

ORR-6

ANNUAL SERVICE PLAN INSTRUCTIONS

General Overview

I. Submission

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 Annual Service Plan (ASP) is due **November 30** for the current Federal Fiscal Year (FFY) and can be attached to the ORR-6 Performance Report. The State agency/grantee responsible for the administration of the Federal Refugee Resettlement Program (RRP) must submit the ASP to its State Analyst in the Division of Refugee Assistance, Office of Refugee Resettlement (ORR). **Please Note: A State's funding for services will be contingent upon the submittal and approval of its Annual Service Plan.**

II. Content

The information reported on the Annual Service Plan (ASP) shows the categories of current services provided to the ORR-eligible population in the State and the total dollar amount contracted for services within each category by source (the Refugee Support Services [RSS] program). Required information includes:

- the ORR grant source for each category of services,
- the amount contracted for service provision only,
- the target number of program participants for each service based on their time in the U.S.,
- the type of agency providing the services, and
- the percentage of funding to each type of agency for each category of service.

ORR reviews the information reported for planning purposes and to see the extent to which funds are allocated 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 program information will be reviewed and compared to the ASP.

III. Format

Reported data must reflect the ORR-funded services provided to refugees in the State for the 12-month period of services under contract as of October 1 that year (for more information, see "Fiscal Year" section under "Data Elements," below).

IV. Data Elements

Item	Data Elements	Instructions
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1.	State/Grantee	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 or Replacement Designee, enter the name of the agency submitting the report. Note: States that operate county or locally-administered programs of refugee resettlement must submit a separate ASP for each local jurisdiction receiving ORR funds from the social service formula program. These States must also submit a consolidated ASP for the State.
2.	Fiscal Year	Enter the Federal Fiscal Year for which the Annual Services Plan is being submitted. 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 November 30 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.
3.	Date	Enter the date that the report is completed.
4.	Previous FFY Report (Program Participants)	In this section, report the number of program participants by service type as provided in the previous FFY (October 1 – September 30) through Refugee Support Services (RSS) funding under both 45 CFR 400.154 and 45 CFR 400.155. Definitions of the RSS services are as follows:
4.a.	Employment	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).
4.b.	Employment assessment	Employment assessment services, including aptitude and skills testing.
4.c.	On-the-job training	Includes on-the-job training provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.
4.d.	English language instruction	Includes English language instruction, with an emphasis on English as it relates to obtaining and retaining a job.
4.e.	Vocational training	Vocation training should be short-term designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment, such as driver education, nurse's aide, electronic assembly, or power sewing.
4.f.	Skills recertification	Skills recertification services provided when such training meets the criteria for appropriate training in §400.81(b).
4.g.	Day care for children	Day care for children received when necessary for participation in an employability service or for the acceptance or retention of employment; or when necessary for participation in a service other than employability.
4.h.	Transportation	Transportation services provided when necessary for participation in an employability services or for the acceptance/retention of employment; or when necessary for participation in a service other than an employability service.
4.i.	Translation and interpreter services	Translation and interpretation services provided to refugees in connection with employment or employability services; or when necessary for a purpose other than in connection with employment and as part of an employability plan.
4.j.	Case management	Case management services defined as the determination of specific service(s) to which to refer a refugee; and, may be related to active participation as part of the individual employability plan, referral to such service(s), and tracking of the refugee's participation in such services; or may be for a purpose other than in connection with

		employment or participation in employability services.
4.k.	EAD assistance	Assistance in obtaining Employment Authorization Documents (EADs).
4.l.	Information and referral	Includes information and referral to other services for participants.
4.m.	Outreach Services	Includes activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
4.n.	Social adjustment	Social adjustment services include emergency services, health related services and home management services.
4.o.	Citizenship and naturalization	Preparation services for citizenship and naturalization, including English Language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.
5.	Total Unduplicated	Enter the unduplicated number of participants that received the appropriate services. Same participant could have received multiple services, in this section provide unduplicated number of participants across all services.
6.	Previous FFY report RSS participation	In this section provide total unduplicated number of all RSS service participants (45 CFR 400.154 and 45 CFR 400.155) by the length of time in the US at the end of FFY.
6. a.	Previous FFY report RSS participation 0-12 months	Enter the total unduplicated number of all RSS service participants (45 CFR 400.154 and 45 CFR 400.155) who are 0-12 months in the US at the end of FFY.
6. b.	Previous FFY report RSS participation 13-60 months	Enter the total unduplicated number of all RSS service participants (45 CFR 400.154 and 45 CFR 400.155) who are 13-60 months in the US at the end of FFY.
7.	Previous FFY report RSS set-asides participation	In this section provide total unduplicated number of all RSS set-asides service participants by program and by the length of time in the US at the end of FFY.
7. a.	Previous FFY report RSS set-asides participation 0-12 months	Enter the total unduplicated number of all RSS set-asides service participants for each set-aside program (RSI, SOR or any other future program) who are 0-12 months in the US at the end of FFY.
7. b.	Previous FFY report RSS set-asides participation 13-60 months	Enter the total unduplicated number of all RSS set-asides service participants for each set-aside program (RSI, SOR or any other future program) who are 13-60 months in the US at the end of FFY.
8.	Description of State-Provided or Contracted Services	Consistent with Schedule C, the ASP form includes the same priority services: Employment Services, English Language Instruction, On-the-Job Training, and Vocational Training. The ASP form also includes the category of Other Services, to capture additional services as described below. States do not report contracts individually on the ASP. Instead, all contracts for the same category of services are represented by one entry on the ASP. Definitions of the priority services are as follows:
8. a.	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.

8. b.	English Language Instruction	English language instruction 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.						
8. c.	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.						
8. d.	Vocational Training	Vocational 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.						
8. e.	Other Services	Other Services includes RSS-funded employment-related services, such as interpretation/translation, transportation, or child care. In addition, Other Services may include activities such as RSS-funded case management (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), Refugee School Impact programming, and Services to Older Refugees programming. The Miscellaneous category should be used if ORR provides specific funding for services in addition to those already listed under 8.e.						
9.	Grant	Enter the applicable funding source: RSS (base formula funding), RSI (RSS Refugee School Impact set-aside), SOR (RSS Services to Older Refugees set-aside), or Other.						
10.	Contracted Amount by Funding Source	<p>By category of service and then by funding source, enter the total amount of ORR funds used to fund all services or contracts in effect as of October 1 of the current year.</p> <p>For example, if a State has the following:</p> <ul style="list-style-type: none"> • Three RSS-funded contracts for employment services (\$100,000, \$100,000, and \$125,000), • Two RSS-funded contracts for interpretation (\$50,000 and \$30,000), • One RSS-funded contract for transportation (\$30,000), and • One RSIG-funded contract for teacher training (\$25,000), <p><u>Enter:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a. Employment Services RSS</td> <td style="text-align: right;">\$325,000</td> </tr> <tr> <td>e. Other Services (which includes interpretation/translation) RSS</td> <td style="text-align: right;">\$110,000</td> </tr> <tr> <td>e. Other Services RSS-RSI</td> <td style="text-align: right;">\$25,000</td> </tr> </table>	a. Employment Services RSS	\$325,000	e. Other Services (which includes interpretation/translation) RSS	\$110,000	e. Other Services RSS-RSI	\$25,000
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11.	Program Participants	<p>0 through 12 (0-12) months By category of service, enter the target number of ORR-eligible participants in the U.S. less than a full 12 months to be served under existing contracts.</p> <p>13 through 60 (13-60) months By category of service, enter the target number of ORR-eligible participants in the U.S. from 13 to 60 months to be served under existing contracts.</p> <p>Total Number This field will automatically calculate, by category of service, the total target number of ORR-eligible participants to be served under existing contracts.</p>						
12.	Type of Agency and Percent of Funds	<p>By category of service, indicate the type of agency providing the services and the percentage of the total contracted amount for each service allocated to that type of agency.</p> <p>For example, if a State has employment services contracts totaling \$325,000, of which</p> <ul style="list-style-type: none"> • \$100,000 is contracted to a Mutual Assistance Association • \$125,000 to a Refugee Agency, and • \$100,000 to a Community College, <p>Enter in the Type of Agency and Percent of Funds field in the row for Employment:</p> <ul style="list-style-type: none"> • 8. B. Mutual Assistance Association 31% • 8. C. Refugee Agency 38% 						

		<ul style="list-style-type: none">• 8. D. Community College 31%• 8. J. Total (automatically calculated) 100%; should always be 100%.
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