



# Administration for Children & Families Office of Refugee Resettlement

## Release Request

### UC Basic Information



First Name: [auto-populated]

AKA: [auto-populated]

Last Name: [auto-populated]

Status: [auto-populated]

Date of Birth: [auto-populated]

Admitted Date: [auto-populated]

A#: [auto-populated]

Length of Stay: [auto-populated]

Country of Birth: [auto-populated]

Current Program: [auto-populated]

Gender: [auto-populated]

Portal ID: [auto-populated]

### Release Request Details

**Release Type** [based on user selecting "Sponsor" or "Program," only applicable fields will appear]

Sponsor/Program [text to auto-populate based on Release Recommendation Section]

**Case Category** 1/2A/2B/3/4 [text auto-populates from Sponsor Assessment (Form S-5)]

[text auto-populates from Sponsor Assessment (Form S-5)]

**Relationship**

**Case Manager Name:** [auto-populates based on user]

**Case Coordinator** [auto-populates based on user] **Name:**

**Local Federal Field Staff Name:** [auto-populates based on user]

### Sponsor Information

[Section displays if Release Type is "Sponsor," selected under Release Request Details Section]

**Name of Sponsor:** [Auto-populates from Sponsor Assessment (Form S-5)]

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to process recommendations and decisions for release of an unaccompanied child from ORR custody. Public reporting burden for this collection of information is estimated to average 0.42 hours per response for care providers and 0.33 hours per response for case coordinators, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this

# Release Request

## Office of Refugee Resettlement

**AKA:** [Auto-populates from Sponsor Assessment (Form S-5)]  
**Date of Birth:** [Auto-populates from Sponsor Assessment (Form S-5)]  
**Current Age:** [Auto-populates from Sponsor Assessment (Form S-5)]  
**Country of Birth:** [Auto-populates from Sponsor Assessment (Form S-5)]

### OTIP Eligibility

[Section displays if Release Type is "Sponsor" or "Program," selected under Release Request Details Section]

**OTIP Referral**

**Date of OTIP Referral**

**Is the unaccompanied child a material witness?**

#### Outcome of OTIP Referral

[Outcome of OTIP Referral Drop-down Options:]
Final Eligibility
Interim Eligibility
Pending Notification
Not Eligible

fields only appear if "Final Eligibility" or "Interim Eligibility" is selected]

[Following

**Date OTIP eligibility begins**

**Date OTIP interim eligibility expires**

**Program Information**

*[Section only Displays if Release Type is "Program," under Release Request Details section]*

**Program Type**

[Program Type Drop-down Options:]
URM
State-Licensed Juvenile Shelter
State-Licensed Group Home
State-Licensed Foster Home
Local Social Service Agency
Other

**URM Program Requirement Eligibility** *[Displays if "URM" is selected]:*

- " **I-360**
- " **I-485**
- " **OTIP Eligibility Letter**
- " **T-Visa**
- " **Asylum Approval Letter**
- " **Stamped I-94**
- " **I-862**
- " **I-94**
- " **Other**

**Date the URM Eligibility was Obtained** *[Displays if "URM" is selected]*

**Program Name**

**Program Address**

**Program Primary Contact**

**Primary Contact Phone**

**Primary Contact Email**

**Program Agreed to Conditions of Release**

**How/Why Program was identified?**

**Program License Type**

**Case Manager Recommendation**

**Case Manager Name:**

[auto-populated based on user]

**Home Study**

**Case Manager Home Study Recommendation:**

[Section displays if Release Type is "Sponsor," selected under Release Request Details Section]

**[Case Manager Home Study Recommendation Drop-down Options:]**

Do not recommend Home Study

Home Study - TVPRA

Home Study - Discretionary

Home Study - ORR Mandated

**Explain your rationale for recommending or not recommending a Home Study.** (Note: a discretionary home study recommendation must have an explanation and directions that explain what the home study should focus on)

**Release Recommendation**

**Case Manager Release Recommendation Date:**

[auto-populated based on current date]

**Case Manager Release Recommendation:**

**[Case Manager Release Recommendation Drop-down Options:]**

Approve with Level 1 Post-Release Services

Approve with Level 2 Post-Release Services

Approve with Level 3 Post-Release Services

Release to Program (URM, State, Local Social Service Agency, Other)

Deny Release

[The following fields will not be able to be completed unless "Do Not Recommend Home Study" is selected under Home Study Recommendation Section or until the Home Study has been completed and a completion date is populated under Home Study Recommendation section]

**Describe case factors that contribute positively to your release recommendation:**

# Release Request Office of Refugee Resettlement

**Describe case factors that contribute negatively to your release recommendation:**

**List all documents used as evidence to support your recommendation to deny release (“evidentiary record”)** *[only display when Release Recommendation is “Deny Release”]*

## Release Cancellation

**Case Manager Cancellation Reason:**

Sponsor Withdrawal - Household member(s) refused to complete requirements (ORR waiver not granted)
Sponsor Withdrawal - Sponsor unwilling to reunify due to immigration enforcement concern
Sponsor Withdrawal - New sponsor came forward
Sponsor Withdrawal - Sponsor is leaving the U.S.
Sponsor Withdrawal - Sponsor is moving (within the U.S.)
Sponsor Withdrawal - Sponsor changed their mind
Sponsor Withdrawal - Sponsor unable or unwilling to meet child’s healthcare needs
Sponsor Withdrawal - Other
Unaccompanied Child Discharge - Child ran away
Unaccompanied Child Discharge - Individual determined to be an adult
Unaccompanied Child Discharge - Child removed or voluntarily departed
Unaccompanied Child Discharge - Child detained by local law enforcement
Unaccompanied Child Discharge - Child detained by US Marshals
Unaccompanied Child Discharge - Child discharged with Unaccompanied Child Parent
Administrative Closure - Sponsor arrested
Administrative Closure - Sponsor failed to pick up child
Administrative Closure - Sponsor deceased
Administrative Closure - Sponsor refused to travel to pick up child
Administrative Closure - Sponsor lacks interest in sponsoring child - did not formally withdraw
Administrative Closure - Child deceased
Administrative Closure - Opened in error

**Describe**

**circumstances of release cancellation:**

**Release Request**  
**Office of Refugee Resettlement**

**Case Coordinator Recommendation**

**Case Coordinator Name:**

**Home Study**

**Case Coordinator Home Study Recommendation:**

[Case Manager Home Study Recommendation Drop-down Options:]
Do not recommend Home Study
Home Study - TVPRA
Home Study - Discretionary
Home Study - ORR Mandated

**Explain your rationale for recommending or not recommending a Home Study.** (Note: a discretionary home study recommendation must have an explanation and directions that explain what the home study should focus on):

**Release Recommendation**

**Case Coordinator Release Recommendation Date:**

**Case Coordinator Release Recommendation:**

[Case Coordinator Release Recommendation Drop-down Options:]
Approve with Level 1 Post-Release Services
Approve with Level 2 Post-Release Services
Approve with Level 3 Post-Release Services
Pending Information
Deny Release

# Release Request

## Office of Refugee Resettlement

**Case Coordinator Pending Information** *[will display only if Release Recommendation is "Pending Information"]:*

[Case Coordinator Pending Information Drop-down Options:]
Pending admissible or consulate verified birth certificate
Sponsor fraud or identity concern
Incomplete Initial Medical Exam
Child's medical concern needs further evaluation
Case does not meet Box criteria
Failed sponsorship upon reunification
Incomplete assessment
Pending previous sponsorship documents
Other

**Other** *[only displays if "Other" is selected]:*

*[The following fields will not be able to be completed unless "Do Not Recommend Home Study" is selected under Home Study Recommendation Section or until the Home Study has been completed and a completion date is populated under Home Study Recommendation section]*

**Describe case factors that contribute positively to your release recommendation:**

**Describe case factors that contribute negatively to your release recommendation:**

**List all documents used as evidence to support your recommendation to deny release** *[only display when "Release Recommendation" is "Deny Release"]*

### Release Cancellation

**Case Coordinator Cancellation Reason:**

Sponsor Withdrawal - Household member(s) refused to complete requirements (ORR waiver not granted)
Sponsor Withdrawal - Sponsor unwilling to reunify due to immigration enforcement concern
Sponsor Withdrawal - New sponsor came forward
Sponsor Withdrawal - Sponsor is leaving the U.S.
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Administrative Closure - Opened in error

**Describe**

**circumstances of release cancellation:**

**ORR Decision**

**ORR Decision:**

[ORR Decision Drop-down Options:]
Home Study - TVPRA
Home Study - Discretionary
Home Study - ORR Mandated
Approve with Post-Release Services
Remand
HOLD
Deny Release
Cancel Release

**ORR Home Study Status:**

[Opens when Home Study Decision selection is made:]

[ORR Home Study Status Drop-down Options:]
Home Study complete - positive recommendation
Home Study complete - negative recommendation
Complete - approve pending completion of conditions
Cancelled
In progress

**ORR Decision After Home Study:**

[ORR Release Decision Drop-down Options:]
Approve with Post-Release Services
Remand
HOLD
Deny Release
Cancel Release

# Release Request Office of Refugee Resettlement

**ORR Remand Reason** *[will display only if Release Decision is "Remand"]:*

[ORR Remand Reason Drop-down Options:]
Incomplete/Missing Documents - Sponsor Assessment
Incomplete/Missing Documents - Release Request
Incorrect UC or UC Info
Incorrect Sponsor or Sponsor Info
UC In-Transfer/Transferred
Original Issues Not Corrected
Other

**ORR HOLD Reason** *[will display only if Release Decision is "HOLD"]*

[ORR HOLD Drop-down Options:]
Notification of Denial Cat 1
Notification of Denial Cat 2A
Notification of Denial Cat 2B
Other

**ORR Cancellation Reason:**

Sponsor Withdrawal - Household member(s) refused to complete requirements (ORR waiver not granted)
Sponsor Withdrawal - Sponsor unwilling to reunify due to immigration enforcement concern
Sponsor Withdrawal - New sponsor came forward
Sponsor Withdrawal - Sponsor is leaving the U.S.
Sponsor Withdrawal - Sponsor is moving (within the U.S.)
Sponsor Withdrawal - Sponsor changed their mind
Sponsor Withdrawal - Sponsor unable or unwilling to meet child's healthcare needs
Sponsor Withdrawal - Other

Unaccompanied Child Discharge - Child ran away	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Unaccompanied Child Discharge - Individual determined to be an adult						
Unaccompanied Child Discharge - Child removed or voluntarily departed	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Unaccompanied Child Discharge - Child detained by local law enforcement						
Unaccompanied Child Discharge - Child detained by US Marshals	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Unaccompanied Child Discharge - Child discharged with unaccompanied ORR Parent						
Administrative Closure - Sponsor arrested	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Administrative Closure - Sponsor failed to pick up child						
Administrative Closure - Sponsor deceased	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Administrative Closure - Sponsor refused to travel to pick up child						
Administrative Closure - Sponsor lacks interest in sponsoring child - did not formally withdraw	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Administrative Closure - Child deceased						
Administrative Closure - Opened in error	ORR Decision	[auto-populated]	ORR Decision Date	[auto-populated]	Remand Reason	[auto-populated]
Administrative Closure - Opened in error						

**your for recommending or not recommending a Home Study.** *(Note: a discretionary home study recommendation must have an explanation and directions that explain what the home study should focus on):*

**Explain rationale**

# Release Request

## Office of Refugee Resettlement

**Please summarize the results of the home study including any recommendations made by the Home Study provider, if there are any concerns, and how they were mitigated:**

### Release Decision

*[The following fields will not be able to be completed unless "Do Not Recommend Home Study" is selected under Home Study Recommendation Section or until the Home Study has been completed and a completion date is populated under Home Study Recommendation section]*

**Describe case factors that contribute positively to your release recommendation:**

**Describe case factors that contribute negatively to your release recommendation:**

**List all documents used as evidence to support your recommendation to deny release** *[only display when "Release Recommendation" is "Deny Release"]*

### Release Cancellation

**Describe circumstances of release cancellation:**

**Program Release Dates**

**Release Scheduled Date:**

**The Next Scheduled Court Appearance for this Juvenile is:**

**Date Sponsor was Notified that They Must Inform the Immigration Court Directly of any Further Change of Address:**

**Reason for Less Than 24 Hours' Notice to ICE, if Applicable:**