



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

Table of Postings and Revisions

Office of Refugee Resettlement
Office of the Director
Division of Policy and Procedures

Table of Postings and Revisions

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Section 1: Placement in ORR Care Provider Facilities		
1.1 Summary of Procedures for Placement and Transfer of UAC	8/15/17	10/31/18 Added language on protecting PII.
1.2 ORR Standards for Placement and Transfer	8/15/17	
1.2.1 Placement Considerations	8/15/17	
1.2.2 Children with Special Needs	8/15/17	
1.2.3 Safety Issues	8/15/17	
1.2.4 Secure & Staff Secure Care Provider Facilities	8/15/17	10/31/18 Added procedures on the Notice of Placement in a Restrictive Setting form and 30-day review of placement.
1.2.5 UAC Who Pose a Risk of Escape	8/15/17	
1.2.6 ORR Long Term Foster Care	8/15/17	
1.2.7 Placing Family Members (Siblings and Children of UAC)	8/15/17	
1.3 Referrals to ORR and Initial Placements	8/15/17	
1.3.1 Request for Information from Referring Federal Agency	8/15/17	10/31/18 Added bullet point on re-apprehension of a UAC by DHS on suspicion of gang affiliation.
1.3.2 ORR Designates Placement	8/15/17	10/31/18 Updated with new intakes placement process for placing UAC into a restrictive placement, including RTC.
1.3.3 Care Provider Accepts Placement	8/15/17	10/31/18 Updated Email Template from ORR Intakes to DHS (or Other Referring Federal Agency) Contact
1.3.4 UAC Transferred to ORR Custody	8/15/17	10/31/18 Updated Quick Glance: DHS Records to include publicly available criminal records.
1.3.5 Initial Placements in the Event of an Emergency or Influx	8/15/17	
1.4 Transfers within the ORR Care Provider Network	8/15/17	10/31/18 Updated Email Template of Transfer Request File and Email Template of Sending Case Coordinator Notification of Transfer Acceptance
1.4.1 Least Restrictive Setting	8/15/17	
1.4.2 30 Day Restrictive Placement Case Review	8/15/17	10/31/18 Changed section title (formerly called Further Assessment Swift Track (FAST)) and replace FAST process with new restrictive placement/restrictive placement review

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1.4.3 Long Term Foster Care	8/15/17	
1.4.4 Transfers to Long Term Foster Care	8/15/17	
1.4.5 Group Transfers	8/15/17	
1.4.6 Transfer to a Residential Treatment Center	8/15/17	10/31/18 Updated RTC transfer procedures (both TAR and non-TAR).
1.4.7 Requesting Reconsideration of a Secure of RTC Placement Designation	8/15/17	
1.5 Placement Inquiries	8/15/17	
1.5.1 ORR National Call Center	8/15/17	
1.6. Determining the Age of an Individual without Lawful Immigration Status	8/15/17	
1.6.1 UAC in HHS Custody	8/15/17	
1.6.2 Instructions	8/15/17	
1.7 Placement and Operations During an Influx	8/15/17	
1.7.1 Activation of HPCs	8/15/17	
1.7.2 Placement into HPCs	8/15/17	10/31/18 Updated email templates
1.7.3 Placement into Influx Care Facilities	8/15/17	
1.7.4 Admission and Orientation for HPCs and Influx Care Facilities	8/15/17	
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1.7.7 Transportation During Influx	8/15/17	
1.7.8 Federal Staffing Plan	8/15/17	
Appendix 1.1 Referrals to ORR, Initial Placement, and Transfers: Roles and Responsibilities for ORR and Care Provider Staff	8/15/17	10/31/18 Removed
Appendix 1.1 "Add New UAC Screenshot	8/15/17	
Appendix 1.2 Intakes Placement Checklist	8/15/17	10/31/18 Replaced Placement Tool with Intakes Placement Checklist with Intakes Placement Checklist
Appendix 1.3 Notice of Placement in Restrictive Setting	8/15/17	10/31/18 Replaced Notice of Placement in Secure or Staff-Secure Care Provider Facility with Notice of Placement in Restrictive Setting
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Appendix 1.5 Screenshot of the Transfer Request and Tracking Form	8/15/17	
Appendix 1.6 Template for Summary Notes: 30 Day Restrictive Placement	10/31/18	

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Appendix 1.8 Request for Reconsideration of Placement		
Appendix 1.9 Care Provider Checklist for Transfers to Influx Care Facilities	8/15/17	
Appendix 1.10 Medical Checklist for Influx Transfers	8/15/17	
Section 2: Safe and Timely Release from ORR Care		
2.1 Summary of the Safe and Timely Release Process	4/20/18	
2.2 Application for the Safe and Timely Release of a UAC from ORR Care	4/20/18	9/5/18 Updated the list of documents included in the Family Reunification Packet (FRP).
2.2.1 Identification of Qualified Sponsors	4/20/18	
2.2.2 Contacting Potential Sponsors	4/20/18	9/5/18 Added new background requirements to the explanation of sponsorship. sponsorship
2.2.3 The Application for Release	4/20/18	
2.2.4 Required Documents for Submission with the Application for Release	4/20/18	9/5/18 Made list of acceptable documents consistent with FRP. 2/6/19 Updated Quick Glance: Acceptable Proof of Address to match language in the Policy Guide.
2.2.5 Legal Orientation Program for Custodians	4/20/18	
2.2.6 Additional Questions and Answers on This Topics	4/20/18	
2.3 Key Participants in the Release Process	4/20/18	
2.3.1 ORR Federal Field Specialists	4/20/18	
2.3.2 Case Managers	4/20/18	
2.3.3 Case Coordinators	4/20/18	
2.3.4 Child Advocates	4/20/18	2/6/19 Removed step of child advocate obtaining consent from UAC. Clarified the child advocate program sends the appointment form to the LSP/attorney.
2.4 Sponsor Assessment	4/20/18	

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2.4.1 Assessment Criteria	4/20/18	9/5/18 Added note that ORR no longer collects Social Security numbers.
2.4.2 Home Study Requirements	4/20/18	
2.4.3 Additional Questions and Answers on This Topic	4/20/18	
2.5 Requesting Background Checks of Sponsors	4/20/18	9/5/18 Updated to reflect MOA with DHS and new fingerprint requirements. 2/6/19 Updated to reflect Dec 2018 Operational Directive and updated CA/N check procedures.
2.5.1 Criteria for Background Checks	4/20/18	9/5/18 Updated to reflect MOA with DHS and new fingerprint requirements. 2/6/19 Updated to reflect Dec 2018 Operational Directive and updated CA/N check procedures. Added expiration date of 90 days for public records check results and extended the expiration date from 120 days to 270 days for fingerprint and CA/N check results. Updated type of name check performed by FBI.
2.5.2 Results of Background Checks on Release Decisions	4/20/18	
2.5.3 Additional Questions & Answers on This Topic	4/20/18	
2.6 Effect of Sponsor Immigration Status on Release	4/20/18	
2.6.1 Application Process	4/20/18	
2.6.2 Fingerprints	4/20/18	9/5/18 Revised to reflect new fingerprint requirements. 2/6/19 Added requirement for digital sites regarding age out cases.
2.6.3 Other Background Checks Related to Immigration Status	4/20/18	
2.6.4 Results of Immigration-related Checks	4/20/18	
2.7 Recommendations & Decisions on Release	4/20/18	9/5/18 Removed procedures for ORR Director review as per court order. 2/6/19 Updated procedures on release to the URM Program.
2.7.1 Approve Release Decisions	4/20/18	
2.7.2 Approve Release with Post-Release Services	4/20/18	2/6/19 Updated to match the Policy Guide.
2.7.3 Conduct a Home Study Before a	4/20/18	

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2.7.4 Deny Release Request	4/20/18	9/5/18 Removed procedures for ORR Director review as per court order.
2.7.5 Remand Release Request	4/20/18	
2.7.6 Issues Related to Recommendations and Decisions	4/20/18	
2.7.7 Notification of Denial	4/20/18	
2.7.8 Appeal of Release Denial	4/20/18	
2.8 Release from ORR Custody	4/20/18	
2.8.1 After Care Planning	4/20/18	
2.8.2 Transfer of Physical Custody	4/20/18	
2.8.3 Closing the Case File	4/20/18	
2.8.4 Safety & Well Being Follow-Up Call	4/20/18	2/6/19 Clarified that call are made only to UAC released to an individual sponsor.
2.8.5 Post Release Services for UAC with Zika Virus Disease or Infection	4/20/18	
2.8.6 Release for Children with Legal Immigration Status	4/20/18	
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Appendix 2.2 How to Report Potential Fraud Schemes	4/20/18	
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Appendix 2.4 Child Advocate Recommendation and Appointment Form	4/20/18	
Appendix 2.5 Sponsor Assessment Interviewing Guidance	4/20/18	
Appendix 2.6 Sponsor Assessment	4/20/18	9/5/18 Added note that ORR no longer collects social security numbers.
Appendix 2.7 Sponsor Check Cover Sheet	4/20/18	
Appendix 2.8 CA/N Check Cover Sheet	4/20/18	
Appendix 2.9 ORR Headquarters Procedures for Release Decisions Involving Review by the ORR Director	4/20/18	9/5/18 Deleted as per court order.
Appendix 2.9 Background Check Submission Requirements	9/5/18	2/6/19 Extended the expiration date from 120 days to 270 days for fingerprint and CA/N check results.
Appendix 2.10 Release Request Completion Guidance	4/20/18	
Appendix 2.11 ORR HQ Bond Hearing Procedures	4/20/18	

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