OFFICE OF REFUGEE RESETTLEMENT

Instructions for Submitting Social Services, Targeted Assistance, and Social Services Secondary Migration Data for Formula Allocations via the Data Submission Website

PURPOSE:

The purpose of these instructions is to describe the standardized process and format for data submissions by States to ORR through the data submission website for Social Services (SS) and Targeted Assistance Formula (TAG) allocations.

States should submit data files, as described in this document, to ORR through the ORR data submission website system. Once data are submitted, ORR will group data files into tables and then match the files against the ORR Refugee Arrivals Data System (RADS) per an established procedure.

INSTRUCTIONS:

Each State should:
- ➢ Submit separate asylee files for Social Services & Targeted Assistance.
  - o For Social Services allocations, submit a file containing data for only those asylees that you have served, who have a ***date of eligibility*** (date of grant of qualifying status or date of admission to the U.S. in qualifying status) within the last two fiscal years; see ORR State Letter #00-17: http://www.acf.hhs.gov/programs/orr/resource/state-letter-00-17).
  - o For Targeted Assistance allocations, submit a file containing data for only asylees that you have served who have a date of eligibility within the last two fiscal years.
- ➢ Cuban/Haitian Entrants: Submit a file containing data for only Cuban/Haitian Entrants that you have served who have a date of eligibility within the last two fiscal years.
- ➢ Social Services Secondary Migration File: Submit a file containing data on refugees, asylees, SIVs, and Cuban/Haitian Entrants who were resettled in the U.S. for 24 months or less as of the reporting date, and who had initially been resettled in another State.

States should submit these data files to ORR through the website. ORR will match the submitted data against data from Federal sources to produce the Social Services and Targeted Assistance formula Allocations. This will be the only opportunity to submit data for formula allocations. States not planning to submit data must so inform ORR.

DATA FORMAT:

States are to submit data in EXCEL spreadsheet format. Submit no more than three spreadsheets per Excel workbook, and no more than one Excel workbook per State for each file type (SS Asylee, Targeted Assistance Asylee, Cuban/Haitian Entrants, and Social Services and Targeted Assistance Secondary Migration).

File Naming Convention
Use a file naming convention as follows:
- For Asylee SS and TAG files: CAFYXXSS.xls, where CA = State Abbreviation, FYXX = Federal fiscal year, and SS= Social Services
  OR

CAFYXXTA.xls, where TA = Targeted Assistance.
- For Entrant: CAFYXXENTRANT.xls, where CA = State Abbreviation, FYXX = Federal fiscal year.
- For Social Services and Targeted Assistance Secondary Migration files: CAFYXXSM.xls, where CA = State Abbreviation, FYXX = Federal fiscal year, and SM = Secondary Migration.

Data Field Requirements by file type

Column headings for each file type must be in Row 1 in the Excel spreadsheet and must be exactly as specified in the samples provided. If data are not submitted in the correct format, or if certain fields are missing, files will be rejected and States will need to resubmit corrected files.

➢ **Asylee SS:** (sample name – CAFYXXSS.xls)
1. **County** – required, must be first column in Asylee SS Excel spreadsheet. Provide complete county name, do not include word "County" in the field. Examples: Snohomish, San Joaquin, or King. Note to Florida: please use Miami-Dade for county instead of Miami.
2. **Alien Number** – required, enter an eight or nine digit number without any hyphens or spaces between the numbers. Do not enter an A at the beginning of the number. Do not enter any extra or leading zeroes.
3. **Eligibility date** – required, all fields must be entered in the *mm/dd/yyyy* format. Must be within the last two fiscal years.
4. **Full Name** – required, use only one field for the entire name. Enter the full name of the individual without any commas. Enter the last name (space) first name (space) middle name. The file can accommodate up to as many middle names as needed, separated with a space. If the last name is hyphenated use a hyphen. Do not use a comma, hyphen, or forward slash (/) between the last and first names.
5. **Date of Birth –** required, *mm/dd/yyyy* format.

➢ **Asylee TAG:** (Sample name – CAFYXXTA.xls)
1. **County** – required, must be first column in Asylee TAG Excel spreadsheet. Provide complete county name, do not include word "County" in the field. Examples: Maricopa, Sacramento, or Denver. Note to Florida: please use Miami-Dade for county instead of Miami.
2. **Alien Number** – required, enter an eight or nine digit number without any hyphens or spaces between the numbers. *Do not enter an A at the beginning of the number. Do not enter any extra or leading zeroes.*
3. **Eligibility date** – required, all fields must be entered in the *mm/dd/yyyy* format. Must be within the last two fiscal years.
4. **Full Name** – required, use only one field for the entire name. Enter the full name of the individual without any commas. Enter the last name (space) first name (space) middle name. The file can accommodate up to as many middle names as needed, separated with a space. If the last name is hyphenated use a hyphen. *Do not use a comma, hyphen, or forward slash (/) between the last and first names.*
5. **Date of Birth –** required, *mm/dd/yyyy* format.

➢ **Cuban/Haitian Entrants:** (Sample name – CAFYXXENTRANT.xls)
1. **County** – required, must be first column in Entrant SS Excel spreadsheet. Provide complete county name, do not include word "County" in the field. Examples: Snohomish, San Joaquin, or King. Note to Florida: please use Miami-Dade for county instead of Miami.
2. **Full Name** – Use only one field for the entire name. Enter the full name of the individual without any commas. Enter the last name (space) first name (space) middle name. The file can accommodate up to as many middle names as needed, separated with a space. If the last name is

hyphenated use a hyphen. *Do not use a comma, hyphen, or forward slash (/) between the last and first names.*

3. **Alien Number** – required, enter an eight or nine digit number without any hyphens or spaces between the numbers. *Do not enter an A at the beginning of the number. Do not enter any extra or leading zeroes.*
4. **Status –** required, one of the following three-symbol values should be entered:
    a. Current Parole (**CPA**)
    b. Expired Parole (**XPA**)
    c. In pending removal proceedings (**PRP**)
    d. Pending application for asylum (**PAS**)
    Do not enter any other values.
5. **Eligibility Date –** required, date of entry into the U.S. *mm/dd/yyyy* format. Must be within the last two fiscal years.
6. **Gender –** required, M, F or U (Unknown).
7. **Country of Birth –** required, enter Cuba or Haiti, no other entries will be allowed.
8. **Date of Birth –** required, *mm/dd/yyyy* format.

➢ **Social Services Secondary Migration:** (Sample name – CAFYXXSM.xls)
1. **Alien Number -** required, must be first column in Social Services Secondary Migration Excel spreadsheet. Enter an eight or nine digit number without any hyphens or spaces between the numbers. *Do not enter an A at the beginning of the number. Do not enter any extra or leading zeroes.*
2. **Eligibility date –** required, date of entry into the U.S. All fields must be in *mm/dd/yyyy* format. Must be within the last two fiscal years.
3. **Date of Birth –** required, *mm/dd/yyyy* format.
4. **Full Name** – Use only one field for the entire name. Enter the full name of the individual without any commas. Enter the last name (space) first name (space) middle name. The file can accommodate up to as many middle names as needed, separated with a space. If the last name is hyphenated use a hyphen. *Do not use a comma, hyphen, or forward slash (/) between the last and first names.*

FEEDBACK ON DATA SUBMISSIONS:

Feedback on the matching results of data submissions will be provided to States after the data submission period is complete, and will be available to States via the website system. Due to the stipulations of Refugee Arrivals Data System (RADS) data use agreements and RADS operation as a Privacy Act System of Records, ORR is unable to share data that contains individual identifiers. Instead, ORR will provide aggregate feedback detailing how many records were matched to RADS data, as well as the reasons why particular categories of records were not accepted for data matching for formula allocations. Types of feedback could include the following:

- Unable to verify record against any data source
- Submission is ineligible status
- Person has been claimed by two or more states
- Record already exists in arrivals table
- Record is valid but was previously inserted; duplicate record was submitted
- Submission could not be matched based on name or birth date
- Submission is an asylee, but grant date falls outside of applicable range (24 months) date parameters for fiscal year allocations
- Alien number does not exist