

***IMPORTANT* - New NOC Submission Procedures**

USCCBFRCommunication <USCCBFRCommunication@usccb.org>

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 2 attachments (1 MB)

FY23 NOC Email Template.docx; UCMAP_Section 6_v2.0_2023 08 21.pdf;

Dear FR Providers,

We were recently informed that the UC Portal has been updated to allow for PRS providers to upload NOCs directly to the “UAC Documents” section. **ORR has asked that starting now, we upload our own NOCs to the UC Portal in addition to submitting them via email.** Please refer to the attached policy guidance for step-by-step instructions on how to upload NOCs to the UC Portal (pages 4-5).

Please upload the non-password protected document to the Portal and send the password-protected version via email

As a reminder, ORR is asking us to use a specific template for the email submission as well as a standardized naming convention for the file. Attached, you will find the template for NOC email submissions. We have seen some inconsistencies in these emails, so please make sure you are using this template for all submissions. Please also be sure to use the following naming convention for the name of the document and the subject line of your email:

NOC (type of NOC) initials, last 4 of A#

Example: NOC (CPS Involvement) AB CD, 1234

If an addendum is being submitted, please keep the file name the same but add “ADDENDUM” and the date of the addendum at the beginning.

Example: ADDENDUM 9.20.23 NOC (CPS Involvement) AB CD, 1234

Remember, all NOC emails should be sent to DCS_HSPRS@acf.hhs.gov and you should copy your assigned CSS and the Assistant Director of FR, Simy Cuervo (scuervo@usccb.org)

- **In cases involving CPS Involvement:** also send NOC to USCCB Children’s Services Director, Jenny Cachaya (JCachaya@usccb.org)
- **In case of UC Death, Trafficking Concerns, and media attention,** also send NOC to ORR Project Officer (rebecca.packer@acf.hhs.gov), ORR Project Officer Supervisor (Tiffany.pham@acf.hhs.gov), and USCCB Children’s Services Director (JCachaya@usccb.org)

As always, please reach out to your CSS if you have any questions!

Best,

USCCB FR Team



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