

**ORR-6  
ANNUAL SERVICE PLAN  
INSTRUCTIONS**

**DUE  
OCTOBER 31**

**General Overview**

**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 used by the State/grantee to provide services to the eligible service population from the following ORR funding sources: the social service formula program, the formula targeted assistance program (TAP), the targeted assistance discretionary grant, and other discretionary grants. 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, 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. ORR reviews the information reported to determine the extent to which funds are allocated and targeted to serve the newly arrived refugees (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. **Please Note: Funding for services will be contingent upon the submittal and approval of a State Annual Service Plan.**

**II. Submission**

The Annual Service Plan is due October 31 for each Federal Fiscal Year (FFY) and can be attached to the third trimester ORR-6 Performance Report. 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**

At the States' request, ORR has provided a suggested format (attached) for reporting this information. States may opt to use another format for reporting, as long as all the required information is provided to ORR. Reported data should reflect the refugee services currently provided to refugees in the State funded with ORR dollars for the 12-month period of services under contract. 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.** All reported information is related to the various ORR-funded services.

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 a revised ASP or in the Schedule A: Program Narrative of the subsequent ORR-6 Performance Report.

#### **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 by a Wilson-Fish agency, enter the name of the agency submitting the report.

Please Note: 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 (including the targeted assistance discretionary grant), or other 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 effect in the State or county as of October 1 in MM/DD/YY format.

###### **To**

Enter the date contracts will end as of October 1 in MM/DD/YY format.

##### **Services**

Consistent with Schedule C: Pages 1 and 2 of the ORR-6 Performance Report, the same priority services have been included on the ASP form. These services are Employment Services, English Language Training, On-the-Job Training, Skills Training, and Case Management.

Definitions of these priority services are as follows:

- **Employment services:** Employment services are direct services provided in accordance with an employability plan that assist an employable adult in preparation for, development of, placement in, or maintenance of employment, as defined in 45 CFR 400.154(a) ONLY.
- **English Language Training (ELT):** 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.
- **On-the-Job Training (OJT):** On-the-Job Training is placement of an employable adult refugee in subsidized employment funded by ORR for a period of time not to exceed six months after which the employer has agreed to hire the OJT trainee in permanent unsubsidized employment.

- **Skills Training:** Skills training is training of a 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 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.

In the last entry of the ASP under "other" services, a State may add any other employment-related services 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.

States are not required to report contracts individually on the ASP. Instead, all contracts for the same services will be represented by one 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 they 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, the targeted assistance discretionary grant, or other discretionary grants) used to fund all current contracts (or to provide direct services) in effect as of October 1 for priority services by category. For example, if a State has five Employment contracts funded by a combination of social services (\$175,000) and targeted assistance (\$75,000), and the total dollar amount of these five 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 Number**

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 who have been in the U.S. less than 12 months to be served by category of service under existing contracts.

**12 - 60 months**

Enter the number of refugees who have been in the U.S. from 12 to 60 months to be served by category of service under existing contracts.

**Type of Agency**

The codes at the bottom of the form help to clarify the type of agency providing the various services mentioned. Use the codes to indicate the type of agency providing the services as well as the percentage of the total contracted amount for each service that is allocated to the agency. 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-10.