EXHIBIT M
PART 1

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 Stated 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 Sponsor Application Process

See Section 2.2 of UAC Policy Guide

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*
- *Sponsor Handbook*
- *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* includes other information and is available on the UAC Portal as well as the ORR Website.

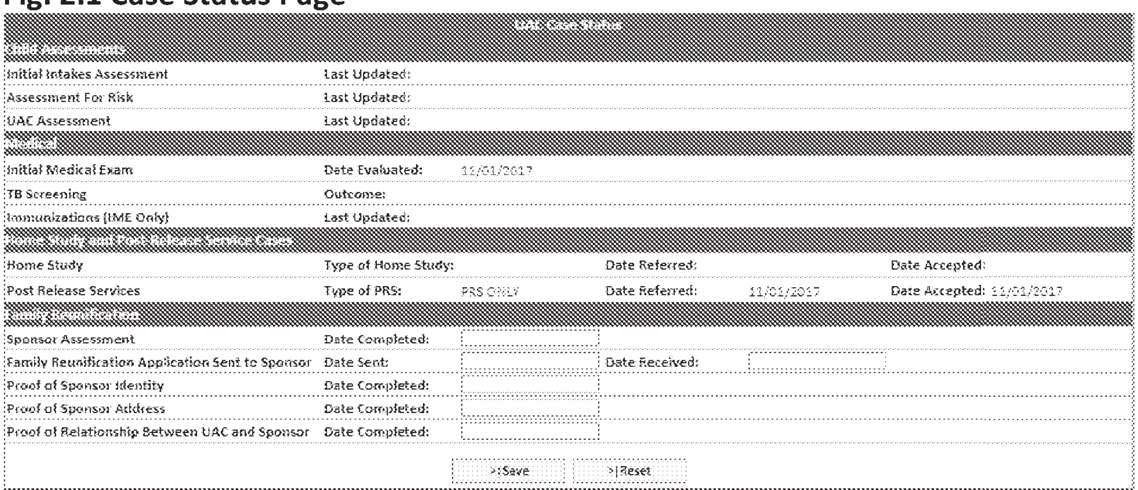
Key Players	Responsibilities
Case Manager	Interviews UAC and parent or legal guardian (if possible) to identify a potential sponsor and contacts caregivers in country of origin to corroborate information and rule out trafficking issues, identifies any safety concerns regarding contact with potential 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
Sponsor Handbook	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 **Fig. 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 fields on the page are auto-populated. Other fields 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:					
Family Reunification Application Sent to Sponsor	Date Sent:		Date Received:			
Proof of Sponsor Identity	Date Completed:					
Proof of Sponsor Address	Date Completed:					
Proof of Relationship Between UAC and Sponsor	Date Completed:					
	>|Save	>|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, of which one has two-subgroups. 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," falls 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 the 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-Parent (who adopted UAC)	Category 1
Legal Guardian with proof of court-ordered guardianship	Category 1

Grandfather, Grandmother	Category 2A
Aunt, Uncle	Category 2A or 2B
Sister, Brother	Category 2A
Half-sibling	Category 2A
Step-Parent (who did not adopt UAC)	Category 2A or 2B
Brother-in-law, Sister-in-law	Category 2A or 2B
First Cousin	Category 2A or 2B
Adult Nephew or Niece	Category 2A or 2B
Other Distant Relatives	Category 3
Godparent (unrelated)	Category 3
Unrelated Sponsor	Category 3
Institutional/Organizational Sponsor	Category 3

NOTES:

- In cases involving a UAC who enters the country with her child, ORR assigns the UAC mother's sponsor category to her child. This is true even if the potential sponsor would be assigned a different category (based on their relationship status) if he or she were to sponsor the infant alone.

- Category 2A sponsors are grandparents, adult siblings (including half-siblings and step-siblings through a legal marriage); and other close adult relatives who were a primary caregiver to the child. Category 2B sponsors are close adult relatives (non-grandparents and non-adult siblings) who were not a primary caregiver to the child.

- Case managers note whether a Category 2 sponsor is a 2A or 2B in the *Release Request* and in the *Sponsor Assessment*.

Please contact the UAC Policy Inbox (**UACPolicy@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 identify and the sponsor's relationship to the UAC.

2.2.2 Contacting Potential Sponsors

See Section 2.2.2 of the UAC Policy Guide

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:
     - 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;
     - Advising that the UAC has been placed in immigration proceedings while in ORR care;
     - Explaining the role of the care provider's organization and that all services are free of charge to the UAC and to the sponsor;
     - Explaining the role of the case manager in assisting the potential sponsor with the family reunification process (include the case manager's contact information);
     - Emphasizing that the sponsor should be aware of potential fraud schemes (See **Quick Glance: Protecting Sponsors from Fraud Schemes**)

- Informing the sponsor of the ORR family reunification process and the potential sponsor's responsibilities by:
  - Reviewing the Family Reunification Packet (FRP) and all forms that are included in the packet;
  - Explaining other documentation requirements that are part of the packet, such as proof of address, proof of relationship, etc.;
  - Explaining the importance of listing all household members on the application;
  - Explaining the process for fingerprinting, if applicable. This includes notifying the sponsor that ORR will submit fingerprint information to the FBI for criminal history checks.
  - 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;
  - Explaining that assistance from an attorney or any other paid representative is not required for completion of the packet;
  - Advising the sponsor to be wary of fraudulent phone calls asking for money to get the UAC released to him or her and directing their attention to the *Fraud Warning* flyer in the FRP (See **Quick Glance: Protecting Sponsors from Fraud Schemes**).
  - 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 or Spanish).
  - 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 **2.2.5 Legal Orientation Program for Custodians**).

- 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. You are not required to use a travel agent used by the care provider. 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."*

See **Appendix 2.2 How to Report Potential Fraud Schemes**

2. **Within 24 hours of identification of a potential sponsor**, the case manager sends the Family Reunification Packet (FRP) to the potential sponsor by email or by sending the UAC Portal home page link (**https://ucportal.acf.hhs.gov**) which features the FRP. The case manager updates the UAC Portal 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 the FRP by expedited mail or fax if necessary.

3. **Within 1 business day of emailing or providing the UAC Portal link** 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, as applicable.
- Assist the potential sponsor in scheduling an appointment for the Legal Orientation Program for Custodians (see **2.2.5 Legal Orientation Program for Custodians**). **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.

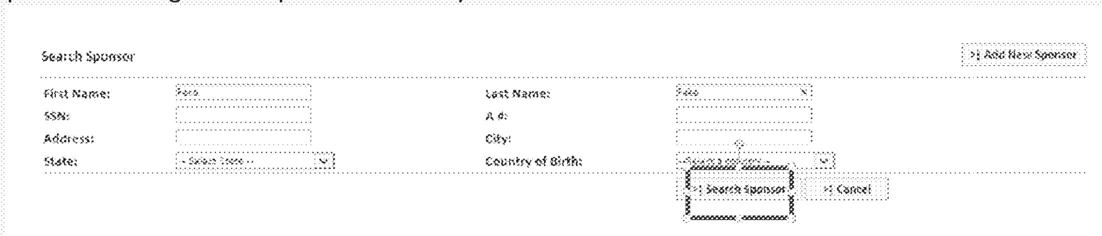
4. **Within the same 1 business day timeframe**, the case manager creates a new sponsor record or updates an existing record in the UAC Portal. Prior to creating a new record, the case manager searches for the potential sponsor's name and address in the UAC Portal to check if the sponsor has previously applied for sponsorship or if the address was previously used for sponsorship (see **Quick Glance: How to Check for Previous Sponsorship**). A UAC may have multiple potential sponsors, but the case manager must designate one sponsor as the "primary sponsor" in the Sponsor Information section of the UAC Portal.

   NOTES:
   - Creating the sponsor record initiates the sponsor assessment process used to evaluate a sponsor. Unless there are unexpected delays (such as a 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 and Cat 2A:** 10 calendar days
     - **Cat 2B:** 14 calendar days
     - **Cat 3:** 21 calendar days
   - At this time the UAC Portal does not distinguish between Cat 2A or Cat 2B. Case managers should continue to designate these sponsors as Cat 2 for the dropdown designations but specify in the *Release Request* and other narrative documents whether the Cat 2 sponsor is designated a 2A or 2B.

Quick Glance: How to Check for Previous Sponsorship

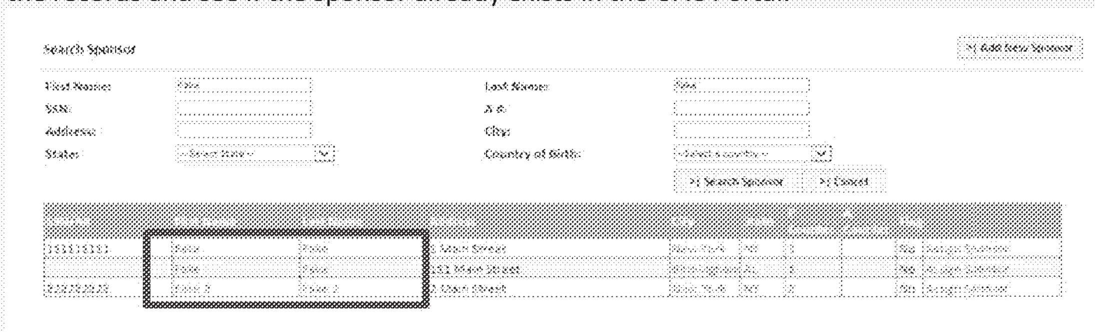
To check if a sponsor or adult household member had previously sponsored another UAC, go to the Case Management section of the UAC Portal, select the UAC by clicking on the A # of the UAC. On the UAC Basic Information page click on "Go to Assessments" and the subsection "Sponsor Information" which includes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

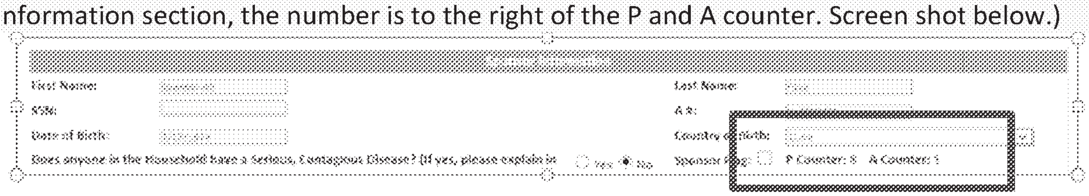


Fill in the name of the potential sponsor or the potential sponsor's adult household members and then click "Search Sponsor" at the bottom. You can also do partial name searches, such as "Mig" for Miguel under First Name. (You should try various combinations of the name, including upper and lower case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

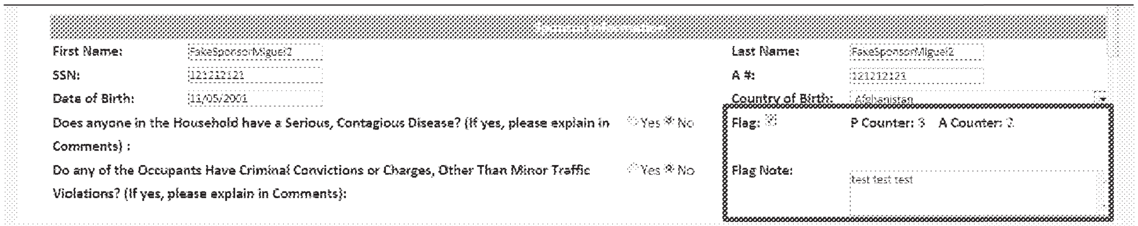
When you click on "search sponsor," a table will populate that shows all matches. Look at all the records and see if the sponsor already exists in the UAC Portal.



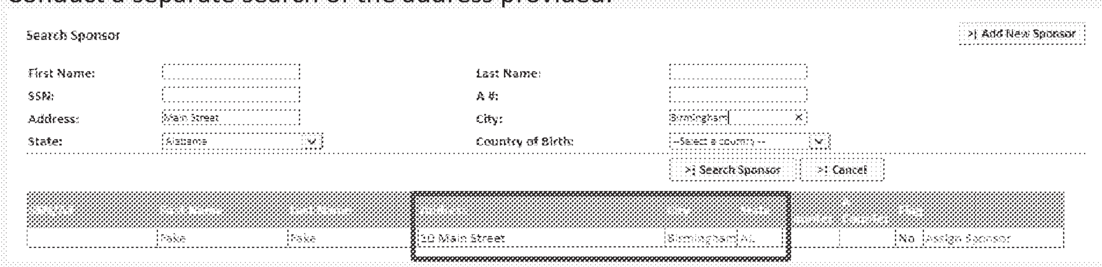
In the table, the "P" counter (P = Potential) tracks the number of UAC that the sponsor has attempted to sponsor as a "potential sponsor." The "A" counter (A = Actual) tracks the number of UAC who were "actually sponsored" by that sponsor. Clicking on the number below P or A will show you the UAC associated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



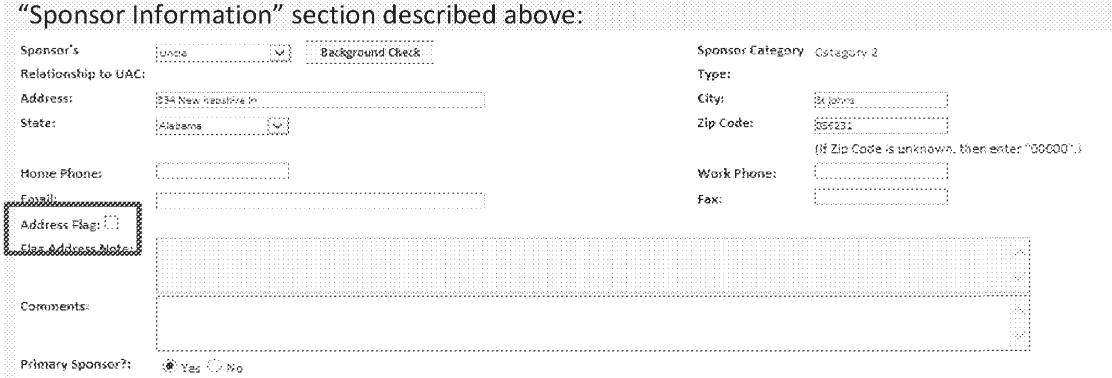
If you need to flag a sponsor, select the sponsor and in the sponsor information section, check "flag" and in the note specify the reason. (See the Quick Glance: When to Flag a Sponsor, Other Adult, or Address.)



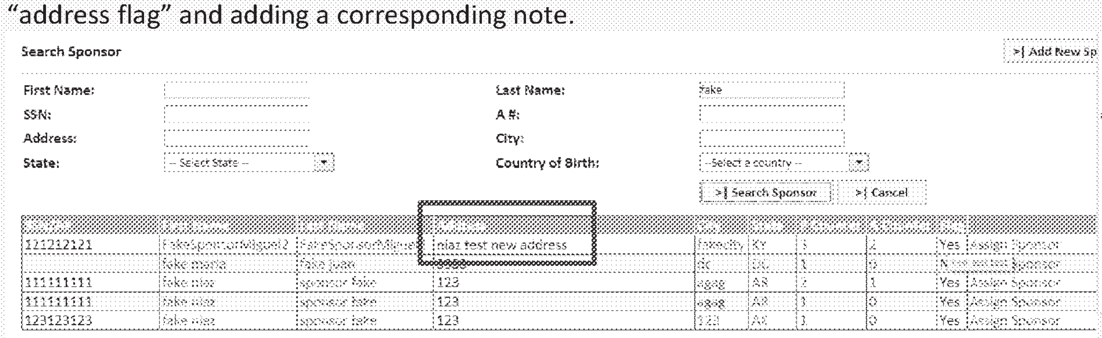
Conduct a separate search of the address provided.



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



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.

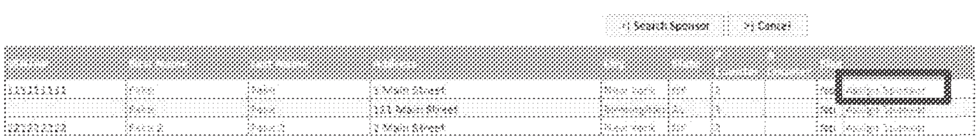


NOTE: This search should be repeated as new information is obtained from the potential sponsor, including addresses, names of other adults in the household or adult identified in the sponsor care plan (i.e., the individual who is identified to take over the care of the UAC if the sponsor is deported,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

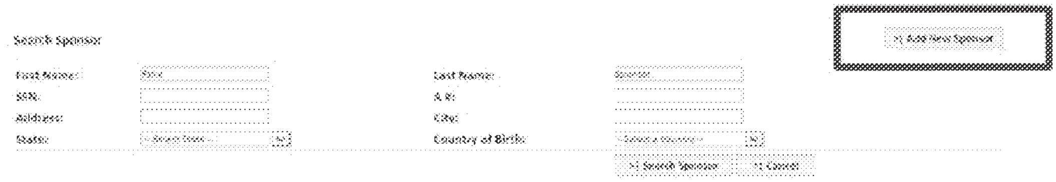
5. If the potential sponsor already exists in the UAC Portal, the case manager clicks "assign sponsor" on the screen that appears following "search sponsor" and continues to search the record as new information is collected regarding sponsor's address, household members, criminal background check, etc. 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



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 identities 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



7. If a check for previous sponsorship indicates that a potential sponsor has previously sponsored or previously attempted to sponsor a UAC in ORR care, the case manager assesses the sponsor's compliance:

   - For successful sponsorships, 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.
   - In all cases, by 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 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*.

Quick Glance: Requesting Records from Other Care Provider Programs

REQUESTING CARE PROVIDER

For Operational Care Provider Programs
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 a separate password protected document to the care provider from which the records are being requested that include 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. Care providers may use the template located in **Appendix 2.15 Prior Sponsorship Information Request** – contact your assigned CFS for a Word version.

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 also contact other programs directly with questions regarding a UAC's case.

For Closed Care Provider Programs
The case manager follows the directions above for requesting documents from another care provider, but instead of emailing the request to the program the case manager emails the request to the CFS, who forwards the request to the designated point of contact listed in the most recent version of the *Closed Program Case Files* list.

RESPONDING CARE PROVIDER
Within 24 hours of receiving the request, the care provider from which the documents were requested replies to all parties on the email with the requested records attached.

2.2.3 The Family Reunification Application

See Section 2.2.6 of the UAC Policy Guide

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 UAC 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 caregiver identified in 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**).

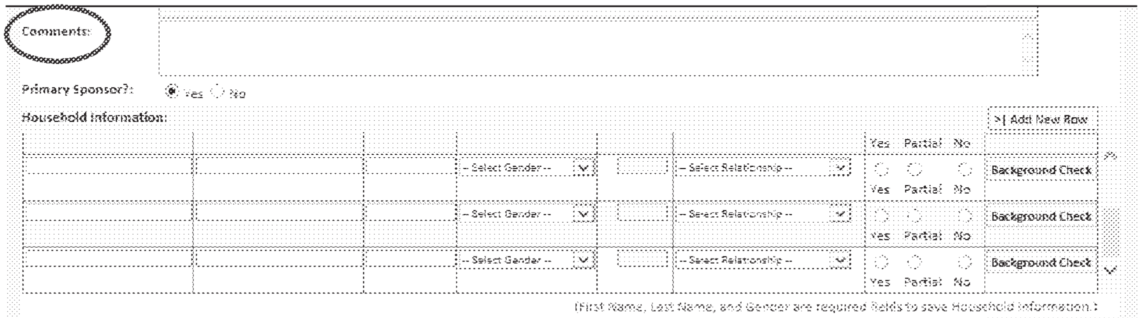
3. If the search for previous sponsorship and previous use of the address reveals additional information, the case manager documents the information in the Comments section of the Sponsor Information section of the UAC Portal. If the additional information is of concern and requires elevation to the 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 Adult, or 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.
- Finding that the sponsor or other adults have used the same address in sponsorship applications numerous times.
- Finding that the sponsor, household members, or adult caregiver 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:



NOTE: The UAC Portal does not allow flagging of adult household members or adult caregivers. In those cases, flag the sponsor and include the reason in the comments box.

4. **Upon receipt of a copy of the potential sponsor's, adult household members', and /or adult caregiver's photo ID(s)**, the case manager:
   - Performs a criminal public records check and sex offender registry check for the potential sponsor, adult household members, and adult caregiver identified in a sponsor care plan. The case manager saves a copy and/or screenshot of these checks in the UAC Documents tab of the UAC's Assessment file in the UAC Portal. Any findings from the checks are elevated to the case coordinator and FFS. See **2.5 Sponsorship Assessment Background Check Investigations** for more information.
   - Initiates the fingerprinting process and assists the sponsor and household members with scheduling a fingerprint appointment, if applicable (see **Appendix 2.14 Fingerprinting Requirements**)
   - Assists the potential sponsor in scheduling an appointment for the Legal Orientation Program for Custodians. (see **2.2.5 Legal Orientation Program for Custodians**) .

2.2.4 Required Documents for Submission with the Application for Release

See Section 2.2.4 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 guidance 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. However, 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:** The sponsor must be able to provide this ID at the time of the UAC's release; staff conducting the transfer of custody will verify the ID.

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
U.S. Passport or U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Foreign Passport that contains a photograph
Employment Authorization Document that contains a photograph (Form I-766)
U.S. Driver's License or Identification Card

List B
U.S. Certificate of Naturalization
U.S. Military Identification Card
Birth Certificate
Marriage Certificate
Court order for name change
Foreign national identification card
Consular passport renewal receipt that contains a photograph
Mexican consular identification 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 with valid Form I-94
	Refugee travel document that contains a photograph
	Other similar documents

4. 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 **2.4.1 Assessment Criteria** 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 Proof of Identity Documents**. The document may be an original or a legible copy.

   NOTE: If a member of the potential sponsor's household or an adult caregiver is a former UAC who was 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 Immigration Status or U.S. Citizenship

1. The potential sponsor submits documentation to prove their immigration status or U.S. citizenship, if applicable (see **Quick Glance: List of Acceptable Proof of Immigration or U.S. Citizenship Documents**). /

2. The case manager reviews the document(s) provided to ensure that the document(s) are sufficient to prove immigration status or U.S. citizenship and that the name, date of birth, and other identifying information in the document(s) match the identifying information contained in other documents provided by the potential sponsor and adult caregiver (e.g., birth certificate, proof of identity, address, or relationship documents, etc.).

3. If the potential sponsor provided their alien number, the case manager also calls the Executive Office for Immigration Review (EOIR) immigration court information hotline at **800-898-7180** to obtain information regarding the potential sponsor's and/or adult caregiver's immigration case. An alien number is required in order to access immigration information from the EOIR hotline.

4. The case manager uploads the document(s) to the UAC Documents section of the UAC Portal and enters the potential sponsor's immigration status in the "Legal Status" field found in the Sponsor Information section of the UAC Portal.

5. The case manager documents the potential sponsor's immigration status, what documents the potential sponsor submitted, and any information obtained from the EOIR hotline in the "Proof of Immigration Status or U.S. Citizenship" section of the *Sponsor Assessment* and the *Release Request*.

6. The case manager determines if a sponsor care plan is required (see **2.7.6 Issues Related to Recommendations and Decisions**).
NOTE: If the potential sponsor is unable to provide documentation to prove immigration status or U.S. citizenship or is only able to provide expired documents, the potential sponsor is consider to be without status and a sponsor care plan is required.

Quick Glance: List of Acceptable Proof of Immigration or U.S. Citizenship Documents

Potential sponsors and adult caregivers must provide as many forms of evidence needed to verify their immigration status or U.S. citizenship. Acceptable documents include original versions or legible copies of the documents listed below.

Proof of Immigration Status	Proof of U.S. Citizenship
• Valid visa • Legal permanent resident card (green card) • Notice to Appear • Other Federal government issued documentation providing immigration status information	• U.S. passport • U.S. birth certificate • Naturalization papers • Court order • Other government issued document sufficient to prove U.S. citizenship

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).

NOTE: The case manager may not accept a photograph or video submitted by the sponsor as proof of address.

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).

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 Sponsor-Child Relationship

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
Parent (Cat 1)	• Birth certificates • Court records • Parent's valid/non-expired or expired (up to two years) government issued photo ID **NOTE:** The FFS may approve a DNA test for a potential sponsor who says he/she is a biological parent (Cat 1).
Step-parent (who has legally adopted UAC) (Cat 1)	• 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
Legal guardian (Cat 1)	• 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
Other related sponsors (Cat 2A/2B or 3)	• 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 • Primary Caregiver Affidavit (certain 2As only)
Unrelated sponsors (Cat 3) 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 social relationship with the child and/or the child's family that existed before the UAC migrated to the United States. 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).	• 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 • 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 *Family Reunification Application*, 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 **2.7.4 Deny Release Request.**

Evidence of being a Primary Caregiver (Category 2A sponsors who are non-grandparents/non-adult siblings only)

If the potential sponsor has any guardianship documents or other documents from a state or foreign government they must submit this with the Family Reunification Application. ORR also accepts sworn affidavits from potential sponsors in addition to corroborating interviews the Case Manager has with the child, potential sponsor, and other family members to establish whether the potential sponsor was a primary giver to the child.

1. The case manager contacts the potential Category 2A close adult relative sponsor (who is not a grandparent or adult sibling) and requests:

   a. Temporary guardianship documents (please note full legal guardianship or adoption would mean the sponsor is a Category 1) from a state or foreign government.

   or

   b. The case manager requests that the sponsor submit a sworn affidavit attesting that they were the child's primary caregiver. The affidavit includes the following information:

      - That the child lived in the same home with the sponsor.
      - The amount of time the child lived with the sponsor.
      - The amount of time the child lived with the sponsor, for which the sponsor claims they were the child's primary caregiver.
      - Where the child's biological parents lived at the time.
      - Why the child's biological parents were unable to provide primary care for the child.
      - Whether the child's biological parents asked/consented to the sponsor being the primary caregiver.
      - Who took the following responsibilities for the child, while the child lived with the sponsor:
        - Bathed the child

- Fed the child
- Made health care arrangements
- Disciplined the child
- Financially supported the child
- Supervised the child
- Consoled/Comforted the child

- Attestation that the sponsor did not sexually or physically abuse the child, or through their negligence allow others to sexually or physically abuse the child
- Attestation that the sponsor did not abandon or mistreat the child.

2. For purposes of 2(b) above the case manager conducts interviews with the child, the sponsor, and other family members to corroborate the information in the affidavit.

3. The case manager identifies Category 2A sponsors in the *Release Request* and in the *Sponsor Assessment*.

Missing Documentation or Incomplete FRA

1. If the potential sponsor does not complete the FRA or submit the required proof of identity, immigration status/U.S. citizenship, 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 Adult, or Address**).

Reporting Fraudulent Information and/or Documents

If a sponsor, household member, or adult caregiver 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 (email addresses for the state agencies are included in **Appendix 2.3 Reporting Agencies for Suspected Document Fraud for Most Common ID Documents in Key States**). 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. ☎/✉

2.2.5 Legal Orientation Program for Custodians

🕮 **See Section 2.2.5 of the UAC Policy Guide**

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

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 *Sponsor Assessment*, 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
Sponsor Assessment Interviewing Guidance	Case manager or clinician
The Sponsor Assessment form	Case manager or clinician
The Home Study Assessment Report	Home study provider
Release Request	Case manager, case coordinator, FFS

2.4.1 Assessment Criteria

See Section 2.4.1 of the UAC Policy Guide

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 Step 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.)
- Sponsor 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:

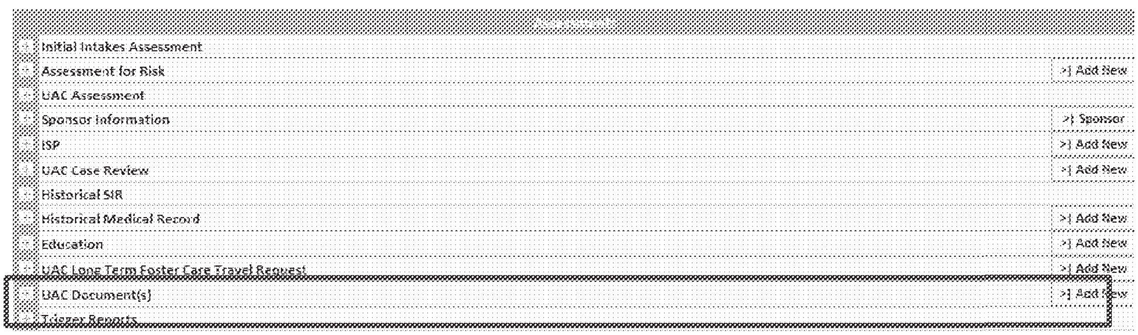
Ask the potential sponsor to create a family tree (genogram) when answering questions related to proof of relationship and family relationships. Upload the family tree to the UAC's case file. (Go to **http://www.genopro.com/genogram/template** for a template and help in creating a family tree.)

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.

   Figure 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

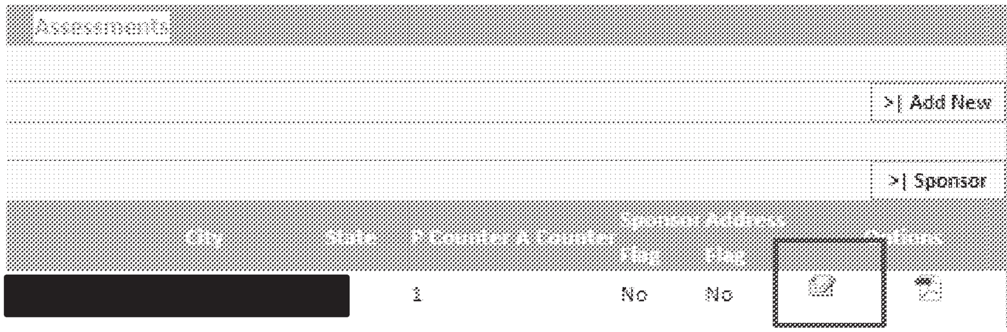


3. If the case manager needs to update the *Sponsor Assessment* after **the 5 day timeframe**, he/she should create a new word document of the form using the following naming convention: **[Sponsor name]_Updated_Sponsor_Assessment_[date]**. The form may be updated as necessary but must be completed and 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.

4. 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.



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

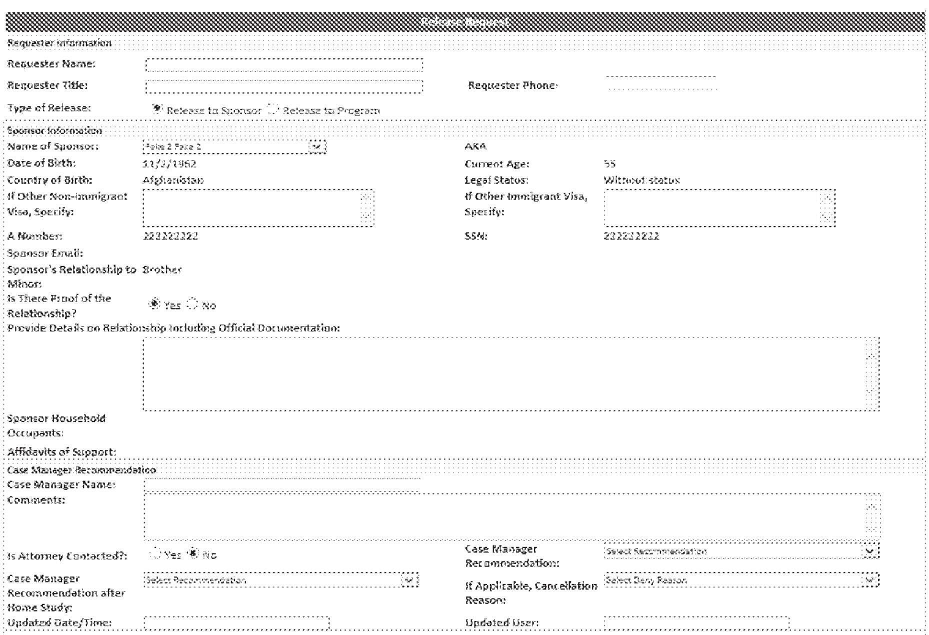
PROCEDURES

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 2A/B 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:
Requester Title:
Requester Phone:
Type of Release: Release to Sponsor Release to Program
Sponsor Information
Name of Sponsor: 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:
If Other Immigrant Visa, Specify:
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:
Sponsor Household Occupants:
Affidavits of Support:
Case Manager Recommendation
Case Manager Name:
Comments:
Is Attorney Contacted?: Yes No
Case Manager Recommendation: Select Recommendation
Case Manager Recommendation after Home Study: Select Recommendation
If Applicable, Cancellation Reason: Select Deny Reason
Updated Date/Time:
Updated User:

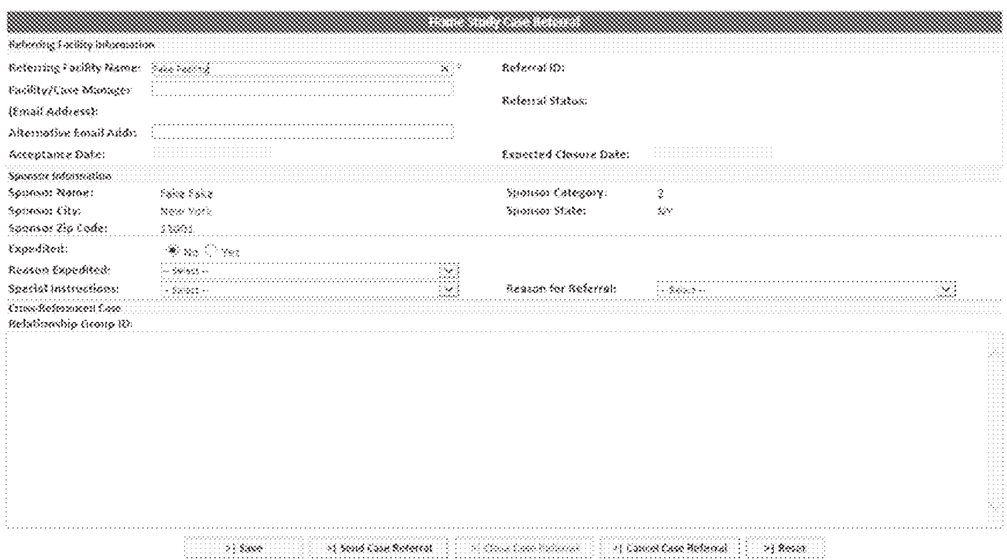
3. If there is nonconcurrence between the case manager's recommendation and the case coordinator's recommendation on regarding the performance of a home study, the case coordinator **immediately** elevates the case to the FFS who will make a determination on whether or not to conduct a home study in the *Release Request* in the UAC Portal **within 1 business day** (see **2.7 Recommendations and Decisions on Release** below for more information about the *Release Request*).

4. 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)

(B)



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 **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 2A/B 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."

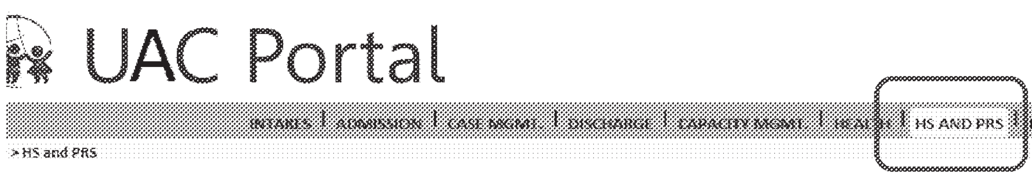
If the FFS or case coordinator requests additional information, the case manager and/or case coordinator must respond within **1 business day**. If needed, the FFS may staff the case with the FFS supervisor.

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 **Figure 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.