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Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Shannon Herboldsheimer  
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Administration for Children and Families (ACF)

**Date:** September 26, 2022

**Subject:** Non-Substantive Change Request – Placement and Transfer of Unaccompanied Children into ORR Care Provider Facilities (OMB #0970-0554)

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This memo requests approval of a non-substantive change to the approved information collection, Placement and Transfer of Unaccompanied Children (UC) into Office of Refugee Resettlement (ORR) Care Provider Facilities (OMB #0970-055).

## **BACKGROUND**

The Placement and Transfer of UC into ORR Care Provider Facilities information collection contains 17 instruments that allow ORR to collect information necessary to place UC referred to ORR by Federal agencies into care provider facilities and to transfer UC within the ORR care provider network as required by the Homeland Security Act (6 U.S.C. 279), the Trafficking Victims Protection Reauthorization Act of 2008 (8 U.S.C. 1232), and the *Flores Settlement Agreement* (No. CV85-4544-RJK (C.D. Cal. 1996)). The collection was last approved by OMB on September 2, 2022 and expires on September 30, 2025.

In the information collection request approved by OMB on September 2, 2022, ORR requested approval to continue use of a PDF version of the *Intakes Placement Checklist* (Form P-7) until such time as ORR can incorporate planned revisions for the form into its case management database. OMB agreed to the two versions if ORR applied the proposed changes for the database version of Form P-7 (changes outlined below) to the PDF version. However, ORR submitted in error an outdated copy of the PDF version that did not include those changes.

## **OVERVIEW OF REQUESTED CHANGES**

ORR requests that the version submitted in error be replaced with the correct version, which was reviewed and approved by OMB through the most recent review process. The following provides an overview of the changes that were incorporated into the PDF version that was intended to be uploaded for approval:

- Reorganized the checklist into distinct sections for staff secure and secure placement criteria.
- Removed “UC will be turning 18 year of age in the next month” as an escape risk criteria.
- Removed the “Danger to Self” section.
- Revised the lists of criminal offenses in both the staff secure and secure sections.

- Replaced the “Gang Affiliation” section and criteria under “Conduct” for “UC has displayed a pattern of severity of behavior, either prior to entering ORR custody or while in ORR care, that requires an increase in supervision by trained staff.”