

Release of Unaccompanied Alien Children from Office of Refugee Resettlement Custody

**OMB Information Collection Request
0970 - 0552**

Supporting Statement Part A - Justification

JANUARY 2024; UPDATED AUGUST 2026

Type of Request: Revision

Submitted By:
Office of Refugee Resettlement
Administration for Children and Families
U.S. Department of Health and Human Services

Summary

This request is for revisions to the forms currently approved under OMB #0970-0552 and to add a new form to this OMB number. Details about the changes are described in section A15.

1. Circumstances Making the Collection of Information Necessary

The Office of Refugee Resettlement (ORR) Unaccompanied Alien Children Program (UAC Program) provides care and custody for unaccompanied alien children until they can be safely released to a sponsor, repatriated to their home country, or obtain legal status. ORR funds residential care provider facilities that provide temporary housing and other services to children in ORR custody. Generally, care provider facilities are State-licensed (with the exception of those located in states unwilling to consider them for licensure and temporary influx care facilities) and must meet ORR requirements to ensure a high-level quality of care. Services provided at care provider facilities include, but are not limited to, education, recreation, vocational training, acculturation, nutrition, medical, mental health, legal, and case management.

ORR uses several instruments directly related to the care of unaccompanied alien children. The instruments in this information collection allow ORR to process the release of unaccompanied alien children from ORR custody and provide services after release.

The current request is for revisions to the below-listed forms approved under this information collection and the addition of one new form.

Note that ORR is requesting approval for two versions of forms R-2 and R-4 to support iterative improvements to its case management system, UAC Portal. The first versions will be rolled out in the current UAC Portal system. The second versions will be rolled out in a modernized version of UAC Portal. ORR expects to begin rolling out features in the new modernized system in 2024. Once the second versions are rolled out, ORR will submit a nonsubstantive change request to remove the first versions from the information collection.

- Verification of Release (Form R-1)
- Discharge Notification (Form R-2) – Current UAC Portal
- Release Request (Form R-4) – Current UAC Portal
- Release Request (Form R-4) – Modernized UAC Portal
- Discharge Plan (Form R-9) **NEW**
- Program Exit Processing (Form R-10) (formerly Discharge Notification (Form R-2)) – Modernized UAC Portal

Legal Authorities

The Homeland Security Act (HSA), 6 U.S.C. 279, transferred responsibilities for the care and placement of unaccompanied alien children from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of ORR.

The *Flores v. Reno* Settlement Agreement, No. CV85-4544-RJK (C.D. Cal. 1996), establishes an order of priority for sponsors with whom unaccompanied alien children should be placed and sets minimum

standards for the housing, services, transportation, and discharge of unaccompanied alien children. *Flores* also entitles Plaintiffs' counsel to visit ORR facilities.

The William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA), 8 U.S.C. 1232, creates additional requirements for the placement, services, and discharge of unaccompanied alien children in federal custody. The TVPRA also directs ORR to create policies to ensure unaccompanied alien children are protected from traffickers and others seeking to victimize them or otherwise engage them in criminal, harmful, or exploitative activity.

ORR's Interim Final Rule on the Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Unaccompanied Alien Children, 45 CFR Part 411, sets forth such standards for ORR care provider facilities that house unaccompanied alien children in accordance with section 1101(c) of the Violence Against Women Reauthorization Act of 2013, Pub. L. 113-4 (VAWA 2013).

2. Purpose and Use of the Information Collection

- **Verification of Release (Form R-1):** This instrument is an official document provided to children and their sponsors by care provider facilities showing that ORR released the child into the sponsor's care and custody. The information in this instrument may be shared with the child and sponsor in other formats (e.g., wallet card) for their convenience; however, the purpose of sharing the information would remain the same.
- **Discharge Notification (Form R-2):** This instrument is used by care provider facilities to notify stakeholders of the transfer of a child to another care provider facility or the release of a child from ORR custody. See [UAC Policy Guide Section 2.8.3 Closing the Case File](#) for related policies.
- **Release Request (Form R-4):** This instrument is used by care provider facilities, ORR contractor staff, and ORR Federal staff to process recommendations and decisions for release of a child from ORR custody. See [UAC Policy Guide Section 2.7. Recommendations and Decisions on Release](#) for related policies.
- **[NEW] Discharge Plan (Form R-9):** This instrument is used by care provider facilities to create a discharge plan for children who are not likely to be released to a sponsor that addresses the child's individual needs. See [UAC Policy Guide Section 2.8.6 Release of Children with Legal Status](#) and [3.3.2 Long Term and Concurrent Planning](#) for related policies.
- **Program Exit Processing (Form R-10):** This instrument is used by care provider facilities to process the physical discharge of a child from a care provider program when the child has been approved for release/discharge from ORR custody or for transfer within the ORR provider network. Select information from this form is used to auto-populate a Discharge Notification (Form R-2) that is used to notify stakeholders of the transfer of a child to another care provider facility or the release of a child from ORR custody. See [UAC Policy Guide Section 2.8.2 Transfer of Physical Custody](#) for related policies.

3. Use of Improved Information Technology and Burden Reduction

ORR is in the process of streamlining information management by consolidating unaccompanied alien children information from disparate storage locations, reducing manual paperwork processing conducted outside of the system (e.g., spreadsheets, PDFs, Word documents), maximizing the use of auto-population so that information is not entered more than once, enforcing business rules through automated workflow

management, and improving business intelligence capabilities by automating reporting and data analytics.

4. Efforts to Identify Duplication and Use of Similar Information

The information being collected by these instruments are not obtainable from other sources.

5. Impact on Small Businesses or Other Small Entities

The proposed information collections will not burden or impact small businesses.

6. Consequences of Collecting the Information Less Frequently

Not collecting the information requests on these forms would impede ORR from performing its charged duty of releasing unaccompanied alien children from its custody as quickly and safely as possible. Furthermore, all grantees and contractors funded to provide services to these children are required in writing to comply with all of ORR's program policies, procedures, and other guidance, which includes collecting the information in these instruments.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

None of the characteristics outlined in 5 CFR 1320.5(d)(2) apply to the instruments in this collection.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on August 7, 2023, Volume 88, Number 150, pages 52167-52172, and provided a sixty-day period for public comment. During the notice and comment period, responses were received from two commenters, each containing multiple comments. Attachment A provides a summary of those comments and ORR's responses.

9. Explanation of Any Payment or Gift to Respondents

No payment or gift to the respondents will be provided.

10. Assurance of Confidentiality Provided to Respondents

ORR established a system of records to ensure the level of confidentiality pursuant to the Privacy Act. 5 U.S.C. 552a. ORR's system of records notice, titled Privacy Act of 1974; System of Records Notice, was published on July 18, 2016 at 81 FR 46682.

11. Justification for Sensitive Questions

Sensitive information may be collected in the *Release Request* in order for ORR to make an informed, timely, and safe release decision. ORR does not ask for any information of a sensitive nature beyond what is needed to make the release decision or ensure the safety of children after release.

12. Estimates of Annualized Burden Hours and Costs

Estimates used to calculate burden are based on the following factors:

- FY2022 total number of placements into ORR custody, transfers within the ORR care provider network, and discharges from ORR custody.
- ORR funds approximately 300 care provider programs and expects to increase its number of funded PRS providers to approximately 40 within the next year.
- The cost to respondents was calculated using median hourly wage data from May 2022 (accessed in May 2023) for the Bureau of Labor Statistics (BLS) job code 21-1021 Child, Family, and School Social Workers in the industry of Other Residential Care Facilities. The rates were multiplied by two to account for fringe benefits and overhead – $\$24.43 \times 2 = \48.86
- ORR assumes most respondents make minimum wage. The Federal minimum wage rate was multiplied by two to account for fringe benefits and overhead – $\$7.25 \times 2 = \14.50

Information Collection Title	Annual Number of Respondents	Annual Number of Responses per Respondent	Average Burden Hours per Response	Annual Total Burden Hours	Average Hourly Wage	Total Annual Cost
Verification of Release (Form R-1)	300	428	0.17	21,828	\$48.86	\$1,066,516.08
Discharge Notification (Form R-2) - Current UAC Portal	300	487	0.17	24,837	\$48.86	\$1,213,535.82
Release Request (Form R-4) - Current UAC Portal - Care Provider	300	430	0.42	54,180	\$48.86	\$2,647,234.80
Release Request (Form R-4) - Current UAC Portal - Case Coordinator	170	756	0.33	42,412	\$48.86	\$2,072,250.32
Release Request (Form R-4) - Modernized UAC Portal - Care Provider	300	430	0.58	74,820	\$48.86	\$3,655,705.20
Release Request (Form R-4) - Modernized UAC Portal - Case	170	756	0.50	64,260	\$48.86	\$3,139,743.60

Coordinator						
Category 4 Discharge Plan (Form R-9)	300	11	2.00	6,600	\$48.86	\$322,476.00
Program Exit Processing (Form R-10) - Modernized UAC Portal	300	487	0.25	36,525	\$48.86	\$1,784,611.50
			Estimated Annual Burden Hours Total:	325,462	Estimated Annual Cost Total:	\$15,902,073.32

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

Respondents will not incur any direct monetary costs, other than their time, in the completion of these instruments.

14. Annualized Cost to the Federal Government

The annualized cost estimate for each of these instruments considers the time of a step 1 GS-12 in the Washington, DC locality to review information following submittal. No additional costs will be incurred by the Federal government for developing computer systems or storing the instruments as those systems are already in place. The hourly rate was multiplied by two to account for fringe benefits and overhead.

Information Collection Title	Number of Federal Staff	Number of Responses per Federal Staff	Average Burden Hours per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Discharge Notification (Form R-2) - Current UAC Portal	110	1,327	5.00	729,850	\$90.28	\$65,890,858.00
Release Request (Form R-4) - Current UAC Portal - Care Provider	110	1,172	10.00	1,289,200	\$90.28	\$116,388,976.00
Release Request (Form R-4) - Modernized UAC Portal - Care Provider	110	1,172	40.00	5,156,800	\$90.28	\$465,555,904.00
Category 4 Discharge Plan (Form R-9)	110	30	40.00	132,000	\$90.28	\$11,916,960.00
Program Exit Processing (Form R-10) - Modernized UAC Portal	110	1,295	15.00	2,136,750	\$90.28	\$192,905,790.00
			Estimated Annual Burden	9,444,600	Estimated Annual Cost	\$852,658,488.00

			Hours Total:		Total:	
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15. Explanation for Program Changes or Adjustments

NONSUBSTANTIVE CHANGE REQUEST – APRIL 2026

The forms included in this Non-Substantive Change Request memorandum are:

- **R-2 Discharge Notification:** Used to document and communicate a child’s discharge from ORR care and custody, including key details about the release and post-release arrangements.
- **R-4 Release Request:** Used to initiate and document the request to release a child from ORR custody to a vetted sponsor, including sponsor information and approval details.
- **R-10 Program Exit Processing:** Used to complete and record final case actions at the time of a child’s exit from ORR care, ensuring all required discharge steps, documentation, and case closures are completed.
- **R-9 Category 4 Discharge Plan:** Used for discharge planning for children with complex cases, such as those aging out of ORR care and custody.

The total annual burden hours for this collection have been revised from 1,607,760 to 325,462 for respondents, and from 13,853,950 to 9,444,600 for the Federal Government, to reflect the following changes:

1. Forms Transferred from Other Information Collections

ORR transferred and revised forms previously approved under the following information collections: Administration and Oversight of the Unaccompanied Children Program (OMB No. 0970-0547), Release of Unaccompanied Children from ORR Custody (OMB No. 0970-0552), and Services Provided to Unaccompanied Children (OMB No. 0970-0553).

- **Virtual Check-In Questionnaire (Form R-6):** This form has been transferred to the Home Study and Post-Release Services for Unaccompanied Alien Children (OMB Control Number 0970-0645), approved on July 18, 2025. The following revisions were made during the transfer, resulting in changes to burden estimates:
 - o Converted manual entry fields to auto-populated fields where possible
 - o Revised field labels for clarity
 - o Added instructional text to improve usability
 - o Updated burden estimates to reflect changes in respondent volume and usage

Specifically, the annual number of respondents decreased from 128,487 to 65,000 for both children and sponsors, and increased from 40 to 60 for PRS providers. The annual number of responses per respondent decreased from 19,273 to 3,250 for PRS providers and remained unchanged at three responses each for children and sponsors completing all scheduled check-ins.

2. Discontinued Forms

ORR discontinued the following alternate versions of forms upon transfer to the Home Study and Post-Release Services for Unaccompanied Alien Children (OMB Control Number 0970-0645), approved on July 18, 2025:

- Virtual Check-In Questionnaire (Form R-6) – MS Excel version

As part of modernization efforts, the Virtual Check-In Questionnaire (Form R-6) has been integrated into the Post-Release Services Application, eliminating the need to maintain approval for the Excel workbook.

FULL REQUEST – APPROVED 2024

FORM-SPECIFIC CHANGES

1. VERIFICATION OF RELEASE (FORM R-1)

There are two currently approved versions of this form under this information collection – one for UAC Portal and one for UAC Path. ORR proposes discontinuing the UAC Portal version, incorporating the UAC Path version into the UAC Portal system, and making the below-listed revisions.

ORR also updated the burden estimates for this form to account for an increase in the number care provider facilities and in the number of children placed in ORR care. The annual number of respondents increased from 216 to 300 and the annual number of responses per respondent increased from 253 to 428.

Proposed Revisions

- Child's Information
 - Retitle section from *Minor's Information* to *Child's Information*
 - Remove the term “minor” from the *Name*, *Date of Birth*, and *A#* fields.
 - Remove the *Height*, *Weight*, and *Hair Color* fields. ORR determined that these fields are not a good fit for this form given that height and weight will change quickly as the child grows and hair color is often altered.
 - Add fields for *Primary Language* and *Country of Birth*. These fields will be auto-populated.
- Sponsor Information
 - Rephrase *Name of Sponsor* to *Name*
 - Rephrase *Telephone #* to *Primary Phone #*
 - Remove *Alias (if any)* field
- Acknowledgement of the Sponsor Care Agreement
 - Rephrase *Name of ORR Care Provider* to *ORR Care Provider Name*
 - Rephrase *Date to Discharge Date*
 - Add the following statement: *In agreeing to these provisions, the sponsor holds authority to consent to medical and mental health care on behalf of the child.*

2. DISCHARGE NOTIFICATION (FORM R-2)

There are two currently approved versions of this form under this information collection – one for UAC Portal and one for UAC Path. ORR proposes discontinuing the UAC Path version and revising the UAC Portal version.

To support making iterative improvements, ORR proposes two versions of the form. The first version will be rolled out in the current UAC Portal system. The second version will be rolled out in a modernized version of UAC Portal. ORR expects to begin rolling out features in the new modernized system in 2024. Once the second version is rolled out, ORR will submit a nonsubstantive change request to remove the first version from the information collection.

ORR also updated the burden estimates for this form to reflect the revisions and to account for an increase in the number of care provider facilities and in the number of children placed in ORR care. For both versions, the annual number of respondents increased from 216 to 300 and the annual number of responses per respondent increased from 290 to 487. For the modernized UAC Portal version, the average burden hours per response increased from 0.17 to 0.25.

Proposed Revisions – Current UAC Portal Version

- Discharge Notification
 - Remove *Proof of Relationship* field
 - Rephrase Type of Discharge field to *Discharge Type* and update dropdown options to account for all types of discharge from an ORR care provider facility.
- ORR Decision from Latest Release Request
 - Remove the following fields: *DHS Family Shelter*, *Local Law Enforcement*, and *Specify, if Other is Selected*
 - Move the following fields into a new Transfer of Placement Section: *UAC Legal Status* (rephrased from *Legal Status of Minor*), *Address*, *City*, *State*, *Zip Code*, and *Phone*
- Create a new Other Type of Discharge section that contains the following fields: *Discharge into the Custody of* (options = Individual and Program/Facility), *Individual or Program/Facility Name*, *Address*, *City*, *State*, and *Zip Code*

Proposed Revisions – Modernized UAC Portal Version

In general, the purpose of the proposed revisions is to make the form more useful for processing the physical discharge of a child from a care provider program. To that end, ORR proposes adding several new fields, many of which are intended to support internal operations only and are not appropriate to share with stakeholders when notifying them of a child's discharge. To ensure that only information necessary to provide notification of a child's discharge is shared with stakeholders, ORR proposes making this form internal to the ORR care provider network and ORR staff. To more accurately capture the purpose of the form and to distinguish it from previous versions, ORR proposes renaming the form "Program Exit Processing" and assigning it a new form number, "Form R-10." The UAC Portal system will generate a separate report (i.e., an auto-populated document requiring no data entry) which will only contain the basic information necessary to notify stakeholders of the child's discharge. ORR will continue to use the title and form number of "Discharge Notification (Form R-2)" for the report since it will be used for the same purpose as the previous version of the form. This revision will better align the form with ORR's information sharing policies (see [UAC Policy Guide Section 5.10.2](#)) and is responsive to concerns raised by commenters that confidential information may inadvertently be shared with external stakeholders.

- UAC Basic Information

- Remove *Age* field and add *Portal ID* field (auto-populated system-generated number).
- Discharge Basic Information
 - Retitle section from *Discharge Notification* to *Discharge Basic Information*.
 - Update the dropdown options for the *Discharge Type* field to be inclusive of all types of discharge scenarios and add an *If Other, specify* text box field.
 - Add the following fields from the UAC Path version:
 - *Status*
 - *Scheduled Date of Discharge* (rephrase from *Release Scheduled Date/Time*)
 - *Discharge Delay* (also expand dropdown options and add an *If Other, specify* text box field)
 - *UAC Parent Name*
 - *Parent/Legal Guardian Separation*
 - *MPP Case*
 - *Next Immigration Hearing Date*
 - Add the following new fields:
 - *UAC Parent Discharge Type*
 - *UAC Parent A#*
 - *Did the medical coordinator certify that the child is medically fit to travel?*
 - Move the field *Legal Status of Child* (rephrase from *Legal Status of Minor*) under this section and add an *If Other, specify* text box field.
- Discharge Details
 - Retitle section from *ORR Decision from Latest Release Request* to *Discharge Details*.
 - Employ progressive disclosure for this section so that only fields relevant to the selected *Discharge Type* (and where applicable *UAC Parent Discharge Type*) are displayed.
 - Rephrase field label to *Receiving Program Name* (currently *Program Minor was Transferred to*).
 - Remove the following fields:
 - *DHS Family Shelter*
 - *Local Law Enforcement*
 - Add the following fields from the UAC Path version:
 - *Government Agency Name* (rephrase from *Name of Government Agency*)
 - *Government Agency Type* (rephrase from *Government Agency* and update dropdown options to add *ICE ERO* and remove *State/Local Facility*)
 - *Date Granted Voluntary Departure*
 - *Date Travel Document Requested*
 - *Date Travel Document Issued*
 - *Referral to Services in Country of Origin* (update dropdown options to rephrase *KIND (Kids in Need of Defense)* to *KIND CMRRP* and add *Other Services*)
 - *Completed Referral to Services in Country of Origin*
 - *DHS Age Out/Age Redetermination Plan* (rephrase from *DHS Age Out Plan*)
 - Add the following new fields:
 - *Type of Post-18 Discharge Plan*
 - *Discharged into Custody of*
 - *UAC Parent Discharged into Custody of*
- Transportation Details
 - Transfer this section and all fields contained within from the UAC Path version without further revisions.

3. ORR RELEASE NOTIFICATION – ORR NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) CHIEF COUNSEL – RELEASE OF UNACCOMPANIED ALIEN CHILD TO SPONSOR AND REQUEST TO CHANGE ADDRESS (FORM R-3)

ORR proposes removing this instrument from the information collection. No information is requested specifically for this auto-populated document, instead this a document that is auto-populated with information ORR collects in other OMB-approved forms. The use of information consolidated on this notification document is consistent with the purpose for which ORR originally collects the information in its other forms and with ORR's system of records notice (81 FR 46682). This form simply compiles and presents approved information collections in a different format and is therefore not subject to PRA.

The fields in this form are auto-populated from the following sources:

- Discharge Notification (Form R-2, approved under this information collection)
- Release Request (Form R-4, approved under this information collection)
- Sponsor Assessment (Form S-5) (approved under OMB# 0970-0553)
- Care provider program user profile (not subject to PRA per OMB's April 7, 2010 memorandum *Social Media, Web-Based Interactive Technologies, and the Paperwork Reduction Act*)

4. RELEASE REQUEST (FORM R-4)

There are two currently approved versions of this form under this information collection – one for UAC Portal and one for UAC Path. ORR proposes discontinuing the UAC Path version and revising the UAC Portal version.

To support making iterative improvements, ORR proposes two versions of the form. The first version will be rolled out in the current UAC Portal system. The second version will be rolled out in a modernized version of UAC Portal. ORR expects to begin rolling out features in the new modernized system in 2024. Once the second version is rolled out, ORR will submit a nonsubstantive change request to remove the first version from the information collection.

ORR also updated the burden estimates for this form to reflect the revisions and to account for an increase in the number of care provider facilities and in the number of children placed in ORR care. For both versions, the annual number of respondents increased from 216 to 300 for care providers; the annual number of responses per respondent increased from 254 to 430 for care providers and 321 to 756 for case coordinators. For the modernized UAC Portal version, the average burden hours per response increased from 0.42 to 0.58 for care providers and 0.33 to 0.50 for case coordinators.

Proposed Revisions – Current UAC Portal Version

- Release Request Details
 - Replace the current *Requester Information* section with this section.
 - Auto-populate all fields in this section based on information captured in other sections of the form, information collected in the Sponsor Assessment (Form S-5, approved under OMB# 0970-0553), and system user information.
 - Add the following new fields: *Case Category* and *Relationship*.

- Replace the fields *Requester Name* and *Requester Title* with the following auto-populated fields: *Case Manager Name*, *Case Coordinator Name*, and *Local Federal Field Staff Name*.
- Sponsor Information
 - Remove the following fields: *Legal Status*, *If other Non-Immigrant Visa*, *Specify*, *If Other Immigrant Visa*, *Specify*, *SSN*, *A Number*, *Sponsor Email*, *Sponsor's Relationship to Minor*, *Is there proof of relationship?*, *Provide Details on Relationship Including Official Documentation*, *Sponsor Household Occupants*, and *Affidavits of Support*.
- OTIP Eligibility
 - This new section requests information related to referrals made to the Office of Trafficking in Persons, where applicable.
 - Add the following new fields: *Is the unaccompanied alien child a material witness?*, *Outcome of OTIP Referral*, *OTIP Referral*, *Date of OTIP Referral*, *Date OTIP Eligibility Begins*, and *Date OTIP Eligibility Expires*.
- Program Information
 - Add the following new fields: *URM Program Requirement Eligibility* and *Date the URM Eligibility was Obtained*
- Case Manager Recommendation
 - Reorganize the section to contain three subsections: *Home Study*, *Release Recommendation*, and *Release Cancellation*
 - Replace the fields *Case Manager Recommendation*, *Case Manager Recommendation after Home Study*, and *If Applicable, Cancellation Reason* with three new fields: *Case Manager Home Study Recommendation*, *Case Manager Release Recommendation*, and *Case Manager Cancellation Reason*
 - Add the following new fields: *Explain your rationale for recommending or not recommending a Home Study*, *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 ("evidentiary record")*, and *Describe circumstances of release cancellation*
- Case Coordinator Recommendation
 - Reorganize the section to contain three subsections: *Home Study*, *Release Recommendation*, and *Release Cancellation*
 - Replace the fields *Recommendation*, *Recommendation after Home Study*, and *If Applicable, Cancellation Reason* with three new fields: *Case Coordinator Home Study Recommendation*, *Case Coordinator Release Recommendation*, and *Case Coordinator Cancellation Reason*
 - Add the following new fields: *Explain your rationale for recommending or not recommending a Home Study*, *Case Coordinator Pending Information*, *Other*, *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 (“evidentiary record”), and Describe circumstances of release cancellation

- **ORR Decision**
 - Replace the fields *ORR Decision*, *ORR Decision after Home Study*, and *If Applicable, Cancellation Reason* with three new fields: *ORR Home Study Decision*, *ORR Release Decision*, and *ORR Cancellation Reason*
 - Move the fields *Release Approved Date* and *Release Approved by* up from the Program Release Dates section and rephrase as follows: *ORR Decision Date* and *ORR Decisionmaker Name*
 - Add the following new fields: *ORR Hold Reason*, *Explain your rationale for recommending or not recommending a Home Study*, *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*, *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 (“evidentiary record”)*, and *Describe circumstances of release cancellation*

Proposed Revisions – Modernized UAC Portal Version

- **Case Details** – Retitle section from *UAC Basic Information* to *Case Details*.
- **Release Request Details**
 - Replace the current *Requester Information* section with this section.
 - Auto-populate all fields in this section based on information captured in other sections of the form, information collected in the Sponsor Assessment (Form S-5, approved under OMB# 0970-0553), and system user information.
 - Add the following new fields: *Case Category*, *Relationship*, *Process* and *Release Status*.
 - Replace the fields *Requester Name* and *Requester Title* with the following auto-populated fields: *Case Manager Name*, *Case Coordinator Name*, *Local Federal Field Staff Name*, and *Box Federal Field Staff Name (if Applicable)*.
- **Sponsor Information**
 - Add the following new fields that will auto-populate based on information entered in the Sponsor Assessment (Form S-5, approved under OMB# 0970-0553): *Evidence gathered to support sponsor/child relationship*, *Birth Certificate Trail*, *Concurrent and Prior Sponsorships*, *Sponsor’s Previous Address(es)*, *Sponsor’s Current Address*, and *Flags Associated with Sponsors*.
 - Add the following new fields that will be completed by the user: *Other* (in response to *What evidence has been gathered to support sponsor/child relationship*), *Does sponsor birth certificate match official sponsor ID?*, *If no, please note discrepancies between sponsor birth certificate and official sponsor ID*, *Was birth certificate verified by the consulate*, *If unable to conclusively prove relationship, please explain*, and *Concurrent and Prior Sponsorships Evaluation*.

- o Remove the following fields: *Legal Status, If other Non-Immigrant Visa, Specify, If Other Immigrant Visa, Specify, SSN, Provide Details on Relationship Including Official Documentation, Sponsor Household Occupants, and Affidavits of Support.*
- Family Reunification Packet & Supporting Documents
 - o Add this new section which will reference all supporting documentation relevant for release recommendations to minimize the amount of cross-referencing system users typically do to complete this form.
 - o Unification Documentation Subsection
 - Add the following new fields that will auto-populate based on information enter in the Sponsor Assessment (Form S-5, approved under OMB# 0970-0553): *Sponsor, Sponsor Identification, Was the sponsor address validated through SmartyStreets?, Choose to link google maps and google earth screenshots, What documentation was provided as proof of address, Household Member Name, Household Member Identification, ID Expiration Date, Alternate Caregiver Name, Alternate Caregiver Identification, and ID Expiration Date.*
 - Add the following new fields that will be completed by the user: *Date FRP Received by Case Manager, Describe the sponsor's ability to provide housing, food, and education to the child, On what date was the Letter of Designation received, Not Collected (checkbox), and On what date was the Legal Orientation Program for Custodians Packet sent to the Sponsor?.*
 - o Child-Level Events Subsection
 - Hyperlink to information collected in the Child-Level Event (Form A-9, approved under OMB# 0970-0547), when applicable. This section is proposed purely to assist users in having all case information in one place. Child-Level Events in and of themselves are not the sole basis of release decisions but can inform whether a Home Study recommendation is made, what level of PRS is recommended for release, or what type of program would be best suited to a child released to program rather than a sponsor.
 - o Legal Representation Subsection
 - Add the following new fields: *Does the child have an attorney of record? and Date Attorney Appointed, Is this a Migrant Protection Protocol case?, Is there a removal order for the unaccompanied alien child?, and Is this a Parental/Legal Guardian separation case?.*
 - o Child Advocate Subsection
 - Add the following new fields: *Does the child have a Child Advocate appointed?, Date Child Advocate Appointed.*
 - Add a hyperlink to the Child Advocate Best Interest Determination (which is uploaded into UAC Portal) upon completion, is proposed to be added into this form for the user's ease of reference.
 - o OTIP Eligibility Subsection
 - This subsection requests information related to referrals made to the Office of Trafficking in Persons, where applicable.

- Add the following new fields: *Is the unaccompanied alien child a material witness?*, *Outcome of OTIP Referral*, *OTIP Status*, *Date of OTIP Referral*, *Date OTIP Eligibility Begins*, and *Date OTIP Eligibility Expires*.
 - Add a hyperlink to the OTIP Eligibility Letter (if applicable) which is uploaded into UAC Portal, upon completion, will be added into this form for the user's ease of reference.
 - Release to Program (URM, State, Local Social Service Agency, Other) Subsection
 - Add the following new fields: *URM Program Requirement Eligibility*, *Date the URM Eligibility was Obtained*, *Program Accepts Guardianship*, *Program Agreed to Condition of Release*, *How/Why Program was identified*, *Date of Referral to the Program*, *Date of Acceptance*, *Program Comment*, and *Program License Type*, *Program Type*, *Facility Name*, *Program Address*, and *Other*.
 - Add a hyperlink to the Discharge Plan (Form R-9), which is a new instrument proposed under this request.
- Criminal Investigations
 - Auto-populate information on background check results from the Sponsor Assessment (Form S-5, approved under OMB# 0970-0553).
 - Employ progressive disclosure to limit or expand each subsection based on the facts of the case.
 - Criminal Investigations: Sponsor Subsection
 - Add the following new fields that will be completed by the user: *Has the sponsor self-disclosed any criminal history? Please Explain.*, *Is there evidence of rehabilitation? Please Explain.*, *FFS requested the following additional information to adjudicate CA/N Results:*, *FFS adjudicated referred CA/N Check Results*, *FFS Requested the following information to adjudicate Fingerprints Results:*, *FFS adjudicated Fingerprints Results*, and *Did the FFS instruct that it is safe to move forward with the sponsor given the Fingerprint and CA/N Results? Please Explain.*.
 - Criminal Investigations: Household Member (HHM) Subsection
 - Add the following new fields that will be completed by the user: *Has the household member self-disclosed any criminal history? Please Explain.*, *Is there evidence of rehabilitation? Please Explain.*, *FFS requested the following additional information to adjudicate CA/N Results:*, *FFS adjudicated referred CA/N Check Results*, *FFS Requested the following information to adjudicate Fingerprints Results:*, *FFS adjudicated Fingerprints Results*, and *Did the FFS instruct that it is safe to move forward with the sponsor given the HHM's Fingerprint and CA/N Results? Please Explain.*.
 - Criminal Investigations: Alternate Caregiver (ACG) Subsection
 - Add the following new fields that will be completed by the user: *Has the alternate caregiver self-disclosed any criminal history? Please Explain.*, *Is there evidence of rehabilitation? Please Explain.*, *FFS requested the following additional information to adjudicate CA/N Results:*, *FFS adjudicated referred*

CAN Check Results, FFS Requested the following information to adjudicate Fingerprints Results:, FFS adjudicated Fingerprints Results, and Did the FFS instruct that it is safe to move forward with the sponsor given the alternate caregiver's Fingerprint and CAN Results? Please Explain:

- Home Study Recommendation Section
 - Move all fields related to home study recommendations into this new section. Currently, the Case Manager Recommendation, Case Coordinator Recommendation, and ORR Decision sections contain fields related to home study recommendations, release recommendations, and cancellation reasons. Moving fields related to home study recommendations here will distinguish the home study decision from the release decision and cancellation reasons. This section will contain subsections for each party involved in the home study recommendation and decision process – Case Manager Recommendation, Case Coordinator Recommendation, and ORR Decision.
 - Add a new dropdown option, *Do Not Recommend Home Study*, to the case manager and case coordination recommendation fields and the decision field (current dropdown options are *Home Study – TVPRA*, *Home Study – Discretionary*, and *Home Study – ORR Mandated*).
 - Add a new field, *Explain your rationale for recommending or not recommending a Home Study*, to all three subsections.
 - Add the following new fields that will appear if a home study is approved: *Date Home Study Referral Sent*, *Date Home Study Referral Accepted*, and *Date Home Study Completed*. These fields will auto-populated based on UAC Portal system data.
 - Add a hyperlink to the Home Study Report will appear after it is uploaded into UAC Portal, as well as a new field: *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 Recommendation
 - Bundle the Case Manager Recommendation, Case Coordinator Recommendation, and ORR Decision sections together as subsections under this new section. Fields related to home study recommendations will be moved into the Home Study Recommendation section (as discussed above) and fields related to cancellation reasons will be moved into the Release Cancellation section (as discussed below).
 - Add three checkboxes to assist in routing for this form: *Submitted on Weekend or Holiday?*, *ICF or Casa Padre?*, and *Certified Medically Fit for Travel* (a field that can only be completed by ORR federal staff).
 - Update the dropdown options for the following fields to reflect that all children released from ORR care will receive PRS beginning January 1, 2024: *Case Manager Release Recommendation*, *Case Coordinator Release Recommendation*, and *ORR Release Decision*.
 - Add the following fields to direct case routing: *Case Manager Routing*, *Case Coordinator Routing*, *ORR Routing (if applicable)*.

- o Add the following new fields to each subsection: *Describe case factors that contribute positively to your release recommendation*, *Describe case factors that contribute negatively to your release recommendation*, and *List all documents used as evidence to support your recommendation to deny release* (will only appear if the recommendation is to deny release).
- o Case Manager Recommendation Subsection
 - Add checkboxes for the types of documents the user reviewed to inform their recommendation as well as an *Other* text box to describe any documents reviewed that are not included in the checklist.
- o Case Coordinator Recommendation Subsection
 - Add a new field, *Case Coordinator Pending Information* as well as an *Other* text box to capture addition information is the user selects *Other*.
- o ORR Decision Subsection
 - Add the following new fields: ORR Decisionmaker Role, *ORR Remand Reason* (along with a corresponding *Other* text field), and *ORR HOLD Reason*.
 - Add a hyperlink to the final Notification of Denial Letter signed by the ORR Director that will appear if *Deny Release* is selected for a Cat 1, Cat 2A, or Cat 2B sponsor.
- Release Cancellation
 - o Move fields related to release cancellation into this new section to distinguish cancellations from home study and release recommendations. This section will contain subsections for each party involved in cancellations – Case Manager Recommendation, Case Coordinator Recommendation, and ORR Decision.
 - o Add the following new fields to each subsection: *Cancellation Reason* and *Describe circumstances of release cancellation*.
 - o Add the following fields that will prompt the user to select a more specific reason for cancellation: *Specific Sponsor Withdrawal Reason*, *Specific Reason for Child Discharge (Non-unification or Program)*, and *Specific Administrative Closure Reason*.

5. CATEGORY 4 DISCHARGE PLAN (FORM R-9)

ORR care providers are required to conduct discharge planning for children who are not likely to be released to a sponsor (i.e., category 4 cases). Discharge planning is a participatory process that takes into consideration the wishes and goals of the child and includes consultation with the child's legal services provider, attorney of record, child advocate, and other stakeholders (e.g., parents, legal guardian in home country) as applicable. Case managers engage in concurrent planning, whenever possible, to ensure there are multiple options included in the child's discharge plan.

ORR developed this instrument to improve and standardize the process for discharge planning across its national network of care providers. The new instrument will collect information on the following topics:

- Section1: Basic Information
 - o Child's Basic Information

- Family Group
- Section 2: Planning for Discharge
 - Placement Information After Release
 - Residential Plan
 - Family Unification Plan
- Section 3: Case Management Needs
 - Case Management Needs
- Section 4: Safety and Risk Management
- Section 5: Eligibility for Refugee Benefits and Services
- Section 6: Legal Services Plan
 - Stakeholder Contact Information
 - Legal Services Plan
- Section 7: Healthcare Plan
 - Health Discharge Safety Plan
 - Behavioral Health Support Summary
 - Summary of Strengths and Life Skills
- Section 8: Post-Release Planning
 - Financial Plan
 - Education and Career Plan
 - Community Resources Plan
- Section 9: Transportation and Logistics
 - Release to DHS ICE FOJC Upon Age Out
 - Transportation Plan
- Section 10: Signatures
 - Signatures
 - Discharge Plan Contributors

Part 1 of the form is internal to ORR and will not be shared with the child or the individual/agency receiving the child. Parts 2 and 3 are shared with the child and, with the child's consent, the individual/agency receiving the child.

The Legal Services Plan section of this instrument will replace Post Legal Status Plan (Form L-8), which is currently approved under OMB# 0970-0565. ORR plans to submit a nonsubstantive change request to discontinue Form L-8 soon.

16. Plans for Tabulation and Publication and Project Time Schedule

ORR does not plan to publish the information provided by the respondents.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

ORR plans to display the expiration date of clearance as set by OMB for all forms except the Verification of Release (VOR).

The completed VOR is often used by sponsors as an identification document for the child, who may lack any other form of U.S. government photo identification. Sometimes a sponsor has a VOR that was

completed and provided to them prior to the OMB expiration date, the OMB expiration date subsequently passes, and then the sponsor needs to use the VOR as an ID for the child. In this situation, the VOR is often rejected because the OMB expiration date is confused for an identification form expiration date. However, completed VORs do not expire. To avoid these situations, ORR requests an exception from OMB on the requirement to display the expiration date. ORR still plans to display the OMB number and burden statement.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.