and Create Password Protected Files

ORR expects all care providers, staff and contractors to protect personally identifiable information (PII) that is transmitted via email. Files that are uploaded to the secure UAC Portal do **not** need to be password protected.

PII should be included in the subject line or body of an unencrypted email to the extent necessary for users to access the information for authorized purposes. PII should be redacted as much as possible in unprotected emails. For example, only use initials or the last four digits of an alien registration number. Neither the subject line nor the body of an unencrypted email should contain more than one type of sensitive PII. For example, a name and an alien registration number should not both be used.

Any document that contains PII must be password protected. The password for the document must be emailed separately. When encrypting files for attachments, all care providers, staff and contractors should use a standard password that is universally used by all parties involved in the process. Care providers should contact their PO or their FFS for questions about this password. (Do not password protect any emails.)

Emails containing PII must never be sent to personal email accounts.

What is PII?

Personally Identifiable Information (PII) – Information within an IT system or online collection: (1) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.), or (2) by which an agency intends to identify specific individuals in conjunction with other data elements (i.e., indirect identification). (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors.)

Please note that Alien Numbers are PII.

How to Protect PII

Password protect all **attachments** and send the ORR UAC universal acceptance password by separate email. Do not include PII in the name of the attached document (i.e., no full names or Alien Numbers in the name of the document).

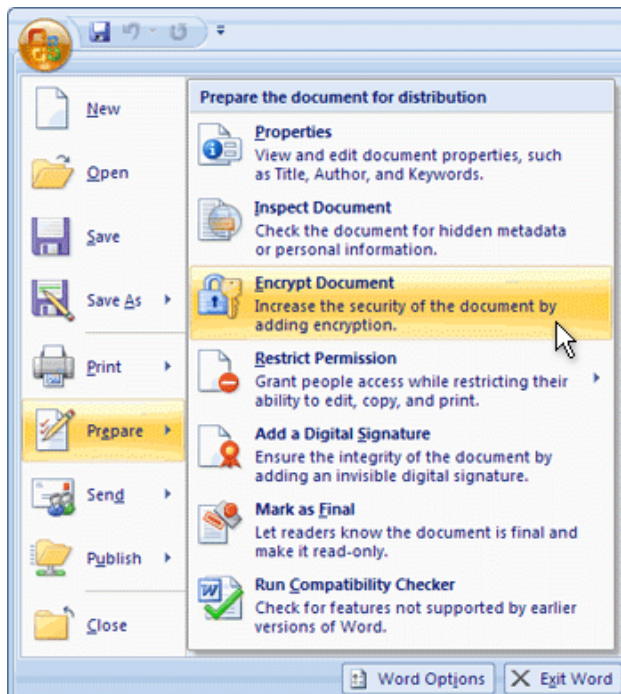
Use the following format to limit any identifying information regarding sponsors and UAC in the subject line of emails: sponsors, use initials in subject line; UAC, last four digits of A number.

When sending follow-up emails do not include PII.

How to Password Protect Word Files

In the 2007 Microsoft Office system: Set a password in a Word document (To encrypt your file and set a password to open it):

1. Click the Microsoft Office Button  , point to Prepare, and then click Encrypt Document.



2. In the Encrypt Document dialog box, in the Password box, type the standard UAC password and then click OK.
(By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.)
3. In the Confirm Password dialog box, in the Reenter password box, type the password again and then click OK.
4. To save the password, save the file.

Remove password protection from a Word document

1. Use the password to open the document.

2. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.
3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the file.

Password Protection for MS Word and Excel Files 2007:

<https://support.office.com/en-us/article/Password-protect-documents-workbooks-and-presentations-ef163677-3195-40ba-885a-d50fa2bb6b68>

Password Protection WinZip:

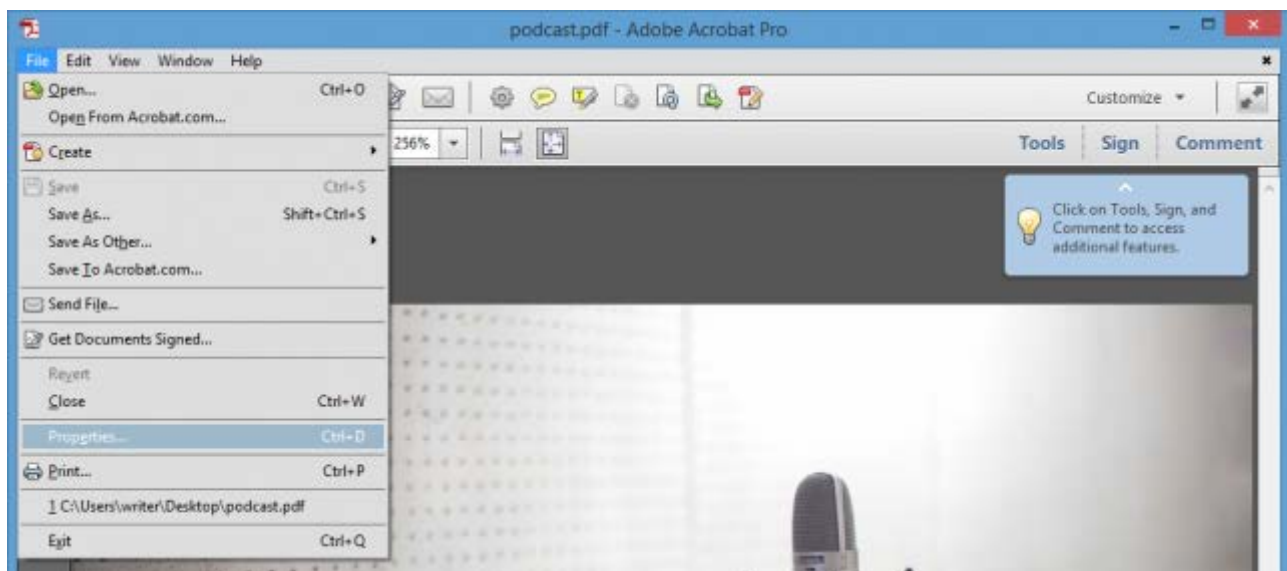
http://kb.winzip.com/help/help_actions_encrypt.htm

How to Password Protect Adobe Files

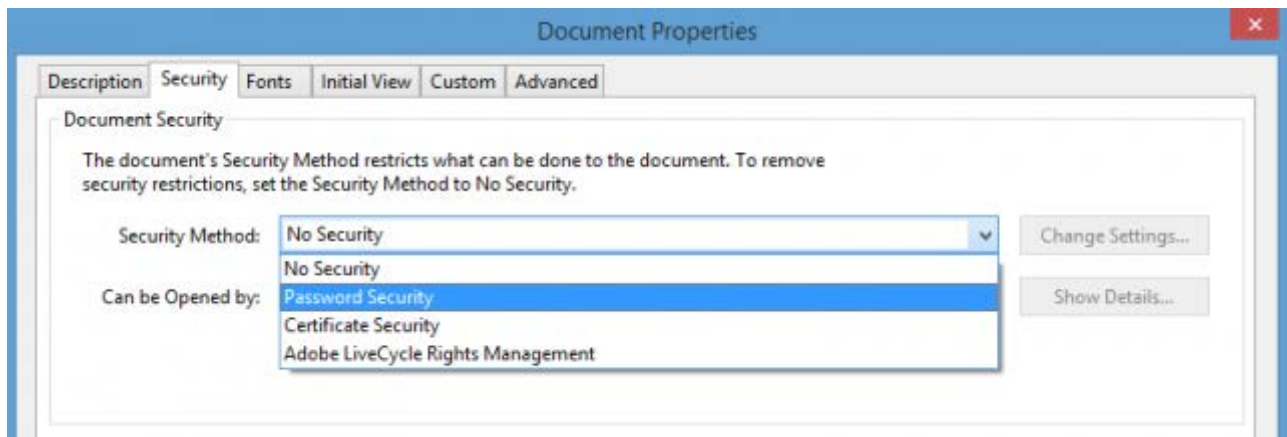
Step 1: Navigate to the main [Adobe website](https://www.adobe.com) and click the yellow **Free 30-day trial** button in the upper-left corner. Then, select a save location for the resulting file and follow the on-screen installation wizard to install the program as you would any other piece of software.

Step 2: Launch Adobe Acrobat, click the **File** menu in the upper-left corner, and select *Open*. Afterward, choose the PDF file you want to password protect from its respective save location and click the **Open** button.

Step 3: Click the **File** menu again when viewing the open document, followed by **Properties** and **Security**.



Step 4: Click the drop-down menu to the right of **Security Method**, then select **Password Security** from the resulting list of options.



Step 5: A window should appear prompting you for a password. Check the box beside **Require a password to open the document** and enter the UAC standard password into the corresponding text field.

Appendix 2.2 How to Report Potential Fraud Schemes

(This information is also included in Section 5.7 of the UAC MAP.)

OVERVIEW

Types of Fraud Incidents

There are criminals who target relatives of unaccompanied children entering the United States by demanding money from sponsors and/or family members, claiming the money will cover processing, reunification, and travel expenses needed to allow the children to be reunited with their families. They may also assert that these funds will enable the UAC to be released quicker to the prospective sponsor. **ORR DOES NOT CHARGE ANY FEE TO PROSPECTIVE OR APPROVED SPONSORS AS A CONDITION OF RELEASE OF AN UNACCOMPANIED CHILD. ANY DEMAND FOR PAYMENT OF FEES IS NOT AUTHORIZED BY ORR AND SHOULD NOT BE PAID.**

For example, an individual claiming to represent a charitable/non-profit organization may contact a potential sponsor and say that s/he can assist in processing and reuniting an unaccompanied child with his or her family. In this scenario, the individual falsely tells the potential sponsor that s/he needs to pay a fee to obtain the release of the child from ORR custody. Similarly, this individual may ask the potential sponsor to wire money to unknown persons in different cities.

This type of fraud is a serious crime and ORR fully cooperates with local and federal law enforcement for the investigation and prosecution of any individual(s) participating in the fraud scheme. If the fraud scheme involves care provider staff, ORR instructs the care provider to contact local law enforcement and to follow its local licensing guidelines regarding reports of inappropriate employee behavior. The care provider should also inform its local licensing agency that the case was referred to HHS/OIG and local law enforcement for investigation. Care providers should have internal protocols in place to address fraud schemes. A care provider facility must take disciplinary action including termination of any staff for criminal behavior, including fraud.

Care providers must take steps to:

- 1) Prevent these or other fraudulent practices by notifying all potential sponsors that ORR, its care providers, volunteer agencies, and grantees/contractors do not collect or require fees for any services related to the release of unaccompanied children from HHS custody.
- 2) Care providers should have written confirmation from staff members acknowledging the “Fraud Scheme” policy to be placed in employee files.

- 3) Immediately ensure the safety of children and sponsors by reporting any attempts to extort money or otherwise take advantage of unaccompanied children and sponsors to ORR, HHS/OIG, local law enforcement, state licensing, if Care Provider staff are involved.

PROCEDURES

Checking for Potential Fraud Schemes

1. The case manager includes the script that is noted in Section 2.2.2 and informs all potential sponsors:
 - To report any suspicious calls or other contact received (e.g., emails, letters, instant messages) to the care provider facility and ORR directly.
 - Call the ORR National Call Center Help Line at 1 (800) 203-7001. Sponsors may call the help line to inform ORR if a person defrauds or attempts to defraud them of money.

Case managers should document any information they provide to a sponsor regarding the reporting of suspicious contacts, to include the sponsor's identity, date, time and the information provided.

2. Prior to every release, the case manager asks the sponsor if they have been contacted and asked to pay fees/money related to the release of the UC. If the answer is yes, gathers the following information, and documents the information that the potential sponsor provides on the *Sponsor Information* section:
 - UC full name, alien number, and date of birth
 - Time and date of the report
 - Name of the ORR care provider facility and care provider address (include city/state)
 - Name, telephone number and location of the sponsor;
 - Name, phone number, and other contact information given by the person/program who filed the report
 - Description of the event
 - o Date and time of the alleged incident
 - o If money was asked for from the sponsor
 - o Whether money was actually paid by the sponsor
 - o Amount and method of any payment made (e.g., wire transfer, money order)
 - o If sponsor retained receipt/proof of payment application such as PayPal, Apple Pay, Google Wallet, etc., a copy should be provided.

- o Identifying information for receiving account of any payment made to include account name, account number, routing number, or other account identifiers.
- o Name and description of any individuals or organizations involved in the incident
 - If the sponsor was contacted by someone, name, phone number, and other contact information of the person/program who contacted the sponsor
 - Location where the alleged incident occurred (include location name, address, city, state)
 - Provide any additional identifying details such as places of birth, countries of citizenship, and alien numbers
 - Detail how the individual or organization is involved in the incident
- o Name and alien number (if applicable) of any potential witnesses
- Any other details for which the caller has information. For example, if the sponsor was requested to wire funds, have the sponsor provide detailed information about the wire (name and address of recipient and whether it was money gram, western union, etc...). Many times the name and location of the caller is different than the name and address on the wire.
- Actions taken (including reports made to other individuals or entities and any associated case numbers)

PROCEDURES

Reporting Potential Fraud Schemes

1. **Within 4 hours of the significant incident (or within 4 hours of the care provider becoming aware of the incident),** the case manager completes a Significant Incident Report (SIR) in the UAC Portal with all of the information gathered. 🕒 📄
2. The case manager notifies ORR based on the email template below and includes a copy of the SIR and notification email in the UAC's case file. ✉️

✉️ Email Template: Care Provider Notification to ORR of Potential Fraud Scheme

From: Case Manager
To: SIRHotline@acf.hhs.gov
 Project Officer
 FFS Supervisor

FFS
CFS
Case Coordinator

Subject: Report of Significant Incident [include the event number (e.g., “Event 12345”)]

Body: Use Synopsis of Event from the UAC Portal and do not include UAC’s full name or alien number

Attachments:

- SIR
- Relevant supporting documentation

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

3. The case manager reports the fraud allegation to local law enforcement and obtains and saves an incident report number or copy of the incident report from local law enforcement.
4. If care provider staff is involved, the case manager reports to state licensing and obtains and saves an incident report number or copy of the incident report.
5. The FFS reviews the fraud allegation in the SIR and ensures that the SIR is clearly written with all required information. (If SIR is missing information, the missing information will be submitted in an SIR Addendum.)
6. **Within 1 business day of receiving the SIR**, the FFS reports all types of fraud schemes, whether attempted or successfully perpetrated to HHS Office of the Inspector General (OIG) at UAC@oig.hhs.gov based on the email template below and instructs the case manager to save a copy of the reporting email to the UAC case file. 🌐✉️

✉ Email Template: ORR Notification to HHS OIG of Potential Fraud Scheme

From: FFS
To: UAC@oig.hhs.gov
Subject: Report of Fraud [include the event number (e.g., “Event 12345”)]

Body: Use Synopsis of Event from the UAC Portal and do not include UAC’s full name or alien number

Attachments:

- *SIR*
- Relevant supporting documentation

NOTE: Case managers must password protect Personally Identifiable Information (PII). Attached documents must be password protected. The body of the email includes the message that the password for the attached documents will be sent separately. A second email should include the universal UAC Password which should be used by all care providers and ORR staff and contractors. Do not include PII in follow up emails.

7. If HHS OIG opens an investigation for the reported allegation, the FFS notifies the FFS supervisor, PO and CFS and these parties fully cooperate with the investigation. ✉
8. If the fraud scheme involves care provider staff, the FFS:
 - Follows up with HHS OIG **within 10 business days** to determine if the reported fraud allegation will be investigated further.
 - Instructs the care provider to follow their local licensing guidelines regarding reports of inappropriate employee behavior and to inform their local licensing agency that the case was referred to HHS OIG.
 - Provide the care provider with technical assistance.
 - If applicable, issues corrective action findings and requires the care provider to take appropriate action.
 - Ensure that program submit/have internal disciplinary protocols to address Fraud Scheme involving care provider staff.

Appendix 2.3 Reporting Agencies for Suspected Document Fraud for Most Common ID Documents in Key States

The chart below indicates the procedures and contact information for reporting suspected cases of document fraud by state. All reports should include any information about the suspect or the circumstances surrounding the fraud. The U.S. Department of Health and Human Services Office of the Inspector General should be copied in the correspondence with the state agency (UAC@oig.hhs.gov).

State	Reporting Agency if Suspected Fraud
California	California Department of Motor Vehicles: Email dlfraud@dmv.ca.gov .
Maryland	Maryland Department of Transportation: Email Eric Danz, the Director of Investigations and Security within the Office of Investigations and Internal Affairs, Maryland Motor Vehicle Administration, at edanz@mdot.state.md.us ; CC: Paul Adams at padams@mdot.state.md.us .
Georgia	Georgia Department of Driver Services: Email reportfraud@dds.ga.gov , or call (678) 413-8766.
Florida	Florida Highway Safety and Motor Vehicles: Complete the "Fraud Investigation Request" form by clicking here , and email Fraud@fhsmv.gov or mail to Driver License Fraud Section, Room A327, Neil Kirkman Building, Tallahassee, Florida 32399-0570.
Virginia	Virginia Department of Motor Vehicles: Complete form LE 22 (use the search button to find), available at https://www.dmv.virginia.gov/forms/default.aspx , and email to zerofraud@dmv.virginia.gov .
New Jersey	New Jersey Motor Vehicle Commission Security & Investigations Office: Email TOCFRLAB@mvc.nj.gov or call 609-777-3903.
New York	New York State Department of Motor Vehicles: Complete FI-17 Report of Unauthorized Use of License/Registration (must be notarized), available at https://dmv.ny.gov/forms/fi17andfi17i.pdf , and mail to New York State Department of Motor Vehicles, Division of Field Investigations, 6 Empire State Plaza, Albany NY 12228. Call the NYS DMV Division of Field Investigation with any questions, Tuesday, Wednesday, or Thursday from 9:00 a.m. to 4:00 p.m. at (518) 473-6464.
Texas	Texas Department of Public Safety, Intelligence & Counterterrorism: Email Erika Fisher, Texas Joint Crime Information Center, at Erika.Fisher@dps.texas.gov , or call (512) 462-6108. Include a brief synopsis of the event.

Appendix 2.4 Child Advocate Recommendation and Appointment Form

OMB Control No: 0970-0498
Expiration date: 7/31/2020



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) OFFICE OF REFUGEE RESETTLEMENT (ORR) DIVISION OF UNACCOMPANIED CHILDREN OPERATIONS (DUCO) CHILD ADVOCATE RECOMMENDATION AND APPOINTMENT

The William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 section 235(c)(6) authorizes the Secretary of Health and Human Services to appoint "independent child advocates for child trafficking victims and other vulnerable unaccompanied children." This appointment authority has been delegated to the Office of Refugee Resettlement (ORR). ORR will use this form to determine whether a Child Advocate shall be appointed and to document the Child Advocate's appointment for UAC in ORR/DUCO care and custody.

SECTION 1 (To be completed by the initial referrer)

A. UAC INFORMATION:

Name of UAC	<input type="text"/>	A#:	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality:	<input type="text"/>
Language(s) spoken by UAC:	<input type="text"/>	Current location:	<input type="text"/>
Name of referrer:	<input type="text"/>	Date of UAC's arrival at care provider	<input type="text"/>
Relationship of referrer to the UAC	<input type="text"/>	Date of referral:	<input type="text"/>

B. CHECKLIST (PLEASE CHECK ALL THAT APPLY)

- ☐ Is between the ages of 0-12
- ☐ Is placed in a residential treatment center or therapeutic facility
- ☐ Is pregnant or parenting
- ☐ Has a physical or mental disability
- ☐ Is a national from a country known to traffic children
- ☐ Has been identified as a possible child trafficking victim (Interim Assistance Letter, Eligibility Letter, etc.)
- ☐ Has a criminal or delinquency history and/or is placed in a staff secure care provider or secure care provider, and there are outstanding issues impacting the UAC's release or discharge plan
- ☐ Has been a victim of a crime
- ☐ Is not proficient in a language spoken by staff at the UAC's care provider, and for whom there is no accessible interpreter routinely available
- ☐ Will turn 18 in less than six (6) months of placement and for whom family reunification is unlikely
- ☐ Is identified as being eligible for legal relief
- ☐ Has a credible fear of returning to their country of origin and/or are seeking voluntary departure despite concerns about their safety in their home country
- ☐ Lacks appropriate legal representation, or for whom there is a good faith belief that the child's legal representative has ties to child trafficking or criminal activity

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104.13) Public reporting burden for this collection of information is estimated to average .50/ hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of 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.

☐ Is expected to have a protracted stay of over 120 days in ORR/DUCO custody
☐ Whose potential sponsor is undergoing a home study
☐ Is unable to make an independent decision
☐ Any other case where the UAC is considered to be exceptionally vulnerable. Explain here:

SECTION 2 (To be completed by the child advocate program)

A. Does your program recommend that ORR appoint a Child Advocate, and confirm that an individual Child Advocate is available for this UAC based on the criteria selected?

☐ Yes
 ☐ No

If No, explain here:

If more information needed, explain here:

B. Name of child advocate program official making the recommendation

Date

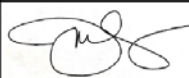
C. Name of the individual Child Advocate identified for assignment

SECTION 3 (To be completed by ORR/DUCO)

A. Is the recommendation for the appointment of a Child Advocate approved for the above named UAC?

☐ Yes
 ☐ No

If No, explain here:


 Signature of ORR/DUCO Division Director

Oct 3, 2017

Date

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Appendix 2.5 Sponsor Assessment Interviewing Guidance

SPONSOR ASSESSMENT INTERVIEWING GUIDANCE

Case Managers and Clinicians must use the interview questions below when interviewing Sponsors in their assessment of a potential sponsor's suitability. Avoid reading the questions verbatim. Instead ask questions in a conversational manner and engage the sponsor. **During the interview, the interviewer must ask follow-up questions based on initial responses and obtain as much detail as possible.** Answers and information provided by sponsor must be documented in the *Sponsor Assessment*.

INTERVIEW QUESTIONS

SPONSOR CULTURAL INFORMATION

Use these questions to determine the Sponsor's linguistic and cultural background, including cultural, social, and communal norms and practices for the care of children. All responses must be documented in the Sponsor Cultural Information section of the Sponsor Assessment.

- What languages and dialects do you speak?
- Are you spiritual or religious? *If yes-* What are your beliefs?
- What faith do you practice, if any? How do you practice your faith?
- Are there traditions you have practiced, through your family or in your home country, which are important to you? *If yes-* What are they?
- Are there religious or family traditions or practices that you expect the UC to adhere to or participate in?
- Is there anything else you would like to share about your culture or background?
- Do you currently have a partner?
 - What is your partner/spouse's name and age?
 - Where is your partner/spouse living?
 - How long have you been together?
 - What is your relationship like with your partner/spouse?
 - Is your spouse/partner supportive of the ORR family reunification process?
 - Is the spouse/partner in agreement with taking in the UC into the home?
 - Has the spouse/partner had any contact with the UC?
 - Would the spouse/partner contribute with support of the UC (e.g., supervision, babysitting, financial)?

FAMILY RELATIONSHIPS

Use these questions to determine the sponsor's familial and other significant relationships in country of origin and in the U.S. All responses must be documented in the Family and Significant Relationships section of the Sponsor Assessment. If the Case Manager has already gathered information regarding the sponsor's family, it may not be necessary to ask some of these questions. A genogram (family tree) may be used as a tool to answer these questions and is required for distant relative Cat 3 potential sponsors.

Family in Country of Origin

- Do you have family in your home country?
 - Who are they and how often do you have contact with them?
 - How do you contact them (phone, social media, instant messaging)?

Family in the U.S.

- Do you have family in the U.S.?
 - Who are they and how often do you have contact with them?
 - Where does he/she live?
 - What is his/her name and age?
 - Do you have any relatives who are or were in ORR care? Do you know where they are?

Spouse/Partner

Children

- Are you a parent to a child?
 - What is your child's name and age?
 - Where is your child?
 - Did your child come to the U.S. with you?
 - Who is the mother/father?
 - Who is currently caring for your child?
- How do you discipline your children?
- Have you or your spouse/partner ever had Child Protective Services involvement?
- Have you ever had any child or children removed from your custody? If so, why?
- Has any household member ever had a child or children removed from their custody? If so, why?

- Do you currently have a partner?
 - What is your partner/spouse's name and age?
 - Where is your partner/spouse living?
 - How long have you been together?
 - What is your relationship like with your partner/spouse?
 - Is your spouse/partner supportive of the ORR family reunification process?
 - Is the spouse/partner in agreement with taking in the UC into the home?
 - Has the spouse/partner had any contact with the UC?
 - Would the spouse/partner contribute with support of the UC (e.g., supervision, babysitting, financial)?

HOUSEHOLD COMPOSITION

Use these questions to determine the sponsor's household composition, including the sponsor's knowledge of any household members who may have a serious, contagious disease; or criminal convictions or charges. All responses must be documented in the Household Composition section of the Sponsor Assessment.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Who lives in the home? <ul style="list-style-type: none"> ○ What is his/her name and age? ○ What is the household member's relationship to the minor? ○ What is the household member's relationship to you? ○ What has your relationship been like with him/her? ○ How long have you known him/her? ○ Will the household member be helping to care for the UC or babysit? ○ Does the household member work and/or contribute financially to the household? ○ Does any person in your household have a serious contagious disease (e.g., TB, AIDS, hepatitis)? If so explain. • Describe your home (e.g., Apartment, duplex, trailer, townhouse, running water, working electricity, swimming pool, pets, how many rooms, bathrooms). | <ul style="list-style-type: none"> • What will the sleeping arrangements be for the minor? <ul style="list-style-type: none"> ○ Do you currently share your bedroom? ○ Will the minor be sharing the room with anyone or will the minor have his/her own room? • How do you expect the UC to contribute to your household? <ul style="list-style-type: none"> ○ Financially, through wages ○ Child care • Does anyone in the household have a serious, contagious disease? If yes, explain. • Do any of the occupants have criminal convictions or charges, other than minor traffic violations? If yes, explain. |
|--|---|

PREVIOUS SPONSORSHIP ATTEMPTS

Use these questions to determine if the sponsor and/or the sponsor's household members have ever sponsored or attempted to sponsor another child. If the sponsor and/or the sponsor's household members did sponsor or attempt to sponsor a child, use these questions to assess the safety and well-being of previously released minor to confirm the provision of physical/mental well-being, appropriate home accommodations, adequate supervision, attendance to school, accompaniment to immigration court hearings, and provision of a caring and secure/protective environment. All responses must be documented in the Previous Sponsorship section of the Sponsor Assessment.

Sponsor's Previous Sponsorship Attempts

- Have you ever attempted to sponsor a child from ORR, but decided to withdraw your application?
 - If yes, then why did you withdraw?
- Have you ever been denied sponsorship by ORR?
 - If yes, then why did ORR deny your sponsorship application?
- How many children did you sponsor and where are they now?
- Are the children related to you? If not, how do you know them?
- Where are they from and how old are they now? If they no longer reside with you, where do they live?
- Do you have his/her current contact information?

Household Members Previous Sponsorship Attempts

- Has anyone who live in your home ever attempted to sponsor a child from ORR, but decided to withdraw their application?
 - If yes, then why did they withdraw?
- Were they ever denied sponsorship by ORR?
 - If yes, then why did ORR deny your sponsorship application?
- How many children did you sponsor and where are they now?
- Are the children related to you? If not, how do you know them?
- Where are they from and how old are they now? If they no longer reside with you, where do they live?
- Do you have his/her current contact information?

Former UC's Safety and Well-Being

- Did the sponsor undergo a home study? If so why?
- Is or has the child received Post Release Services?
- Is the child enrolled in or attending school?
- When is the child's upcoming court date?
- Do you have school enrollment records?
- Do you have physical proof that the minor is/has attended school and court?
- Did the sponsor attend an LOPC presentation?
- Have you been contacted and asked to pay fees or wire money related to the release of the child?

PROOF OF IDENTITY

Use these questions in conjunction with documentation provided by the sponsor to assess the Sponsor's identity. The interviewer must be cognizant of the Sponsor's familiarity with and connections with the reported country of origin; attitude; behavior; speech; affect; mood; thought process and thought content; perception; memory and concentration; and insight and judgment during the entirety of the interview. The interviewer's assessment of these elements must be documented in the Proof of Identity section of the Sponsor Assessment.

Life in Home Country

- Where did you live before you arrived in the U.S.? (If U.S. Citizen modify question to: Where did you grow up in the U.S.?)
 - How long did you live there?
 - With whom did you live?
- What was your experience like there?

The Journey (If not born in the U.S.)

- When did you first come to the U.S.?
 - How old were you when you first traveled to the U.S.?
- What brought you to the U.S.?
 - What were you planning on doing in the U.S.?
 - Where did you live?
 - With whom did you live? Did you know them?
- When did you first leave home country?
 - How long did the trip take?

- Have you lived anywhere else? With whom? When and for how long?

PROOF OF RELATIONSHIP

Use these questions in conjunction with documentation provided by the sponsor to probe the sponsor's familial and interpersonal relationship with the UC in order to verify the type of relationship. All responses must be documented in the Proof of Relationship section of the Sponsor Assessment.

- What is the sponsor's relationship with the child?
- Has the sponsor ever met the child?
- When did the sponsor first meet the child?
- When was the last time the sponsor saw the child?
- When was the last time the sponsor's partner saw the child?
- How frequently does the sponsor visit the child?
- Has the Sponsor ever visited the child while he/she was living in his/her country of origin?
- When did the Sponsor last visit the child's country of origin?
- How frequently does the Sponsor visit the child's country of origin?
- How did the child and sponsor keep in contact? How often?
- Did the sponsor financially provide for the child? If so, amount and how often?
- Has the sponsor ever met a family member of the UC? Can the family member be verified as related to the UC? (If so, then list below the documented evidence provided)
- Why does the sponsor want to sponsor the UC?
- Does the sponsor expect the UC to work?

PROOF OF ADDRESS

Use these questions to establish that the sponsor lives at the address he/she reported to ORR and that the reported address is a residence. The interviewer must be cognizant of the sponsor's familiarity with and connections with the reported residence. The interviewer's assessment of these elements must be documented in the Proof of Address section of the Sponsor Assessment.

- Where do you currently live in the U.S.?
 - How long have you lived there?
 - With whom do you live?
 - Do you live in a house or apartment complex?
 - How many bedrooms does the residence have?
 - Do you own where you live or rent?
 - What is the current sleeping arrangement?
 - Do you receive your mail at a different address?
- How many schools are in the area?
- What is the crime level in the area?
- How far away is the nearest hospital?
- What is and how far away is the nearest grocery store?
- Have you lived anywhere else in the U.S.?
 - Where did you live in the U.S.?
 - When and how long did you live there?
 - With whom did you live?

PROOF OF STABILITY

Use these questions to assess the sponsor's ability to support and financially provide for the minor while in their care. The interviewer's assessment of these elements must be documented in the Proof of Stability section of the Sponsor Assessment.

- Does the sponsor have a job?
- Does the sponsor have financial needs?
- Does the sponsor have adequate housing?

SPONSOR CARE PLAN

Use these questions to ensure that the sponsor's plan to care for the minor adequately addresses the care, supervision, safety, education, and resources required to meet the UC's needs. Discusses with the sponsor the UC's criminal offenses, behaviors and concern(s) related to the victims, the community and to the UC as well as the obligations of the UC and sponsor to address causes of behavior and prevent recidivism by participating in post release services. Assists sponsor in identifying community service providers and programs, and encourages sponsor to become aware of and participate in applicable services such as parenting classes/services, gang prevention services, substance abuse services, other forms of psycho-education in preparation for UC's release. All responses must be documented in the Sponsor Care Plan section of the Sponsor Assessment.

Care Plan

- Tell me about your plans to address the UC's educational needs.
 - What school will the minor be attending?
 - What do you know about the school enrollment process?
 - Who will transport the UC to and from school?
 - Who will supervise the UC before and after school?
 - Are you aware of any special needs the UC may have that may require special attention?
 - Does the minor have any medical or mental health issues currently?
 - Does the minor have any prior medical or mental health issues?
 - How were these needs addressed in home country or previous residence?
 - Tell me about your plans to address the UC's medical and mental health care needs and counseling needs.
 - What are the medical services in your area?
 - What are the counseling services in your area?
 - Tell me about the types of community resources and services that you plan to access to address the UC's needs.
 - What types of community resources and services to you live near?
 - What community resources do you currently utilize?
 - What types of community resources have you identified for the UC? (e.g., school, medical clinic, mental health services agency)
 - If you needed medical assistance, where would you go? How close is that medical service to your home?
 - Tell me about the minor's personality, behavior, strengths, and overall functioning.
 - How would you describe the minor's personality?
 - How does the minor get along with adults and with other children?
 - What kind of feedback or discipline does the minor best respond to?
 - How do you plan to manage the minor's behaviors?
 - Describe the minor's special interests, talents, hobbies, including likes and dislikes.
 - Does the minor have any criminal history or behavior issues that you are aware of?
- Did you read the Sponsor Handbook and watch the Sponsor Video?
- Will you accept assistance from Post-Release Service providers, if needed?

Safety Plan

- Explain how you plan to ensure the safety of the minor.
 - Are you aware of any abuse or any significant traumatic events?
 - Are you aware of any safety concerns for the UAC? Has anyone threatened the minor or their family? If so, what is the safety plan?
 - Are you aware of any history of gang involvement, violence, or juvenile justice history?

Supervision Plan

- Do you have family or friends nearby that will be helping to care for the minor? If yes, list name, SSN/A#, age, DOB, home address, phone number, gender, relationship to sponsor, type of identity document received, results of background check, as applicable.
- Explain how you plan to supervise the minor.

Alternative Caregiver Plan (only for sponsors without immigration status)

- Who will care for the minor in the event that you need to leave the country? List name, SSN/A#, age, DOB, home address, phone number, gender, relationship to sponsor, type of identity document received, results of background check, as applicable.

CRIMINAL HISTORY

Use these questions to sponsor's self-disclosures of any criminal charges, sexual offenses or child abuse/neglect charges or arrests. Ask specific questions that may reveal possible disqualifying factors under Criteria for Release Denial. → [ORR Policy Guide, Section 2.7.4 Deny Release Request](#)

- Have you had any type of encounter with law enforcement (uninformed or not)?
 - Have the police ever visited your home? If so, please provide details.
 - Do you have any criminal history in your country of origin?
 - Do you have any criminal history in the United States?
 - Have you ever been arrested/hand cuffed?
 - Have you ever been stopped by the police while driving a vehicle or as a passenger?
 - Were you ever in a public place/park or car drinking or in possession of an open alcoholic container which resulted in the police being called or law enforcement approaching you for your information, incarceration or citation?
- Have you ever been arrested or charged with a crime? *If yes, for each charge ask:*
 - What happened?
 - When did this happen? How old were you?
 - Where did this happen (country, state, city, local town/province/neighborhood)?
 - Who were the victims (relation to UC, names)?
 - What was the outcome in court?
 - Have you ever been assigned to a probation/parole officer?
- Are you on probation or parole? *If yes, ask:*
 - When did probation/parole start?
 - How long will it last and in what state or country?
 - What are the conditions of your probation/parole (special classes, community service)?
 - Do you know the name and number of your probation/parole officer?
- Have you ever been detained for drinking, driving under the influence of alcohol/drugs?
- Have you ever been held in juvenile detention or adult jail? *If yes, ask:*
 - How many times?
 - Where were you held?
 - How long were you incarcerated?
 - What were the dates of incarceration, as you can best remember?
- Have you ever been fingerprinted?
- Have you experienced any violence or threats while in government custody (local, state, DHS custody, and DCS custody)? *If yes, ask:*
 - What happened?
 - Where did this happen?
 - When did this happen?
- Have you ever had an argument with a paramour/partner/spouse that resulted in the police being called? If so, please provide details.
- Have you ever been involved in a gang? *If yes, ask:*
 - What gang(s) and for how long?
 - When and how did you become involved?
 - What was your involvement in the gang? Did you have specific roles or responsibilities? What were these roles and responsibilities?
 - Did the gang encourage or require criminal behavior?
 - Do you have any gang tattoos?
 - Were you trained to build and use weapons (guns, bombs, machetes)?
- Are any of your relatives involved in gang activities? *If yes, ask:*
 - Which relative(s)?
 - What gang(s) and for how long?
 - What is their involvement in the gang?
- Have you ever committed a crime for which you were not caught? *If yes, ask:*
 - What happened?
 - When did this happen? How old were you?
 - Where did this happen (country, state, city, local town/province/neighborhood)?
 - Who were the victims (relation to UC, names)?
- Have you ever caused bodily harm to another person(s) or animal(s)? *If yes, ask:*
 - What happened?
 - When did this happen? How old where you?
 - Where did this happen (country, state, city, local town/province/neighborhood)?
 - Who were the victims (relation to UC, names)?
- Have you ever used a different name or date of birth?

UC JOURNEY AND APPREHENSION

Use these questions to determine if the UC journeyed to the U.S. to live with this sponsor and to assess if the potential sponsor had a role in coordinating or financing the journey. Also, this section will help assess how much the potential sponsor knows about the UC's journey, which should be compared against the UC Assessment responses. All responses must be documented in the UC Journey and Apprehension section of the Sponsor Assessment.

Life in Home Country

- Where did the minor live before arriving in the U.S.?
 - How long did the minor live there?
 - With whom did the minor live with?
- Whose decision was for the UC to live with the said certain individuals?
- Did the UC attend school, work, or both?
- Did the UC have any hobbies in home country? What were they?
- Has the UC lived anywhere else? With whom? When and for how long?
- Who was the UC living with when he/she decided to leave his/her home country?
- How did the UC get to the U.S.?
 - Did anyone arrange travel for the UC? If yes – Who? Did you arrange the UC's travel?
 - Did the UC travel with anyone (such as siblings, parents, family members, and children)? If so, do you know where they are now?
 - Did you provide the UC guidance about what steps to take when planning to enter the U.S.?
 - Was a Coyote/foot guide/smuggler involved?
 - What type of transportation was used?
 - Were multiple people involved in the transportation during various legs of the journey?
 - Did the UC have to work or exchange favors to finance the trip?
 - Were you in communication with the UC during their journey?
 - Did the UC share with you any hardships during the journey?

The Journey

- Do you know why the UC decided to travel to the U.S. at this time?
 - What is the UC planning on doing in the U.S.?
- When did the UC leave home country?
- Who paid for the UC's trip to the U.S.?
 - How much did the UC's journey cost?
 - Did you pay for the UC's travel?
 - Does the UC or UC's family owe money to cover the cost of the UC's travel?
 - Do you know how the UC or the UC's family paid for the UC's travel expenses?
- Where was the UC planning on living in the U.S. and with whom?
 - Did the UC plan to come live with you? If not, then who? If so, then why?
 - What arrangements have you made for the UC?
 - Did anyone arrange for the UC to work after arriving to the US?
 - Who arranged the work?
 - What type of work is the UC expected to be doing?
 - Will the UC be paid?
 - Did the UC's parents plan for the UC to come live with you? If not, then who? If not, then why not? If so, then why?

Additional Questions

- Had the UC been to the U.S. before this journey?
 - When did the UC come to the U.S.?
 - Who did the UC travel with then?
 - For how long was the UC in the U.S.?
 - What brought the UC here then?
 - Why did the UC leave the U.S.?

HUMAN TRAFFICKING

Use these questions to assess for trafficking concerns in the sponsor's country of origin and in the U.S. and to determine if additional services or referrals are needed. It should be explained to the sponsor that this information is not for immigration purposes, but to have a better understanding of his/her journey and any challenges they may have faced during this time. All responses must be documented in the Human Trafficking section of the Sponsor Assessment.

Sponsor's Journey to the U.S. (if applicable)

- When and why did you decide to travel to the U.S.?
- Who planned your journey?
- Did the arrangements change during the journey? If yes, how?
- Did anyone pay for your travel to the U.S.?
 - Does that person need to be paid back?
 - Is there a plan for that person to be paid back?
 - What do you believe will happen if that person is not paid back?
- Does your family or a family friend owe money to anyone for the journey? If yes, how much?
- Did you ever have to depend upon non family members to provide basic needs such as clothes, food, and housing?
- Did you experience any challenges, trauma, or abuse by family in home country?
- Where did you first live in the U.S. and with whom?
- Have you traveled back to your country of origin since your arrival to the U.S.?

Debt Bondage/Labor Trafficking Indicators

- Did you perform any work or provide any services?
- Who arranged the work?
- What type of work did you perform and where?
- How often did you have to work (Hours per day, days per week, what times of day/night)?
- Did work conditions change over time?
- Is there a debt? Do you owe money? If yes, ask:
 - What is the amount of the debt?
 - Has any debt amount increased?
 - By how much?
 - When did it increase?
 - Why did it increase?
- Have you or your family ever been threatened over payment or work for the journey? Who threatened you and how?
- What did you expect would happen if you left the job or stopped working?

Coercion Indicators

- Did anyone threaten you or your family? Who made the threats? What happened?
- Were you ever physically harmed? Who harmed you? What happened?
- Was anyone around you ever physically harmed? Who was harmed? What happened?
- Were you ever held against your will? Who held you? Where? What happened?
- Did anything bad happen to anyone else in this situation or anyone else who tried to leave? What happened exactly? How many other people were in this situation?
- Did anyone ever keep/destroy your documents? Who did this and what documents?
- Did anyone ever threaten to report you to the police/immigration? Who did this and what did they say exactly?
- Are you worried anyone might be trying to find you? Who?

- Were you ever made to work or do anything you did not want to do?
- Did you receive pay or did someone else keep the pay?
- Were you paid what was promised when you started working?
- Were expenses taken out of the pay? What were the expenses for?
- How did you get to the work site?
- Where did you live while working? Describe your living arrangements.
- Was your freedom of movement ever restricted or closely monitored (e.g., with security cameras)?
- Were you ever restricted from communicating or socializing with others, not allowed to speak for yourself, told what to say, or isolated from others?
- Did anyone arrange for you to work after arriving in the U.S.? Who arranged the work? What type of work do you expect to be doing? Will you be paid?

FRAUD

Use these questions to determine if any individual or entity has attempted to defraud the sponsor in relation to the ORR reunification process. All responses must be documented in the Fraud section of the Sponsor Assessment.

- Have you ever been contacted and asked to pay fees/money related to the release of the minor? *If yes and if applicable, ask:*
 - When did this happen (date and time)?
 - Where did this happen?
 - What name and contact information did the individual give you?
 - What specifically did they ask you to do?
 - Did you give any money to the individual? What amount?
 - How did you pay (e.g., wire transfer, money order)? Do you have proof of payment?
- Do you have any identifying information for the receiving account (e.g., account number, account name, routing number)?
- Please name and describe any individual or organizations involved in the incident.
- Are there any potential witnesses? Do you have contact and identifying information on them (e.g., name, phone number, address, SSN/A#)?
- Are there any other details you can provide?

Appendix 2.6 Sponsor Assessment

Note: ORR no longer collects social security numbers of sponsors.

OFFICE OF REFUGEE RESETTLEMENT Division of Children's Services SPONSOR ASSESSMENT

UC BASIC INFORMATION				
First Name:	<input type="text"/>	Status:	ADMITTED	
Last Name:	<input type="text"/>	AKA:	<input type="text"/>	
Date of Birth:	<input type="text"/>	Gender:	select an item	
A #:	<input type="text"/>	LOS:	<input type="text"/>	
Age:	<input type="text"/>	Current Program:	<input type="text"/>	
Country of Birth:	<input type="text"/>	Admitted Date:	<input type="text"/>	

SPONSOR BASIC INFORMATION				
First Name:	<input type="text"/>	AKA:	<input type="text"/>	
Last Name:	<input type="text"/>	SSN:	<input type="text"/>	
Date of Birth:	<input type="text"/>	A #:	<input type="text"/>	
Age:	<input type="text"/>	Country of Birth:	<input type="text"/>	
Gender:	select an item	Country of Residency:	<input type="text"/>	
Immigration Status:	select an item	Primary Sponsor:	☐ Yes ☐ No	

SPONSOR CULTURAL INFORMATION	
Use this section to document the sponsor's linguistic and cultural background, including cultural, social, and communal norms and practices for the care of children.	
Primary Language Spoken:	<input type="text"/>
Other Languages Spoken:	<input type="text"/>
Additional cultural information:	<input type="text"/>

FAMILY RELATIONSHIPS																										
Use this section to document the sponsor's familial and other significant relationships in country of origin and in the U.S. A genogram (family tree) may be used as a tool to answer these questions and is required for distant relative Cat 3 potential sponsors.																										
Genogram completed? (Required for distant relative Cat 3 sponsors)	☐ Yes ☐ No																									
Family in Country of Origin																										
Do you have family in your home country? (If yes, describe below)	☐ Yes ☐ No																									
Additional information on family in country of origin:	<input type="text"/>																									
Family and Family Friends in the U.S.																										
Do you have family or family friend in the U.S.? (If yes, list below)	☐ Yes ☐ No																									
<table><thead><tr><th>Name</th><th>Age</th><th>DOB</th><th>Gender</th><th>Relationship to Sponsor</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td>Click here to enter a date.</td><td>Choose an item.</td><td>Choose an item.</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td>Click here to enter a date.</td><td>Choose an item.</td><td>Choose an item.</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td>Click here to enter a date.</td><td>Choose an item.</td><td>Choose an item.</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td>Click here to enter a date.</td><td>Choose an item.</td><td>Choose an item.</td></tr></tbody></table>	Name	Age	DOB	Gender	Relationship to Sponsor	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	
Name	Age	DOB	Gender	Relationship to Sponsor																						
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<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.																						
ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)																										
Do you have any relatives who are also in ORR care? If yes, do you know where they are?	☐ Yes ☐ No																									
Additional information on family and family friends in the U.S.:	<input type="text"/>																									

Spouse/Partner									
Do you have a partner? (If yes, answer below questions)			☐ Yes ☐ No						
What is your partner's name and age?			<input type="text"/>						
Do you live with your partner?			☐ Yes ☐ No						
If no, where does your partner live?			<input type="text"/>						
Are you married to your partner?			☐ Yes ☐ No						
Are you legally married or is the relationship a partnership or cohabitation?			<input type="text"/>						
What is your relationship like with your spouse?			<input type="text"/>						
Have you ever been involved in a Dissolution of Marriage case?			☐ Yes ☐ No						
If yes, explain:			<input type="text"/>						
Additional information on the sponsor's partner:			<input type="text"/>						
Children									
Do you have any children (If yes, list below)			☐ Yes ☐ No						
Name	Age	DOB	Gender	Current Location	Name of Mother/Father				
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>				
ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)									
Did any of your children come to the U.S. with you? (If not born in U.S.)			☐ Yes ☐ No						
Do you have any children living in your home country?			☐ Yes ☐ No						
Have any of your children ever been in ORR care?			☐ Yes ☐ No						
Who is caring for your children?			<input type="text"/>						
Additional information on the sponsor's children:			<input type="text"/>						
How do you discipline your children and how do you plan to discipline the minor?			<input type="text"/>						
Have you or your spouse/partner ever had Child Protective Services involvement?			☐ Yes ☐ No						
If yes, explain:			<input type="text"/>						
Have you ever been involved in a child support case?			☐ Yes ☐ No						
If yes, explain:			<input type="text"/>						
Do you provide court ordered financial support to your children?			☐ Yes ☐ No						
If yes, explain:			<input type="text"/>						
Have you ever had a child removed from your custody?			☐ Yes ☐ No						
If yes, why? (Obtain documentation)			<input type="text"/>						
Have any of your household members ever had a child removed from his/her custody?			☐ Yes ☐ No						
If yes, why? (Obtain documentation)			<input type="text"/>						
HOUSEHOLD COMPOSITION									
Use this section to document the sponsor's household composition, including the sponsor's knowledge of any household members who may have a serious, contagious disease; or criminal convictions or charges.									
Does anyone else live in your home? (If yes, list below)			☐ Yes ☐ No						
Name	Age	DOB	Gender	Phone Number	Valid Identity Document Received	Relationship to Sponsor	Employed	Dependent on Sponsor Income	Background Checks
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	☐ Yes ☐ No	Choose an item.	☐ Yes ☐ No	☐ Yes ☐ No	Choose an item.
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	☐ Yes ☐ No	Choose an item.	☐ Yes ☐ No	☐ Yes ☐ No	Choose an item.
ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)									

Describe your home:

Describe where the minor will sleep:

How do you expect the UC to contribute to your household?

Does anyone in the household have a serious, contagious disease? ☐ Yes ☐ No

If yes, explain:

Do any of the occupants have criminal convictions or charges, other than minor traffic violations? ☐ Yes ☐ No

If yes, explain:

PREVIOUS SPONSORSHIP

Use this section to document if the sponsor and/or the sponsor's household members have ever sponsored or attempted to sponsor another child. If the sponsor and/or the sponsor's household members did sponsor or attempt to sponsor a child, document the status of the child's safety and well-being.

Sponsor

Have you ever attempted to sponsor another child that is/was in ORR care? ☐ Yes ☐ No
(If yes, list below and answer the following questions)

Name	A No.	DOB	Gender	Sponsor's Relationship to UC	Current Location	ORR Release Decision	Date of Discharge	Discharge Program Name
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter a date.	<input type="text"/>
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter a date.	<input type="text"/>
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter a date.	<input type="text"/>

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Have you ever attempted to sponsor a child from ORR, but decided to withdraw your application? ☐ Yes ☐ No

If yes, then why did you withdraw?

Have you ever been denied sponsorship by ORR? ☐ Yes ☐ No

If yes, then why did ORR deny your sponsorship application?

How many children did you sponsor?

Is the child still residing with you? ☐ Yes ☐ No

If no, explain:

Did you undergo a home study? ☐ Yes ☐ No

If yes, why?

Is/has the child received Post Release Services? ☐ Yes ☐ No

Is the child enrolled in or attending school? ☐ Yes ☐ No

When is the child's upcoming court date?

Did you attend an LOPC presentation? ☐ Yes ☐ No

Describe the UC's current safety and well-being since release from ORR care to the sponsor:

Household Members

Have any of your household members attempted to sponsor another child that is/was in ORR care? ☐ Yes ☐ No
(If yes, list below and answer the following questions)

Name	A No.	DOB	Gender	Sponsor's Relationship to UC	Current Location	ORR Release Decision	Date of Discharge	Discharge Program Name
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter a date.	<input type="text"/>
<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter a date.	<input type="text"/>

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Did he/she ever attempted to sponsor a child from ORR, but decided to withdraw your application? ☐ Yes ☐ No

If yes, then why did he/she withdraw?

Has he/she ever been denied sponsorship by ORR? ☐ Yes ☐ No

If yes, then why did ORR deny his/her sponsorship application?

How many children did he/she sponsor?

Is the child still residing with him/her? ☐ Yes ☐ No

If no, explain:

Did he/she undergo a home study? ☐ Yes ☐ No

If yes, why?

Is/has the child received Post Release Services? ☐ Yes ☐ No

Is the child enrolled in or attending school? ☐ Yes ☐ No

When is the child's upcoming court date?

Did he/she attend an LOPC presentation? ☐ Yes ☐ No

Describe the UC's current safety and well-being since release from ORR care to the sponsor:

PROOF OF IDENTIFY

Use this section to document information and documents provided by the sponsor to establish the sponsor's identity and confirm that the sponsor's identity was verified. If the sponsor's identity was unable to be verified, provide an explanation under the "Additional information on identity" section below.

Sponsor

Sponsor's identity is verified: ☐ Yes ☐ No

List proof of identity documents provided:

Identity Document Type	Expiration Date (if applicable)	Document Verified by Government Agency	Picture ID
Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Household Members

Household Members' identity is verified: ☐ Yes ☐ No

List proof of identity documents provided:

Household Member Name	Identity Document Type	Expiration Date (if applicable)	Document Verified by Government Agency	Picture ID
	Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
	Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
	Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Adult Caregivers

Adult Caregiver's identity is verified: ☐ Yes ☐ No

List proof of identity documents provided:

Adult Caregiver Name	Identity Document Type	Expiration Date (if applicable)	Document Verified by Government Agency	Picture ID
	Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
	Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
	Choose an item.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Additional information on identity:

PROOF OF RELATIONSHIP

Use this section to document information and documents provided by the sponsor to establish the sponsor's relationship to the UC and to confirm that the relationship was verified. If the sponsor's relationship to the UC was unable to be verified, provide an explanation under the "Explain how the sponsor is related to or knows the UC and/or the UC's family" section below.

Sponsor's Relationship to UC:

Sponsor Category:

Sponsor's Relationship to UC is Verified: ☐ Yes ☐ No

List proof of relationship documents provided:

Relationship Document Type	Expiration Date (if applicable)	Date Document Issued (if applicable)	Verified by Government Agency or Consulate	Picture ID
Choose an item.	Click here to enter a date.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
Choose an item.	Click here to enter a date.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
Choose an item.	Click here to enter a date.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No
Choose an item.	Click here to enter a date.	Click here to enter a date.	☐ Yes ☐ No	☐ Yes ☐ No

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Explain how the sponsor is related to or knows the UC and/or the UC's family:

PROOF OF ADDRESS

Use this section to document information and documents provided by the sponsor to establish that the sponsor lives at the address he/she reported to ORR and that the reported address is a residence. If the sponsor's address was unable to be verified, provide an explanation under the "Additional proof of address information" section below.

What is your current address and contact information? (enter below)

Address:

Home Phone:

City:

Email:

State:

Work Phone:

Zip Code:

Fax:

How long have you lived at the current address?

Describe the area/neighborhood where you reside?

Do you receive your mail at a different address? ☐ Yes ☐ No

If yes, what is the address that you use to receive mail?

Was address where the sponsor currently resides verified as a residence on Google Maps? ☐ Yes ☐ No

Was address where the sponsor currently resides verified as a residence on Google Earth? ☐ Yes ☐ No

Was address where the sponsor currently resides verified as a residence on Smarty Streets? ☐ Yes ☐ No

List proof of address documents provided:

Address Document Type	Date Document Issued (if applicable)
Choose an item.	Click here to enter a date.
Choose an item.	Click here to enter a date.
Choose an item.	Click here to enter a date.

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Where else have you lived in the U.S.?

Address	City	State	Zip Code	Date Range Resided at Address	Resided at Address Within Past 5 Years
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	☐ Yes ☐ No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	☐ Yes ☐ No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	☐ Yes ☐ No

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Additional proof of address information:

SPONSOR CARE PLAN

Use this section to document that the sponsor's plan to care for the minor adequately addresses the care, supervision, safety, education, and resources required to meet the UC's needs.

Care Plan

Tell me about your plans to address the UC's educational needs:

What school will the minor attend?

Does the sponsor know the school enrollment process? ☐ Yes ☐ No

Who will transport the UC to and from school?

Who will supervise the UC before and after school?

Does the minor have any medical conditions that will need treatment that you are aware of?

Tell me about your plans to address the UC's health care needs *(If the UC is pregnant or with child, also address the health care plans for the UC's child).*

Tell me about your plans to address the UC's mental health care and counseling needs.

What are the medical services in your area?

What are the counseling services in your area?

Tell me about the types of community resources and services that you plan to access to address the UC's needs.

Is the potential sponsor familiar with community resources and services in the area? ☐ Yes ☐ No

(Case Manager assists sponsor in identifying community service providers and programs and encourages sponsor to participate in applicable services such as parenting, gang prevention, substance abuse psycho-education in preparation for UC's release)

Does the minor have any criminal history or behavior issues that you are aware of?

Is there anything that would prevent the sponsor from enrolling in supportive services for the UC's needs? ☐ Yes ☐ No

Did the sponsor watch the Sponsor Video? ☐ Yes ☐ No

Did the sponsor read the Sponsor Handbook? ☐ Yes ☐ No

Will you accept assistance from Post-Release Service providers? (if applicable) ☐ Yes ☐ No

Safety Plan

Explain how you plan to ensure the safety of the minor:

Supervision Plan

Does the sponsor have family or friends nearby that will be helping in caring for the minor? ☐ Yes ☐ No
(If yes, list the individual(s))

Name	SSN/A No.	Age	DOB	Gender	Home Address	Phone Number	Relationship to Sponsor	Background Checks
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>	Choose an item.	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>	Choose an item.	Choose an item.

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Explain how you plan to supervise the minor:

Does the sponsor have family or friends nearby that will be helping in caring for the minor? ☐ Yes ☐ No
(If yes, list the individual(s))

Name	SSN/A No.	Age	DOB	Gender	Home Address	Phone Number	Relationship to Sponsor	Background Checks
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>	Choose an item.	Choose an item.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Click here to enter a date.	Choose an item.	<input type="text"/>	<input type="text"/>	Choose an item.	Choose an item.

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Explain how you plan to supervise the minor:

Alternate Adult Caregiver Plan

Does the sponsor have an immigration status? ☐ Yes ☐ No
 If no, list the adult caregiver identified who will assume responsibility for the child if sponsor becomes unavailable to care for the minor.

Name	SSN/A No.	Age	DOB	Gender	Home Address	Phone Number	Relationship to Sponsor	Background Checks
			Click here to enter a date.	Choose an item.			Choose an item.	Choose an item.

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

CRIMINAL HISTORY

Use this section to document the sponsor's self-disclosures of any criminal charges, sexual offenses or child abuse/neglect charges or arrests.

Any criminal history? (If yes, list below) ☐ Yes ☐ No
 List any felony convictions:
 List any misdemeanor convictions:
 List any probation/parole:
 List and describe any disclosed criminal activity:
 List any child abuse and neglect history:

History of Incarceration or Detention

Crime	Date	Length of Sentence/Detainment	Location
	Click here to enter a date.		
	Click here to enter a date.		

ADD OR DELETE ROWS AS NEEDED (you will need to copy dropdowns, date fields, etc. into your new row)

Additional information on criminal history:

UC JOURNEY AND APPREHENSION

Use this section to document if the UC journeyed to the U.S. to live with this sponsor and to assess if the potential sponsor had a role in coordinating or financing the journey. Also, this section will help assess how much the potential sponsor knows about the UC's journey, which should be compared against the UC Assessment responses.

Describe the UC's day to day life in home country:
 Do you know why the UC decided to travel to the U.S. at this time?
 Did the potential sponsor mention any U.S. immigration policy or practice as a factor in the UC's decision to travel to the U.S.? ☐ Yes ☐ No
 Did the potential sponsor mention economic, job, or educational opportunities as a factor in the UC's decision to travel to the U.S.? ☐ Yes ☐ No
 When did the UC leave his/her home country (month, day, and year)?
 How long did the trip take?
 Who paid for the UC's trip to the U.S.?
 How did the UC get to the U.S.?
 Where was the UC planning on living in the U.S. and with whom?
 Do you know if the UC has ever been to the U.S. before? ☐ Yes ☐ No
 If yes, when?

HUMAN TRAFFICKING

Use this section to document any trafficking concerns in the sponsor's country of origin and in the U.S. and to determine if additional services or referrals are needed. It should be explained to the sponsor that this information is not for immigration purposes, but to have a better understanding of his/her journey and any challenges they may have faced during this time.

Sponsor's Journey to the U.S. (if applicable)

Use this section to document information regarding the sponsor's journey from their country of origin will be gathered here.

When and why did you first decide to travel to the U.S.?	<input type="text"/>
Who planned/organized your journey?	<input type="text"/>
Did the arrangements change during the journey?	☐ Yes ☐ No
<i>If yes, how?</i>	<input type="text"/>
Did anyone pay for your travel to the U.S.?	☐ Yes ☐ No
<i>Does that person need to be paid back?</i>	☐ Yes ☐ No
<i>Is there a plan for that person to be paid back?</i>	☐ Yes ☐ No ☐ N/A
<i>What do you believe will happen if that person if not paid back?</i>	<input type="text"/>
Does your family or a family friend owe money to anyone for the journey?	☐ Yes ☐ No
<i>If yes, how much?</i>	<input type="text"/>
Did you ever have to depend upon non family members to provide basic needs such as clothes, food, and housing?	☐ Yes ☐ No
Did you experience any challenges, trauma, or abuse by family in home country?	☐ Yes ☐ No
Where did you first live in the U.S. and with whom?	<input type="text"/>
Have you traveled back to your country of origin since your arrival to the U.S.?	<input type="text"/>
Additional information on sponsor's journey to the U.S.:	<input type="text"/>

Coercion Indicators

Use this section to assess for indicators of trafficking by force, fraud, or coercion in the sponsor's country of origin, during the sponsor's journey, and in the U.S. This includes any pressure, threats, deception, or harm experienced by the sponsor or the sponsor's family members.

Did anyone threaten you or your family?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Were you ever physically harmed?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Was anyone around you ever physically harmed?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Were you ever held against your will?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Did anything bad happen to anyone else in this situation or anyone else who tried to leave?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Did anyone ever keep/destroy your documents?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Did anyone ever threaten to report you to the police/immigration?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Are you worried anyone might be trying to find you?	☐ Yes ☐ No
<i>If yes, explain:</i>	<input type="text"/>
Additional information on coercion indicators:	<input type="text"/>

Debt Bondage/Labor Trafficking Indicators

Use this section to assess for indicators of debt bondage and labor trafficking in the sponsor's country of origin, during the sponsor's journey, and in the U.S. This includes any information regarding contracts, commitments, arrangements, or debt the sponsor is aware of or responsible for repaying and whether the sponsor felt unsafe or scared in their working environment.

Did you perform any work or provide any services?	☐ Yes ☐ No
<i>Who arranged the work?</i>	<input type="text"/>
<i>What type of work did you perform and where?</i>	<input type="text"/>
<i>How often did you have to work?</i>	<input type="text"/>
<i>Did work conditions change over time?</i>	<input type="text"/>
Is there a debt?	☐ Yes ☐ No
<i>What is the amount of the debt?</i>	<input type="text"/>
<i>Has the debt amount ever increased?</i>	☐ Yes ☐ No
<i>By how much?</i>	<input type="text"/>
<i>When did it increase?</i>	<input type="text"/>
<i>Why did it increase?</i>	<input type="text"/>

Have you or your family ever been threatened over payment or work for the journey? ☐ Yes ☐ No

If yes, who threatened you and how?

What did you think would happen if you left the job or stopped working?

Were you ever made to work or do anything you did not want to do? ☐ Yes ☐ No

If yes, explain:

Did you receive pay or did someone else keep the pay?

Were you paid what was promised when you started working and were those promises kept?

Were expenses taken out of the pay? ☐ Yes ☐ No

If yes, what expenses?

How did you get to the work site?

Where did you live while working?

Was your freedom of movement ever restricted or closely monitored?

Were you ever restricted from communicating or socializing with others, not allowed to speak for yourself, told what to say, or isolated from others?

Did anyone arrange for you to work after arriving in the U.S.?

If yes, explain:

Additional information on debt bondage/labor trafficking indicators:

TVPPRA

Use this section to document whether the case requires a TVPPRA-mandated home study based information gathered in this assessment and from any other relevant sources.

Based on the sponsor assessment, does the sponsor present signs of being abused, maltreated, exploited, or trafficked? ☐ Yes ☐ No

If yes, provide a short summary:

Referred to OTIP?

☐ Yes ☐ No

Based on the sponsor assessment, does the sponsor clearly present a risk of abuse, maltreatment, exploitation, or trafficking to the UC? ☐ Yes ☐ No

If "Yes" is checked, the case must be referred for a mandatory home study.

If yes, provide a short summary:

FRAUD

Use this section to document if any individual or entity has attempted to defraud the sponsor in relation to the ORR reunification process.

Have you ever been contacted and asked to pay fees/money related to the release of the minor? ☐ Yes ☐ No

If yes, explain:

Have you ever been contacted and asked to pay fees/money related to the release of a minor you previously sponsored or attempted to sponsor and not reported it to ORR?

If yes, explain:

ADDITIONAL INFORMATION

Use this section to report any additional information that may be pertinent to the sponsor's assessment that has not been covered in the sections above or that require further elaboration.

CASE MANGER'S ASSESSMENT OF SPONSOR AND CONCLUDING REMARKS

Use this section to provide a thorough assessment of the sponsor's ability to safely care for the UC, provide for the UC's individual needs, and ensure the safety and well-being of the UC.

CERTIFICATION

Signature: _____ Title: _____

Print Name: _____ Date: _____

Appendix 2.7 Sponsor Check Coversheet



PSC/DCS Sponsor Check Coversheet

Fax Numbers (Check One):

- ☐ Eastern/Western Region: 301.480.6509
☐ Central Region: 301.480.6505
☐ Overflow: 301.443.6210

Date: _____ Facility: _____
 From: _____ Email: _____
 Position: _____ Fax #: _____
 Phone #: _____

Includes (Please check off):

- ☐ ORR/DCS Authorization for Release of Information – **5 PAGES**
☐ Paper Fingerprints (2 Per Person)
☐ Digital Prints Transmitted
 Date: _____ Location: _____
☐ Copy of Sponsor's ID
☐ Sponsor or _____ Household Member (check which applies)

Sponsor's Name (Name Transmitted): _____

Sponsor's DOB: _____

Sponsor's Alien # (if any): _____

Sponsor's Category (Check one): ☐ One ☐ Two ☐ Three

Relationship to UAC: _____

Facility: _____

Case Manager's Name: _____

Federal Field Specialist's Name: _____

(Number of Minors: _____) Minor's Alien: _____

Minor's Name: _____

Minor's DOB: _____

Contact Information

(Check One)

<u>Security Specialist</u>	<u>Regions</u>	<u>Cases</u>	<u>Telephone</u>	<u>Email</u>
☐ Damien Kreamer	Eastern/Western	(A – F)	(301) 443-0335	Damian.Kreamer@psc.hhs.gov
☐ Ada Sanchez	Eastern/Western	(G – M)	(301) 443-8571	Ada.Sanchez@psc.hhs.gov
☐ Isaiah Kohn	Eastern/Western	(N – Z)	(301) 433-0322	Isaiah.Kohn@psc.hhs.gov
☐ Natasha Betancourt-Pagan	Central	(A – F)	(301) 348-3163	Natasha.Betancourt-pagan@psc.hhs.gov
☐ MacJuniorson Eta-Fogam	Central	(G – M)	(301) 348-3274	Macjuniorson.Eta-fogam@psc.hhs.gov
☐ Nicholas Biagini	Central	(N – Z)	(301) 443-0751	Nicholas.Biagini@psc.hhs.gov

PSC/DCS/HHS Mailing Address

Program Support Center (PSC)
 Division of Children's Services (DCS)
 Department of Health and Human Services (HHS)
 Parklawn Building
 5600 Fishers Lane, Room 02E-70
 Rockville, Maryland 20857
 Tel.: (301) 443-8571

Comments: (One page per Sponsor)

Appendix 2.8 CA/N Check Coversheet



PSC/DCS CA/N Check Coversheet Fax: (301) 480-0292

Date: _____ Facility: _____
From: _____ Email: _____
Position: _____ Fax #: _____
Phone #: _____

Includes (please check off):

- ☐ **ORR/DCS Authorization for Release of Information – 5 PAGES**
- ☐ **Copy of Sponsor ID**
- ☐ **Sponsor or _____ Household Member (Check which applies)**
- ☐ **Other _____**

Sponsor's Name: (Name Transmitted) _____
Sponsor's DOB: _____
Sponsor's Alien # (if any): _____
Sponsor's Category (Check one): ☐ One ☐ Two ☐ Three
Relationship to UAC: _____

Facility: _____
Case Manager's name: _____
Federal Field Specialist's Name: _____

(Number of Minors: _____) Minor's Alien #: _____
Minor's Name: _____
Minor's DOB: _____

Contact Information

(Check One)

<u>Security Specialist</u>	<u>Region</u>	<u>Telephone</u>	<u>Email</u>
☐ Karen Morales Ceron	Eastern	(301) 443-1249	Karen.MoralesCeron@psc.hhs.gov
☐ Kemba Arthur	Central (A-L)	(301) 443-1245	Kemba.Arthur@psc.hhs.gov
☐ Sandra Sanchez	Central (M-Z)	(301) 443-9392	Sandra.Sanchez2@psc.hhs.gov
☐ Edmand Coyoy	Western	(301) 443-0037	Edmand.Coyoy@psc.hhs.gov

PSC/DCS/HHS Mailing Address

Program Support Center (PSC)
Division of Children's Services (DCS)
Department of Health and Human Services (HHS)
Parklawn Building
5600 Fishers Lane, Room 02E-70
Rockville, Maryland 20857
Tel.: (301) 443-8571

Comments: One page for each Sponsor

Appendix 2.9 Background Check Submission Requirements

All background check submissions must adhere to the following standards.

ORR and PSC/DCS **reject** background check submissions that include errors or omissions. If ORR or PSC/DCS rejects the original submission care providers must resubmit the request which significantly delays the release process.

Send All Requests Via Email

Care providers must email fingerprint check requests to SponsorCheck.os@hhs.gov and CA/N check requests to CANchecks.os@hhs.gov. ORR does not accept documents that are faxed or mailed (EXCEPT paper fingerprint cards).

PSC/DCS **does not** accept any documents or requests directly from background check subjects (e.g. Sponsors and Household Members) or digital fingerprint sites. Subjects and/or digital fingerprint sites must submit all documents to the Case Manager, who reviews the documents for completeness and accuracy prior to submission to PSC.

PSC/DCS **does not** accept paper fingerprint cards directly from background check subjects. Subjects must submit paper fingerprint cards to the Case Manager, who reviews the documents for completeness and accuracy prior to submission to PSC/DCS. PSC/DCS **does** accept paper fingerprint cards directly from digital fingerprint sites.

Review and Inspect Sponsor Documents

Each background check request email must contain a complete *Coversheet, Authorization for Release of Information (ARI)* (with a May 14, 2018, revision date or later), and a copy of acceptable photo identification. See ORR Policy Guide, section 2.2.4, for a list of acceptable documents. Do not include any other supporting documents (e.g. proof of address, birth certificates) with the request.

Send Only Complete, Accurate and Legible Documents

Care providers **must** ensure:

- That all fields in the *Coversheet* and *ARI* are complete and accurate and that all five pages of the *ARI* are included. The sponsor **must sign** the *ARI*.
- That the copy of the photo ID is readable - that the subject's picture is clear, and that the information on the ID is legible.

- For paper fingerprint submissions, verify in advance of submission that the sponsor has completed the descriptor/identifier and signature fields. The Case Manager must also include the five page signed *ARI* and photo ID in order for PSC to match the cards to the original email request.
- For CA/N Checks, that all fields in the state forms are complete and accurate and that PSC/DCS instructions were followed.

PSC/DCS rejects copies of documents that are too dark or too light; and, those with partial, missing, or incomplete information. If the sponsor's handwriting is illegible, include the information that is unclear typed on a separate page. While pictures of documents are acceptable, PSC/DCS rejects images that are unclear or blurred.

Include Address History on the *ARI*

The *ARI* must provide all addresses where the subject **resided in the past five years**. For non-U.S. addresses the subject enters the country in which they resided in the "City (Country)" column of the address table in the *ARI* and complete the "From date" and "To date" columns.

Update the UAC Portal and Cancel Unnecessary Background Check Requests

Create subject records in the UAC Portal after identifying a sponsor or household member. Enter a check mark on the "Check Requested?" column next to the types of checks requested to allow PSC/DCS to record the results. These steps must be completed **before** the background check request is emailed to PSC/DCS in order for ORR to provide accurate data to DHS/ICE.

Email notification to PSC **within one business day** if a background check requires cancellation.

Request Background Checks for Individuals Who Have Previously Completed Background Checks

In cases where an individual has previously completed a background check, the case manager must still formally request the background check from PSC/DCS with all required paperwork.

PSC/DCS automatically checks to see if the potential sponsor, household member, or adult caregiver has previously sponsored a UAC and if he/she has completed any of the following background checks:

- Fingerprint Check (includes National (FBI) Criminal History Check, DHS Criminal History Check, and DHS Immigration Check)
- CA/N Check
- FBI/BSU Civil Name Check

PSC/DCS will forward the results of an existing check to the case manager and/or FFS if it has been 270 days or less since the background check was completed. In these cases, the individual will not need to be fingerprinted again nor will a new CA/N check request need to be sent to the state. If the background check is older than 270 days, PSC/DCS is required to conduct a new check which will require new fingerprints and/or submission of a new CA/N Check request to the state.

Appendix 2.10 Release Request Completion Guidance

Use a fillable version of this available on the UAC Portal.

The purpose of this guidance document is to provide Case Managers, Case Coordinators, and FFS with a clear understanding of what ORR expects to be documented in a *Release Request* and a structured way of entering this information so that it is easily understood. Note that some of the items in the template below (e.g., Letter of Designation) may not apply to all cases and should be deleted if not applicable. Likewise, there may be additional information needed to make a release decision for more complicated cases. In those instances, the additional information may be entered with the caveat that it must be written clearly and concisely without re-summarizing information that is available in the UC Portal or the UC's case file.

The *Release Request* is a summary of the information in the UC Portal, which shows who the sponsor is, if there are any concerns, how the concerns were mitigated, whether all reunification requirements were completed, whether it appears to be a safe release and what is being recommended in the case. Documents supporting the Case Manager's recommendation are:

- Family Reunification Packet\Document Checklist
- UC Assessment
- Sponsor Assessment
- UC Case Review
- ISP, if applicable
- Background Check Results
- Home study Recommendation, if applicable
- SIR Summary, if applicable

For Case Managers, it is recommended that the templates below for *Provide Details on Relationship Including Official Documentation* and *Comments* be pasted into and edited in a Word document before copying the information into the *Release Request* in the UC Portal. The templates for those two sections are long and it will be easier for the Case Manager to ensure that they have not missed any items if they are editing in a Word document. Because their sections are short, Case Coordinators and FFS may paste their templates directly into the *Release Request* in the UC Portal and edit them there.

Sponsor Information

Provide Details on Relationship Including Official Documentation:

SPONSOR/UC RELATIONSHIP: [Ms./Mr.] [sponsor full name] (sponsor age, category, relationship with child –e.g. age 43, Category 1, Mother) requests sponsorship of [UC full name] (A# [###-###-###], [UC gender], age [UC age]). [Ms./Mr.] [sponsor last name] currently resides in [city, state]. [INCLUDE IF APPLICABLE] The sponsor is also attempting to sponsor the UC's sibling [UC full name] (A# [###-###-###], [UC gender], age [UC age] who is in ORR custody at [ORR placement name].

[DESCRIBE STEPS TAKEN TO VERIFY THE SPONSOR/UC RELATIONSHIP. THIS INCLUDES BIRTH CERTIFICATE TRAILS (ALL CATS) AND FAMILY TREES (CAT 3). DO NOT REFER TO THE SPONSOR AS AN UNVERIFIED RELATIVE; INSTEAD DOCUMENT THE BIRTH CERTIFICATE TRAIL AND STATE THAT YOU WERE NOT ABLE TO CONCLUSIVELY PROVE THE RELATIONSHIP. IF THERE IS NO EVIDENCE OTHER THAN STATEMENTS TO VERIFY THE RELATIONSHIP, THEN PROVIDE INFORMATION ABOUT FAMILY SESSION AND COMMUNICATION OBSERVATIONS AND CLINICIAN RECOMMENDATIONS AND CONCLUSION ABOUT THE RELATIONSHIP. (e.g., MS. LOPEZ IS MARIA'S UNVERIFIED PATERNAL AUNT WHO REPORTS LIVING NEXT TO MARIA'S FAMILY FOR 10 YEARS IN HOME COUNTRY. PROOF OF ADDRESS WAS PROVIDED IN ORDER TO VERIFY THE CLAIM THAT THEY LIVED NEXT TO EACH OTHER IN HOME COUNTRY. THE MARIA'S BIRTH CERTIFICATES DID NOT HAVE FATHER'S NAME. HOWEVER, MARIA'S MOTHER AND FATHER HAVE VERBALLY AND IN WRITING STATED THAT MS. LOPEZ IS MARIA'S AUNT. FAMILY SKYPE SESSIONS HAVE BEEN COMPLETED ON MARCH 3, 2016 AND MARCH 7, 2016, AND ANOTHER IS SCHEDULED FOR MARCH 18, 2016. THE PLAN IS TO HAVE THESE ONGOING UNTIL THE MINOR IS APPROVED FOR RELEASE. THE CLINICIAN REPORTS THAT THERE WAS A LOT OF POSITIVE INTERACTION DURING THE SESSIONS AND THEY DISCUSSED THE UC ATTENDING SCHOOL AND OLD MEMORIES OF FAMILY GATHERINGS. MARIA'S PARENTS PROVIDED A LETTER

Case Manager Recommendation

FRP AND SUPPORTING DOCUMENTS:

[INCLUDE A BRIEF PARAGRAPH ABOUT THE DAILY LIFE OF THE UC IN COUNTRY OF ORIGIN INCLUDING WHO HE LIVED WITH, INFORMATION ABOUT SCHOOL, WHY HE OR SHE TRAVELED TO THE US, WHO TRAVELED WITH THE UC, AND IF HE OR SHE HAS A DEBT THAT IS EXPECTED TO BE PAID BACK BY THE MINOR OR FAMILY.]

The Case Manager received and reviewed [Ms./Mr.] [sponsor last name]'s family reunification packet Which includes: [ONLY LIST OUT WHAT WAS ACTUALLY RECEIVED AND REVIEWED AS REQUIRED BY THE ORR POLICY AND PROCEDURES TO RELEASE A UC TO THIS CATEGORY OF SPONSOR].

--Sponsor ID: [LIST TYPE OF ID(S)]

--Household Member ID: [LIST TYPE OF ID(S)]

-- [INCLUDE IF APPLICABLE] Adult Caregiver ID: [LIST TYPE OF ID(S) AND EXPIRATION DATE, IF APPLICABLE]

--Proof of ability to provide housing, food, education. : The sponsor adequately demonstrated that he/she is able to support the minor financially.

--Proof of Address: [type of document] received on [mm/dd/yyyy]. Verified through Smarty Streets on [mm/dd/yyyy]. Verified through Google Maps on [mm/dd/yyyy].

-- [INCLUDE IF APPLICABLE] Letter of Designation: Received on [mm/dd/yyyy].

--LOPC Packet: Sent on [mm/dd/yyyy].

--Sponsor Handbook/Video: Sponsor confirmed reading Sponsor Handbook and viewing Sponsor Video on [mm/dd/yyyy].

CRIMINAL:

--As of [mm/dd/yyyy], for [Ms./Mr.] [sponsor last name] [DELETE ANY BULLETS BELOW THAT DO NOT APPLY]

--Public records check: Clear

--Sex offender check: Clear

--CIS check: Clear

--Fingerprint results: Clear [IF OSSI STATED CONSULT WITH YOUR FFS, THEN STATE WHETHER THE FFS INSTRUCTED THE CASE MANAGER THAT IT WAS SAFE TO MOVE FORWARD WITH SPONSOR] The FFS informed this case manager that the sponsor has a criminal record information that [does/does not] allow for the UC to be safely released to the sponsor.

--CA/N Check: Requested [mm/dd/yyyy]. Results: [Pending/Received] and [are clear/record was found]. [IF RECORD FOUND, LIST CHARGES AND DATES]

--As of [mm/dd/yyyy], for [Ms./Mr.] [adult household member full name] [relationship to sponsor] [LIST THE NAME OF EVERY ADULT HOUSEHOLD MEMBER THAT THE CHECKS WERE COMPLETED FOR]

--Public records check: Clear

--Sex offender check: Clear

--CA/N Check: Requested [mm/dd/yyyy]. Results: [Pending/Received] and [are clear/record was found]. [IF RECORD FOUND, LIST CHARGES AND DATES]

--There are no other household members in the residence.

--Self-Disclosure: This Case Manager asked the sponsor if he/she has any criminal history on [mm/dd/yyyy]. Sponsor responded: [Yes/No]. [IF YES, LIST CHARGES AND DATES]

--Evidence of Rehabilitation: [IF APPLICABLE, LIST DOCUMENTS AND EVIDENCE THAT SHOW REHABILITATION]

--[INCLUDE BULLET IF A HOME STUDY WAS CONDUCTED] Due to the concerns regarding [applicable reason for home study, including who the perpetrator of the abuse is and where the abuse occurred], ORR DCS referred the case for a TVPRA/ORR mandated/or discretionary home study. [USE THE FOLLOWING SENTENCE IF THE HOME STUDY REASON INVOLVES PHYSICAL OR SEXUAL ABUSE: "[Ms./Mr.] [sponsor last name] was not the perpetrator of the abuse and the perpetrator does not reside with [him/her]."] The home study worker concluded the home study with a positive recommendation on [mm/dd/yyyy]. [SUMMARIZE ANY RECOMMENDATIONS MADE BY THE HOME STUDY PROVIDER AND IF THE SPONSOR MET THE RECOMMENDATIONS OR WILL WITH THE ASSISTANCE OF THE POST RELEASE SERVICE PROVIDER.]

--[IF THERE WERE CONCERNS THAT WERE MITIGATED, LIST THE CONCERNS AND HOW THEY WERE MITIGATED. (THIS WOULD BE WHERE YOU MENTION SIRS, MENTAL HEALTH OR MEDICAL ISSUES AND SPONSOR CRIMINAL HISTORY). MENTION WHAT DOCUMENTATION WAS RECEIVED (COURT DOCUMENTS, POLICE REPORTS, MEDICAL REPORTS, SCHOOL DOCUMENTS, DNA TESTING, ETC.) AND STEPS THAT WERE TAKEN TO MITIGATE ANY OF THESE CONCERNS (FAMILY SESSION, PSYCHOLOGICAL OR PSYCHIATRIC

EVALUATION, COUNSELING SESSIONS, SAFETY PLANNING, DNA TESTING, ETC.))

BIRTH CERTIFICATES: All birth certificates needed to prove the sponsor-UC relationship were received on [mm/dd/yyyy]. Sponsor is confirmed to be the UC's [type of relationship]. Birth certificates received are: [LIST BIRTH CERTIFICATES PROVIDED (E.G., UC, SPONSOR, UC'S UNCLE, SPONSOR'S SON/UC'S BROTHER, FAMILY FRIEND)] THE BIRTH CERTIFICATE OF THE SPONSOR MATCHES THE OFFICIAL ID OF THE SPONSOR.]

PRIOR SPONSORSHIP: CHOOSE ONE: [Verified on mm/dd/yyyy that the sponsor did not previously sponsor or attempt to sponsor a child.] OR [Verified on (mm/dd/yyyy) that the sponsor previously sponsored/attempted to sponsor a child] [IF APPLICABLE, PROVIDE DETAILS ON COMPLIANCE WITH ORR REQUIREMENTS AS IT RELATES TO THE PREVIOUS SPONSORSHIP.]

PRIOR ADDRESS: [Verified on (mm/dd/yyyy) that the sponsor's address (was/was not) used in a previous case. IF APPLICABLE, LIST CONCERNS AND MITIGATING FACTORS.]

CONTACT WITH PRIMARY CARETAKER IN COO: Spoke with [name of caregiver] on [mm/dd/yyyy]. [Name of caregiver] [was/was not] able to verify information provided by the UC and the sponsor. [IF APPLICABLE, LIST CONCERNS AND MITIGATING FACTORS.]

SPONSOR RESOURCES: The following emergency contact information was provided to the sponsor: 911, ORR Parent and Sponsor Hotline, information regarding health care and vaccinations, Department of Family and Protective Services (in state of residence), and National Human Trafficking Resource Center.

RELEASE RECOMMENDATION: [INCLUDE THE RELEASE RECOMMENDATION FOR A STRAIGHT RELEASE, RELEASE WITH PRS, RELEASE WITH A POSITIVE HOME STUDY RECOMMENDATION, OR DENIAL.]

HOMESTUDY AND PRS: [LIST THE REASONS FOR RECOMMENDING HOME STUDY, AND OR, POST RELEASE SERVICES. THE RELEASE REQUEST NEEDS TO STATE WHAT THE REASON FOR THE HOME STUDY WAS, WHAT KIND OF HOME STUDY (TVPA OR DISCRETIONARY) IF THERE ARE ANY SPECIAL RECOMMENDATIONS/CONDITIONS FROM THE HOME STUDY PROVIDER AND IF THEY WERE COMPLETED.]

Case Coordinator Recommendation To Be Entered into the Portals Release Request

Comments:

The Case Coordinator [concur/does not concur] with the Case Manager's release recommendation.

[IF THE CC DOES NOT CONCUR WITH THE RECOMMENDATION, NOTE THE DISCREPANT INFORMATION IDENTIFIED AND PROVIDE BRIEF JUSTIFICATION SUPPORTING A DEFERRING RECOMMENDATION WITHOUT RE-SUMMARIZING INFORMATION THAT IS ALREADY AVAILABLE IN THE UC PORTAL AND UC CASE FILE.]

ORR Decision To Be Entered into the Portals Release Request

Comments:

The FFS [concur/does not concur] with the Case Manager's and Case Coordinator's release recommendation.

[IF THE FFS DOES NOT CONCUR WITH THE RECOMMENDATION, NOTE THE DISCREPANT INFORMATION IDENTIFIED AND PROVIDE BRIEF JUSTIFICATION SUPPORTING A DENIAL RECOMMENDATION WITHOUT RE-SUMMARIZING INFORMATION THAT IS ALREADY AVAILABLE IN THE UC PORTAL AND UC CASE FILE.]

Appendix 2.11 ORR HQ Bond Hearing Procedures

Processing Bond Hearing Requests

1. Immediately upon receipt of the care provider email including signed *Request for a Flores Bond Hearing* and completed *Motion* documents, ORR HQ staff complete the following steps:
 - Logs receipt of the request on an internal Bond Hearing Request Tracker on SharePoint.
 - Saves copies of the *Request* and *Motion* documents in a shared electronic folder accessible to ORR/DPP.
 - Creates a bond hearing file for the UAC in which to save all correspondence and documentation associated with the case, and stores it in a shared electronic folder accessible to ORR/DPP. (ORR HQ staff track the case and communications, updating the bond hearing file as appropriate).
2. **Within 15 business days of receiving the care provider email, in consultation with the ORR Representative arguing the case,** ORR HQ staff file the *ORR Motion Requesting Bond Hearing for Unaccompanied Alien Child –Secure or Staff-Secure Custody* or *ORR Motion Requesting Bond Hearing for Unaccompanied Alien Child (Non-Secure) Shelter Care* (depending on the child’s placement type); pre-trial brief (for cases where ORR believes the UAC is a danger); supporting evidence; and, motion for telephonic hearing (if appropriate) with the local immigration court having jurisdiction over the case. **Alternatively, ORR staff may file the *Motion* to the court and later file a pre-trial brief with supporting evidence in order to expedite scheduling a hearing that would otherwise be delayed while the ORR Representative prepares the pre-trial brief.** 🕒

If a UAC in shelter care who is not a danger to the community requests a bond hearing, the ORR HQ staff provides a No Concern form letter along with the ORR Motion explaining to the immigration court that ORR does not consider the UAC a danger.

NOTE: The child or the child’s attorney may make an oral motion in immigration court, or file a *Motion* document with the immigration court directly requesting a *Flores* bond hearing. In these cases, ORR HQ staff will receive notice from the court itself (as opposed to the care provider) and file correspondence as indicated in Step 1. The assigned ORR Representative will either prepare a pre-file brief, with supporting evidence or file a No Concern Letter; and, file a motion for telephonic hearing (if appropriate) in response to properly served motions on ORR by the court or attorney of record.

3. After filing the motion with the immigration court, ORR HQ staff notifies the Care Provider Point of Contact; FFS and the child’s attorney or local legal service provider if the child is unrepresented, that the motion has been filed with EOIR. ✉

4. The local immigration court informs ORR and the child's attorney of record (if applicable) or the care provider if the child is unrepresented that a bond hearing is scheduled. 📅

If ORR does not receive a notice that a hearing has been scheduled with the local immigration court within 10 business days of filing the motion, ORR HQ staff contact the local immigration court's Court Administrator to determine whether a bond hearing has been scheduled. 🕒

5. Within 1 business day of receiving notice that the hearing has been scheduled, ORR HQ notifies the minor's attorney (if applicable) and care provider of the date and time and location of the hearing.

Quick Glance: Processing Bond Hearing Requests

Care Provider Staff	ORR HQ Staff	EOIR/Immigration Court
1 Completes the <i>ORR Motion Requesting Bond Hearing for Unaccompanied Alien Child</i> (using the form corresponding with the child's placement level)	3 Creates a bond hearing file for the UAC; Files <i>Motion</i> and supporting materials with the appropriate court within 15 business days of receiving the request (filing the No Concern letter as needed); Serves a copy of the filing on the UAC's attorney (if applicable) or on the care provider if the UAC is unrepresented.	4 Notifies ORR HQ that a hearing has been scheduled, providing the time and location.
2 Notifies ORR by email, attaching the <i>Request</i> and <i>Motion</i> documents, within 1 business day of the UAC request for a bond hearing		
	5 Contacts the local court administrator if there has been no notice of a scheduled hearing within 10 business days of the ORR HQ Staff confirmation email.	

	<p>6 Notifies Care Provider FFS and UAC's attorney (if applicable) that a hearing has been scheduled, provides the time and location and the location of the hearing within 1 business day of receiving the notice from the immigration court.</p>	
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Preparing for *Flores* Bond Hearings and Filing with the Immigration Court (ORR)

1. The ORR Representative works with the other ORR and care provider staff to gather evidence relevant to a finding that a UAC is a **danger to the community**. Evidence may include placement documents; SIRs; police reports/court records, clinical notes, psychological reports/records, etc. **prior to the hearing**. See Quick Glance: Documents Relevant to Finding Danger to the Community. 

NOTE: The ORR Representative should collect primary, original (copies of originals are acceptable) and documents that are relevant evidence that the child is a danger to the community. The ORR Representative saves this evidence in the bond hearing file and may attach it to submissions to the immigration court.

NOTE: UAC in shelter care may not require an actual hearing before the immigration judge, if ORR does not find that the child is a danger to the community. In these circumstances, the ORR HQ staff processing the motions will send the No Concern letter stating as such to the immigration court, attached to the UAC's motion for a bond hearing.

Quick Glance: Possible Evidentiary Sources to Finding Danger to the Community

- Juvenile court or criminal records
- Police records
- Intakes referral and placement records in the UAC Portal
- Placement Tool
- Initial Intakes Assessment
- UAC Assessment/UAC Case Review

- Relevant clinical notes
- Psychological records/reports
- Significant Incident Reports, as applicable
- 30 day Case Review(s)
- Other documents, if relevant

2. ORR HQ staff submit the following materials when filing *Flores* bond hearing motions (filings must be organized in accordance with Immigration Court rules, as explained in the Immigration Court Practice Manual):
 - a. Motion Requesting Bond Hearing;
 - b. *Motion Requesting a Telephonic Hearing* if applicable (i.e., if the hearing is not in the Arlington, VA court and/or the attorney will not appear in person); and
 - c. Pre-hearing brief with supporting exhibits (from materials collected in the bond hearing file) if ORR is contesting bond, or No-concern letter if ORR does not find the UAC to be a danger
3. In addition to serving the court, per Immigration Court rules, the ORR HQ staff must also serve a physical copy of all materials to the UAC's attorney (or to the UAC care of the care provider if the UAC is unrepresented). As a courtesy, ORR HQ staff emails scanned copies of these materials to the UAC's attorney (or to the FFS to provide to unrepresented UACs).  

Quick Glance: Preparing for Bond Hearings

ORR HQ Staff	HHS HQ staff and/or Attorney
1 Receives notice of <i>Flores</i> bond hearing request from care provider, logs the request in the internal tracker, saves copies of the <i>Request</i> and <i>Motion</i> documents on the shared drive, and creates a bond hearing file for the UAC on the shared drive.	3 Communicates with ORR and care provider staff to collect evidence supporting ORR's position in the hearing, saving all documents to the bond hearing file.
2 Notifies the assigned ORR Representative of the bond hearing case	4 Prepares pre-trial brief and exhibits.
5 In coordination with ORR representative, assembles all materials for submission to the court, obtaining ORR representative signatures as appropriate, and mails the document to the appropriate court and to the UAC's attorney (or to the UAC care of the care provider if the UAC is unrepresented).	

***Flores* Bond Hearing Proceedings**

1. The care provider follows standard immigration court transport procedures for transporting the UAC to their scheduled *Flores* bond hearing *if* there is a hearing scheduled. See Section 3.3.14 Transportation Services. 
2. The *Flores* bond hearing proceedings commence. After conclusion the immigration judge issues an order. The ORR representative keeps the original order for filing at HQ, and provides a copy to the care provider point of contact.
3. If ORR loses the case, ORR reserves the right to appeal. OGC handles all appeals for ORR.

Appendix 2.12 LESC Immigration Status Definitions

Law Enforcement Support Center (LESC) Immigration Status Definitions

PSC/DCS IMMIGRATION STATUS	LESC IMMIGRATION STATUS	DESCRIPTIONS/EXAMPLES	LESC REMARKS
Appears Legal	<ul style="list-style-type: none"> Legal - Legal Legal - Legal - Conditional Permanent Resident Legal - Legal - Parolee Legal - Legal - Refugee Legal - Legal - Temporary Protected Status 	<ul style="list-style-type: none"> Person who, through marriage, received a 2-year conditional permanent residence pending an official LPR determination Person paroled into the US on humanitarian grounds but still needs to provide document(s) for inspection Person paroled into the US for Criminal Prosecution Person admitted as a refugee with a pending application for refugee status 	DHS records indicate that this subject is legally in the United States. However, arrests and convictions for certain crimes may make the subject removable.
	Legal - Legal Permanent Resident (LPR)	Holder of a valid, non-expired 'Green Card'	DHS. records indicate that this subject is legally residing in the United States as a permanent resident and may live and work in the United States.
	Other - No Match <i>with Permanent Resident Card</i> (LESC result was no match but the individual provided a Permanent Resident Card)	<ul style="list-style-type: none"> The LESC cannot definitively identify a match for the subject in queried databases <ul style="list-style-type: none"> Possibly due to no matches Also possibly due to too many matches (e.g., a name-only search on a common surname) Rarely occurs for Interoperability queries but quite often with biographic queries 	The Law Enforcement Support Center is unable to find, based on the information provided, a match in the DHS databased queried. This response does not indicate that the name queries is either an Alien or a U.S. citizen, nor does it indicate lawful or unlawful immigration status.
	Legal - Mexican Border Crossing Card (BCC)	<ul style="list-style-type: none"> Holder of a valid, non-expired DSP-150 (usually a ten-year expiration period) <ul style="list-style-type: none"> Person is only allowed within 75 miles of the AZ border, 55 miles of the NM border, and 25 miles of the TX/CA borders 	DHS records indicate that this subject is in possession of a border crossing card which permits the holder to enter the United States for up to 72 hours at a time and limits travel to within 25 miles of the border unless authorization has been granted to travel further. Employment is not

		o Person is allowed to stay no more than 72 hours per entry	authorized. If subject has violated any of these conditions of admission, the subject may be subject to removal.
	<ul style="list-style-type: none"> • Legal - Under Proceedings • Legal - Under Proceedings - OREC/OSUP/BOND 	Person who is in the United States legally, but was served with an NTA to appear in front of an Immigration Judge (IJ) to (potentially) initiate removal proceedings	DHS records indicate that this subject is legally in the United States, however subject is currently under removal proceedings.
	Other - Non Immigrant	<ul style="list-style-type: none"> • Valid, non-expired Visa Holder • Alien who was admitted for temporary admission into the US (i.e., exchange visitors, students, temporary workers, and religious workers) • Alien with a visa-waiver from certain participating countries who can travel to the U.S. for tourism or business for 90 days or less without needing a visa 	DHS records indicate that the subject was legally admitted to the United States as a non-immigrant. If the aliens has remained in the United States longer than allowed by their Visa without permission lawful reason, the alien may be in violation of the immigration laws.
US Citizen	Legal - US Citizen	United States Citizen	DHS records indicate that this subject is a United States citizen. This individual is not subject to removal from the United States.
	Other - No Match with US Birth Certificate or US Passport (LESC result was no match but the individual provided a US birth certificate for US passport)	<ul style="list-style-type: none"> • The LESC cannot definitively identify a match for the subject in queried databases <ul style="list-style-type: none"> o Possibly due to no matches o Also possibly due to too many matches (e.g., a name-only search on a common surname) • Rarely occurs for Interoperability queries but quite often with biographic queries 	The Law Enforcement Support Center is unable to find, based on the information provided, a match in the DHS databased queried. This response does not indicate that the name queries is either an Alien or a U.S. citizen, nor does it indicate lawful or unlawful immigration status.
Possible Immigration Issues	<ul style="list-style-type: none"> • Illegal - Illegal • Illegal - Illegal - Temporary Protected Status Denied 	<ul style="list-style-type: none"> • Persons who Entered Without Inspection (EWI) • Aliens present in the United States without being admitted or paroled • Aliens who did not enter lawfully through a border inspection station or port of entry (POE) • Aliens who have no final order of removal and are not currently under proceedings 	DHS records indicate that this subject is not legally in the United States and appear to be subject to removal proceedings.

	<ul style="list-style-type: none"> • Illegal - Under Proceedings • Illegal - Under Proceedings - Temporary Protected Status Denied • Illegal - Under Proceedings - OREC/OSUP/BOND 	Aliens present in the United States who have been served with an NTA to appear in front of an Immigration Judge (IJ) to (potentially) initiate removal proceedings	DHS. records indicate that this subject is not legally in the United States and is currently under removal proceedings.
	<ul style="list-style-type: none"> • Illegal - Removed • Illegal - Removed - Temporary Protected Status Denied 	<ul style="list-style-type: none"> • Aliens present in the United States who were previously put through removal proceedings and removed on an order of exclusion, deportation, or removal • Aliens subject to Reinstatement of Removal Orders (I-871) 	DHS records indicate that this subject was removed from the United States. No record of a legal re-entry has been found.
	<ul style="list-style-type: none"> • Illegal - Warrant of Removal • Illegal - Warrant of Removal - Temporary Protected Status Denied • Illegal - Warrant of Removal - OREC/OSUP/BOND 	<ul style="list-style-type: none"> • Aliens who received a final order of exclusion, deportation, or removal, but failed to leave the U.S. following the order • Aliens with no documentation/proof of having left the country with an open Removal Order and open case in EARM • Aliens with a final order of removal who are awaiting deportation due to several factors – country conditions, no travel doc etc. 	DHS records indicate that this subject appears to have an outstanding warrant of removal pending with DHS.
	Other - No Match	<ul style="list-style-type: none"> • The LESC cannot definitively identify a match for the subject in queried databases <ul style="list-style-type: none"> o Possibly due to no matches o Also possibly due to too many matches (e.g., a name-only search on a common surname) • Rarely occurs for Interoperability queries but quite often with biographic queries 	The Law Enforcement Support Center is unable to find, based on the information provided, a match in the DHS databased queried. This response does not indicate that the name queries is either an Alien or a U.S. citizen, nor does it indicate lawful or unlawful immigration status.

Appendix 2.13 Fingerprint Card

The subject of the fingerprint check must complete all fields highlighted in yellow for two fingerprint cards. The minor's full name and A# must be entered under "Reason Fingerprinted." The agency or vendor taking fingerprints from the subject must roll prints for all boxes and sign and date each fingerprint card (areas highlighted in blue).

APPLICANT <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
FD-258 (Rev. 5-15-17) 1110-0046		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		O R I				DATE OF BIRTH Month Day Year		DOB Year	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ		SEX		RACE		HGT	
EMPLOYER AND ADDRESS		YOUR NO. OCA		UNIVERSAL CONTROL NO. UCN		WGT		EYES		HAIR	
REASON FINGERPRINTED		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		PLACE OF BIRTH		POB			
Minor First Name, Last Name, A#		MISCELLANEOUS NO. MNU		CLASS		REF.					
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE			
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			