

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Mikayla Deemy  
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Administration for Children and Families (ACF)

**Date:** November 20, 2025

**Subject:** NonSubstantive Change Request – Refugee Data Submission System for the  
Voluntary Agencies Matching Grant (MG) Program Instructions (OMB #0970-0624)

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This memo requests approval of nonsubstantive changes to the instructions for the approved information collection, Refugee Data Submission System for the Voluntary Agencies Matching Grant (MG) Program (OMB #0970-0624).

### ***Background***

The existing Alternative Identifier (Alt ID) process involves grantees creating Alt IDs when Alien Numbers could not be found. This manual process has caused duplications and problems specifically when individuals move from state to state. To address these issues, the process for requesting Alt IDs through the Office of Refugee Resettlement's Refugee Arrivals Data System (RADS) has been updated. The changes in the MG instructions document reflect the updated process for requesting Alt IDs through the RADS, as reflected in DCL 22-24, which is in the final stages of approval and publication.

### ***Overview of Requested Changes***

In the past, Alt IDs were created by the grantees. This process has been replaced to reduce inconsistencies, duplications, and challenges with cross-state relationships.

The changes in the updated MG Instructions document outline the new process which is automated and housed within RADS. This process requires grantees to email [AltIDSupport@acf.hhs.gov](mailto:AltIDSupport@acf.hhs.gov) in order to initiate the creation of an Alt ID, next RADS will assign a unique ID after checking the system to ensure the individual does not have an existing Alien Number and has not already been assigned an Alt ID in the past. The updates to the MG Instructions document remove the language surrounding the existing process and replace it with the updated process. These changes are located within the Individual Information Form: Fields 1 and 2, the MG Enrollment Form: Fields 1 and 7, and the MG Status Form: Field 1.

### ***Time Sensitivities***

The MG submissions are submitted on a rolling basis. The Division of Refugee Data and Information (DRDI) is requesting this be approved by December 1, 2025, to ensure the upcoming submissions reflect the updated guidance.