

**ORR-6**  
**PERFORMANCE**  
**REPORT**

**DUE**

**March 1**

**June 30**

**October 31**

## **Form ORR-6 Performance Report**

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

The revised, trimester Form ORR-6 Performance Report should be submitted for the following mandatory refugee benefits and assistance programs: Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), formula social services (SS) and targeted assistance program (TAP). ORR believes that streamlining this report into a trimester reporting timeframe will impose a lesser burden on States and State-alternative Wilson/Fish refugee programs for reporting participation and performance data. This reporting time frame will bring into sequence reporting for the ORR Matching Grant Program, and will be used to report employment and employability services outcomes for the Targeted Assistance and Cuban Haitian discretionary programs, which measure self-sufficiency services.

ORR recognizes that States and State-alternative Wilson/Fish refugee programs will need to adjust database systems in which participation and performance data are collected and managed for reporting and planning purposes. **States and State-alternative Wilson/Fish programs shall be allowed to charge their CMA administration budgets, on a one-time basis during FY 2008, expenses incurred as a result of the change in reporting time frame. To the degree that these costs can be assessed beforehand, States and State-alternative Wilson/Fish programs should include these costs in the FY 2008 ORR-1 Budget Estimate due August 15, 2007, including a narrative justification for such costs. If cost estimates are not available at that time, States and State-alternative Wilson/Fish refugee programs may submit a revised ORR-1 Budget Estimate to include costs for database system adjustments.**

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

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

victims of a severe form of trafficking who receive certification or eligibility letters from ORR. Hereafter the term “refugee” is used to encompass such additional persons who are eligible to participate in ORR-6 refugee program services.

#### **SCHEDULE A. PROGRAM NARRATIVE**

Attach pages addressing the following areas. Please keep narrative concise (recommended 5 pages or less). Additional information should be included in an addendum, if necessary.

#### **In the Schedule A. narrative for each period, include the following:**

Report on activities undertaken during the period specifically to accomplish the annual outcome goals and objectives the State has proposed, and any interim objectives achieved within the reporting period.

Discuss any data elements reported on Schedules B and C which warrant explanation, such as noticeable increases or decreases from previous periods. Discuss any significant changes in refugee employment or other services outcomes, in numbers of refugees accessing RCA/RMA.

Discuss any results in medical screening and health assessments e.g. timeliness, best practices and innovative methods and procedures. Respondents may also wish to include in the narrative or on supplemental charts additional information on initial health assessments, medical screenings, treatments and follow up as well as other information that profiles the health and medical conditions of the refugee population and specifics on any plans to address medical and health related concerns.

Discuss any planning and preparation activities for emergency operations and continuity of operations in the event of a pandemic influenza or other disaster.

States are encouraged to indicate what outcome measures the state uses to measure performance, whether vendors are meeting performance targets, performance improvement measures, etc.

List monitoring activities undertaken during the quarter, including dates, places, and purposes. Attach summaries or copies of monitoring reports and of any corrective action plans required by the State. Discuss results of corrective action plans implemented during previous periods.

Discuss any other relevant activities, program initiatives, accomplishments or problems.

#### **Form ORR-6 Annual Service Plan**

In accordance with 45 CFR 400.11 (b) (2), all States must submit information concerning services which they have contracted (or those provided by State staff). The Annual Service Plan is due October 31 for each FFY. Required information includes: the category of services provided, the ORR grant source for each category of services (the social services formula program, targeted assistance formula program, or discretionary funds, or a combination of these), the total population to be served, the target population(s) for each service based on time in the U.S., the type of agency providing the services, e.g., Mutual Assistance Association, Faith Based Organization, Community Based Organization, and the percentage of funding to each agency.

Due to differences in State contracting cycles, ***ORR does not specify that the contract period coincide with the Federal Fiscal Year (FFY). Instead, this information is to reflect each State's 12-month period of services under contract effective at the***

**beginning of a FFY, October 1, regardless of when that period begins and ends.** At the States' request, ORR has provided a suggested format (attached) and instructions for completing this format in order to report this information. States may opt to use another format for reporting, as long as all the required information is provided to ORR.

## **SCHEDULE B. - CASH AND MEDICAL ASSISTANCE, MEDICAL SCREENING AND UNACCOMPANIED MINORS**

### **State**

Enter the name of the State that is providing the data.

### **Period**

Circle the period that corresponds to the reporting period represented in the report.

### **Fiscal Year**

Enter the last digit of the Federal fiscal year represented in the report

### **Date**

Enter the date the form is completed.

## **I. REFUGEE CASH ASSISTANCE (RCA)**

### **I.**

#### **Item I.A. Recipients at end of previous period**

Enter both the unduplicated number of persons and the number of cases on RCA as reported in item I. C. of the previous report.

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

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

#### **Item I.C. New RCA Enrollees during this period**

These data are cumulative for the period and provide an unduplicated count of new RCA enrollees for the period. Enter the unduplicated number of both persons and cases added to RCA during this reporting period.

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

## **II. REFUGEE MEDICAL ASSISTANCE (RMA)**

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

**Item II.A.1. RMA Recipients (persons)**

Enter the unduplicated\_number of persons receiving RMA benefits on the last day of the reporting period

**III. MEDICAL SCREENINGS**

Data reported on Schedule B for Medical Screenings represent the total, unduplicated number of individuals accessing medical screening during the reporting period. Medical screening is defined as an evaluation for specific diseases or disorders included in the State's screening protocol applied by State, county or local medical services.

**Item III.A.1. Persons Screened**

Enter the unduplicated number of recipients of medical screening during the reporting period.

**IV. UNACCOMPANIED MINORS**

This section reports on those children whose care as unaccompanied minors currently is funded from the ORR CMA grant. Do not include care provided to unaccompanied minor refugee children with TANF Foster Care funding.

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

Enter the number of children in care under ORR funding at the end of the previous report period, e.g. the number from Item IV. D. of the report for the previous reporting period.

**Item IV.B. Entered Care**

Enter the number of unaccompanied minor refugee children who entered care during the report period.

**Item IV.C. Left Care**

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

**Item IV.D. Minors in care at end of this quarter**

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

**Schedule B: Cash and Medical Assistance**

State: \_\_\_\_\_ Period: 1 2 3 FY: 20\_\_\_\_ Date: \_\_\_\_\_

<b>I. Refugee Cash Assistance</b>			
	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border-right: 1px dotted black; padding: 2px 10px;"><u>Persons</u></td> <td style="padding: 2px 10px;"><u>Cases</u></td> </tr> </table>	<u>Persons</u>	<u>Cases</u>
<u>Persons</u>	<u>Cases</u>		
A. Recipients at end of previous period			
B. Recipients at end of this period			
C. New RCA enrollees during this period			
<b>II. Refugee Medical Assistance</b>			
A. Number of persons enrolled in RMA at end of period	_____		
<b>III. Medical Screenings</b>			
	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;"><b>Persons Screened</b></td> </tr> </table>	<b>Persons Screened</b>	
<b>Persons Screened</b>			
A. Recipients of medical screenings during report period	_____		
<b>IV. Unaccompanied Minors Program</b>			
A. Minors in care at end of previous period	_____		
B. Entered care	_____		
C. Left care	_____		
D. Minors in care at end of this period	_____		

## **SCHEDULE C - SERVICES REPORT - PAGE ONE**

### **Employment Services**

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

The outcome data reported by States/grantees on Schedule C, page 1, represents the total unduplicated Employment Services outcomes for the entire period.

***Numbers of participants in OJT, ELT, vocational and skills training activities, as well as all other services, are to be reported on Schedule C, page 2. States should report Programs on separate Schedule C Worksheets (e.g., there would be separate Schedule C Worksheets for Refugee Social Services Program and separate Schedule C Worksheets for Targeted Assistance Programs , etc. )***

### **State/Grantee**

Enter the name of the State or name of grantee if not a State.

### **Grant # and Name**

Enter the grant number and grant name for each discretionary grant. If the services reported are funded by the social services formula program (SS) or targeted assistance formula program (TAP), only the name of the grant is needed.

### **Period**

Circle the period that corresponds to the reporting period represented in the report.

### **Fiscal Year**

Enter the last digit of the Federal Fiscal Year of the report.

### **Date**

Enter the date the form is completed.

### **Item A. Total Caseload for Services**

Enter the number of participants enrolled in Employment Services that comprise the total Employment Services caseload eligible for services at any time during the reporting period. Information on Match Grant Program clients utilizing OJT, ELT, and Skills Training Programs are captured by the Match Grant Program. Therefore, Match Grant clients should not be reported in the Total Caseload Count.

**Item B. Entered Employment**

Entered Employment is defined as the entry of an active Employment Services participant into unsubsidized employment for at least one day during the period. Data reported in this item should be unduplicated for the reporting period. Report only one entered employment during the period in this item for each active Employment Services participant. Include in entered employment those active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of completion of On-the-Job Training (OJT). An OJT may not be counted as an "entered employment" on Schedule C, page 1, until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position. Unsubsidized job placements that occur while an active participant is enrolled in English Language Training (ELT) or when an active participant completes Vocational Training (VT) are counted as entered employments in the reporting period in which they occur.

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

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

**Item C.1. Full-time**

Full-time is defined as 35 hours per week or more. Enter the number of full-time job placements during the reporting period by gender.

**Item C.2. Part-time**

Part-time employment is defined as fewer than 35 hours per week. Enter the number of part-time job placements during the period by gender.

**Items C. 3. and C. 4. Responsibility for Determination of Grant Terminations**

Each State must indicate to ORR what agency or entity will be responsible for the determination of grant terminations. Each State must also provide to ORR a description of the methodology to be used in determining continued financial eligibility for cash assistance based on earnings from employment, including a description of whether the calculation is based on prospective or retrospective budgeting, and whether the determination is the result of a recalculation of the cash assistance grant by the welfare agency.

A State that elects to use a method of prospective determination of continued financial eligibility for cash assistance at job placement by an agency or entity other than the welfare agency must also conduct an on-going quality assurance process that randomly checks the accuracy of the prospective grant terminations reported to ORR as a result of job placement against actual welfare data. A description of the quality assurance process must be provided to ORR.

**Item C.3. Grant Terminations**

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



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

Enter the number of grant terminations (number of cash assistance cases closed) achieved through entered employments during the period in the appropriate category (a - c) by type of cash assistance and time elapsed from date of entry in the U.S. to date entered employment.

In item C.1.d. 1. - 2. ("No CA"), this column is used to distinguish refugees who enter employment before receipt of cash assistance, such as refugees in their first month after arrival and others who are no longer eligible for assistance such as working clients who receive a job upgrade, clients who follow their spouses into the workforce after benefits are terminated, and clients who do not find work until after termination of assistance. For example, a refugee who finds full-time employment in the first month would be reported in item C.1.d.1 and again in item C.1.d.3. because his/her employment occurred prior to receipt of assistance. Other Employment Services clients, not receiving cash assistance, but not in their first month, would not be recorded in this column.

#### **Total**

At the bottom of Item C., enter the sum of each vertical column numbered 1 - 3 (1. Full-time entered employments, 2. part-time entered employments, and 3. grant terminations) on the Total line where indicated. Report full-time and part-time totals by gender.

#### **Item D. Average Hourly Wage at Employment Entry**

Enter the average hourly wage at employment entry for all individuals reported entering employment in the period

#### **Item C.**

Above for both full-time in Item D.1. and part-time in Item D.2 by gender.

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

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

#### **Item E. Health Benefits Available**

This item captures data on the availability of health benefits for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within 6 months of placement. Benefits should be considered available if self-only coverage is available to the employee even if

coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

#### **Item F. Employed 90 days Later**

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

From the number of full- and part-time job placements reported on the previous Performance Report in the Total for Items C.1 and C. 2., enter the number of individuals by gender, category of employment (full- or part-time) and cash assistance status (RCA, TANF, Other CA, or No CA), as verified at the time of the original placement, who remained employed on the 90th day after entering employment. The data on 90-day retentions are reported in the same categories as the original entered employments, based on the category of cash assistance the individual was reported as receiving at the time of entry into employment. Cash assistance status is not to be re-verified at the 90th day from date of entered employment.

#### **Item F.1. Employed full-time 90 days later**

From the total number reported in Item C.1. of the report for the previous period, enter the number of individuals who were employed full-time on the 90th day from the date entered employment by gender.

#### **Item F.2. Employed part-time 90 days later**

From the total number reported in Item C.2. of the report for the previous period,, enter the number of individuals who were employed part-time on the 90th day from the date entered employment by gender.

#### **Item F.1.a) RCA at entered full-time employment**

From the numbers reported in Item(s) C.1.a. 1 - 2. of the report for the previous period,, enter the number of individuals who were employed full-time ( 35 or more hours per week) on the 90th day from the date of entered employment by gender.

#### **Item F.2.a) RCA at entered part-time employment**

From the numbers reported in Item(s) C.2.a. 1 - 2. of the report for the previous period,, enter the number of individuals who were employed part-time (fewer than 35 hours per week) on the 90th day from the date of entered employment by gender.

#### **Item F.1.b) TANF at entered full-time employment**

From the numbers reported in Item(s) C.1.b. 1 - 2. of the report for the previous period,, enter the number of individuals who were employed full-time (35 hours or more per week) on the 90th day from the date of entered employment by gender.

**Item F.2.b) TANF at entered part-time** of the report for the previous period,, enter the number of individuals who were employed part-time (fewer than 35 hours per week) on the 90th day from the date of entered employment by gender.

#### **Item F.1.c) Other CA at entered full-time employment**

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

From the numbers reported in Item(s) C.1.c. 1 - 2. of the report for the previous period,, enter the number of individuals who were employed full-time (35 hours or more per week) on the 90th day from the date of entered employment by gender.

**Item F.2.c) Other CA at entered part-time employment**

From the numbers reported in Item(s) C.2.c. 1 - 2. of the report for the previous period,, enter the number of individuals who were employed part-time (fewer than 35 hours per week) on the 90th day from the date of entered employment by gender.

**Item F.1.d. No CA at entered full-time** of the report for the previous period, enter the number of individuals who were employed full-time (35 hours or more per week) on the 90th day from the date of entered employment by gender.

**Item F.2.d. No CA at entered part-time employment**

From the numbers reported in Item(s) C.2.d. 1 - 2 of the report for the previous period, enter the number of individuals who were employed part-time (fewer than 35 hours per week) on the 90th day from the date of entered employment by gender.

**Total**

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

## Schedule C: Services Report

### Page 1: Employment Services

State/Grantee: \_\_\_\_\_ Period: 1 2 3 FY 20\_\_\_\_\_

Grant # and Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **SCHEDULE C - SERVICES REPORT - PAGE TWO**

**SCHEDULE C, Page 2**, is to be used to report information on participation levels of employability services. “*Employability Services*” means “services as specified in 45 CFR 400.154, designed to enable an individual to obtain employment and to improve the employability of work skills of the individual.” These services may be any of the employability services described in 45 CFR 400.154 (b) through (k). Reporting of participation in the services defined below is required on Schedule C, page 2, for States that provide any of these services with ORR grants.:

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

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

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

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

**Schedule C, page 2, is also used to report on all other employability services provided with ORR grants.** In this section information can be provided on the number of participants in all other employability services listed in 45 CFR 154 (b)-(k).

### **State/Grantee**

Enter the name of the State/Grantee.

### **Grant # and Name**

Enter the grant number and name. A separate Schedule C, page 2, is used for each funding source.

### **Reporting Period.**

Circle the period that corresponds to the reporting period represented in the report.

### **Fiscal Year**

Enter the last digit of the Federal fiscal year represented by the report.

### **Date**

Enter the date the form is completed.

**List each service separately in Items 1 - 4.**

**Items 1-4 Service:**

Enter information on numbers of participants in ELT, OJT, skills training, or case management on lines(s) provided (1-3). Enter a brief description of the service provided, e.g. child care, transportation, interpretation/translation, on line 4. Where multiple services are funded from one ORR grant, list each service separately in items 1-4 of Schedule C page 2.

**A. Total unduplicated active participants this period**

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

## Schedule C: Services Report

### Page 2: Employability Services

State: \_\_\_\_\_ Period: 1 2 3 FY: 20 \_\_\_\_\_

Grant # and Name: \_\_\_\_\_ Date: \_\_\_\_\_

	M	F
<b>1. ELT</b>		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
<b>2. OJT, Skills Training (circle service)</b>		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Completions (unduplicated)		
<b>3. Case Management</b>		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
<b>4. Other Employability Services</b>		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		

Form ORR-6

**ORR-6**

**ANNUAL**  
**SERVICES**  
**PLAN**

**DUE**

**OCTOBER 31**



## **ORR-6 Annual Service Plan**

### **I. Requirement**

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

The information reported on the Annual Service Plan (ASP) reflects the current services provided to refugees in the State and the total dollar amount from all ORR funding sources (the social service formula program, the targeted assistance formula program, and discretionary grants) used by the State to provide services to the eligible service population. ORR reviews the information reported to determine the extent to which funds are allocated and targeted to serve the newly arrived (in the U.S. less than 12 months) who have priority for services based on 45 CFR 400.147. Subsequent State expenditure and program information will be reviewed in the context of information provided on the ASP. Funding for services will be contingent upon the submittal and approval of a State ASP.

### **II. Submission**

The ASP is due each year on October 31. The information is to be submitted to your State Analyst in the Division of Refugee Assistance, Office of Refugee Resettlement (ORR) by the State agency responsible for the administration of The Federal Refugee Resettlement Program (RRP).

### **III. Instructions**

A State may elect to submit required data describing current services on the attached ASP form, or as Attachment A or the Schedule A narrative included with the ORR-6 due October 31 of each year. We have offered this option in reporting formats at the requests of States. Reported data should reflect the refugee services funded with ORR dollars for the 12-month period of services under contract on October 1, regardless of when that period begins and ends. All reported information is related to the various ORR-funded services currently provided to refugees in the State.

Contract modifications occurring after October 31 that change the amount of funding or number of program participants targeted for priority services must be reported to ORR as revisions to the ASP previously submitted or in the Schedule A narrative of subsequent reports.

### **IV. Data Elements**

#### **Date:**

Enter the date that the report is completed.

#### **State or County:**

If the RRP is State-administered, enter the name of the State submitting the report. If the RRP is administered through a local governing body (e.g., county district or parish), enter the name of the county or local jurisdiction submitting the report. States that operate county or locally-administered programs of refugee resettlement should submit a separate ASP for each local jurisdiction receiving ORR funds from the social services formula program, the targeted assistance formula program, or from discretionary funds used to provide employment services, as well as a consolidated ASP for the State.

#### **Original ( )**

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

#### **Revision ( )**

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

#### **Time Period Covered by Plan**

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

**To:** Enter the date contracts reported as in effect on October 1 will end in MM/DD/YY format.

#### **Services**

Consistent with the priority services reported on Schedule C, pages 1 and 2 of the ORR-6, the same priority services have been included on the ASP form. These are Employment, English Language Training, On-the-Job Training, Skills Training, and Case Management. Definitions of these priority services follow:

- **Employment services:**

Employment services are direct services provided in accordance with an employability plan as defined in 45 CFR 400.154(a) that assist an employable adult in preparation for, development of, placement in, or maintenance of employment.

- **English Language Training:**

English language training is a course of instructions in English for non-native English speakers equivalent to grade levels 0-6 that includes basic literacy, grammar, syntax, vocabulary, and speaking of English with an emphasis on acquisition of survival and vocational English reading, writing and speaking skills.

- **On-the-Job Training**

On-the-Job training is placement of an employable adult refugee/entrant in subsidized employment funded by ORR for a period not to exceed 6 months in which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment after the expiration of the subsidized OJT training period.

- **Skills Training**

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

- **Case Management**

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

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

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

### **Contracted Amount by Funding Source**

Enter the amount of the total ORR funds by funding source (the social services formula program, the targeted assistance formula program, or discretionary grants) used to fund all

current contracts (or to provide direct services) in effect as of October 1 for priority services by category (e.g., Employment, ELT, OJT, Skills Training, or Case Management). If a State has 5 Employment contracts funded by a combination of social services (\$175,000) and targeted assistance (\$75,000), and the total dollar amount of these 5 contracts is \$250,000, enter \$175,000 on the social services line and \$75,000 on the targeted assistance line to the right of Employment.

### **Program Participants**

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

#### **0 - 12 months**

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

#### **13 - 60 months**

Enter the number of refugees who have been in the U.S. from 13 to 60 months to served by category of service under existing contracts.

### **Type of Agency**

Use the codes listed at the bottom of the form to indicate the type of agency providing priority services by service category, and the percentage of the total contracted amount for each service category that is allocated to each type of agency for services. In the example cited above, employment services contracts total \$250,000, with \$200,000 of this amount contracted to a Community College, and the remaining \$50,000 contracted to an MAA. In the: Type of Agency field in the row for Employment, this would be represented as D-80%, B-20%. If the Employment services are provided directly by the State, this would be represented by A-100%.

Form Approved

Date: \_\_\_\_\_

## Annual Service Plan

Original (  )

State or County: \_\_\_\_\_

Time Period Covered

From:

Description of Contracted or State-provided Services	Contracted Amount by Funding Source	Total Number	Program	Particip
			0 - 12 Months	13 - Mon
Employment	SS TAP Other			
ELT	SS TAP Other			
OJT/Skills Training	SS TAP Other			
Case Management	SS TAP Other			
Other	SS TAP Other			
<b>Type of Agency</b>		A. State/ County B. Mutual Assistance Association C. Voluntary Agency D. Community College	E. Adult Basic Education F. Other Non-Profit Organizat G. _____	