



Administration for Children & Families

Office of Refugee Resettlement

Release Request

Case Details

Photo of Child [auto-populated]	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]
	Sex: [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)]

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

Process Standard Process / Central Box / Western Box [text auto-populates based on Release Recommendation section]

Release Status [text auto-populates based on Release Request Form Progress]

[Release Status Options for Cat 1]

Pending Assessment

Pending Home Study Recommendation - CM

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 alien child from ORR custody. Public reporting burden for this collection of information is estimated to average 0.58 hours per response for care providers and 0.5 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 collection of information please contact

Release Request Office of Refugee Resettlement

Pending Home Study Recommendation - CC
Pending Home Study Decision – FFS - Local
Pending Release Recommendation – CM
Pending Release Decision – FFS – Western Box
Pending Remand Review – FFSS
Pending Remand Review – FFS – Local
Pending Remand Resolution – CM
Pending Denial Decision (Lucas R) – HQ
Release Cancelled – Sponsor Withdrawal
Release Cancelled – Unaccompanied Alien Child Discharge (non-unification or program)
Release Cancelled – Administrative Closure
Pending Release Delay
Release Request Complete

[Release Status Options for Cat 2A, Cat 3 at ICF/Casa Padre]

Pending Assessment
Pending Home Study Recommendation - CM
Pending Home Study Recommendation - CC
Pending Home Study Decision – FFS - Local
Pending Release Recommendation – CM
Pending Release Recommendation - CC
Pending Release Decision – FFS – Central Box
Pending Remand Review – FFSS
Pending Remand Review – FFS – Local
Pending Remand Resolution – CM
Pending Denial Decision (Lucas R) – HQ
Release Cancelled – Sponsor Withdrawal
Release Cancelled – Unaccompanied Alien Child Discharge (non-unification or program)
Release Cancelled – Administrative Closure
Pending Release Delay
Release Request Complete

[Release Status Options for Cat 2B, Cat 3 on Weekend and Holiday]

Pending Assessment
Pending Home Study Recommendation - CM
Pending Home Study Recommendation - CC
Pending Home Study Decision – FFS - Local
Pending Release Recommendation – CM
Pending Release Recommendation - CC
Pending Release Decision – FFS – Central Box
Pending Remand Review – FFSS
Pending Remand Review – FFS – Local
Pending Remand Resolution – CM
Pending Denial Decision (Lucas R) – HQ

Release Request Office of Refugee Resettlement

Release Cancelled – Sponsor Withdrawal
Release Cancelled – Unaccompanied Alien Child Discharge (non-unification or program)
Release Cancelled – Administrative Closure
Pending Release Delay
Release Request Complete

[Release Status Options for Cat 2B and Cat 3 NOT on Weekend and Holiday]
Pending Assessment
Pending Home Study Recommendation - CM
Pending Home Study Recommendation - CC
Pending Home Study Decision – FFS - Local
Pending Release Recommendation – CM
Pending Release Recommendation - CC
Pending Release Decision - ORR
Pending Remand Review – FFSS
Pending Remand Review – FFS – Local
Pending Remand Resolution – CM
Pending Denial Decision (Lucas R) – HQ
Release Cancelled – Sponsor Withdrawal
Release Cancelled – Unaccompanied Alien Child Discharge (non-unification or program)
Release Cancelled – Administrative Closure
Pending Release Delay
Release Request Complete

Case Manager Name:

Case Coordinator Name:

Local Federal Field Staff Name:

Box Federal Field Staff (if Applicable):

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)]*

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)]*

Sponsor/Child Relationship

Release Request

Office of Refugee Resettlement

Evidence gathered to support sponsor/child relationship:

[Options that appear will be logically tied to the category of sponsorship. For example: "family trees" will only show as an option for Category 3, not Category 1 sponsorship. Boxes will be checked (auto-populated) based on previously completed Sponsor Assessment (Form S-5), linked to this section.]

- ☐ Family Trees
- ☐ Complete Birth Certificate Trail
- ☐ DNA Results
- ☐ Documentation providing a primary caregiver relationship
- ☐ Provided evidence of bona fide social relationship to child or child's family
- ☐ Unable to verify sponsor/child relationship

Other:

Birth Certificate Trail

Name	Role	Relationship to Child	Document Type
[Ex: Juan Balcort]		[ex: Child]	[Ex: Original Birth Certificate; Link from Sponsor Assessment (Form S-5)]
[Ex: Helena Balcort]	[Ex: Sponsor]	[Ex: Mother]	[Ex: Original Birth Certificate; Link from Sponsor Assessment (Form S-5)]

Does sponsor birth certificate match official sponsor ID?

Yes/No

If no, please note discrepancies between sponsor birth certificate and official sponsor ID:

Was birth certificate verified by the consulate?

Yes/No

If unable to conclusively prove relationship, please explain:

Release Request

Office of Refugee Resettlement

--

Additional Sponsor Information

[Concurrent and Prior Sponsorships, Sponsor's Previous Address(es), and Flags Associated with Sponsors will auto-populate based on the linked Sponsor Assessment (Form S-5)]

Concurrent and Prior Sponsorships:

[Auto-populate: Name of unaccompanied alien child and link to their profile table]; [Auto-populate: a counter table if more than one child]

Sponsor's Previous Address(es):

[Auto-populate: Previous Address Table]

[Auto-populate: dates / how long lived at address]

Sponsor's Current Address:

[Auto-populate: Current Address]

[Auto-populate: Dates at Current Address]

Flags Associated with Sponsors:

[Auto-populate: flags table with links to associated flag information]

Concurrent and Prior Sponsorships Evaluation:

[Concurrent and Prior Sponsorships Evaluation:]

Previous Sponsorship in Full Compliance

Not in Compliance but Concerns Mitigated

Not in Compliance with Safety Concerns

Family Reunification Packet & Supporting Documents

Unification Documentation

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

Describe steps taken to verify the Sponsor Application Packet (SAP) and supporting documents:

Sponsor: *[text auto-populates from Sponsor Information Section]*

Date SAP Received by Case Manager:

Release Request Office of Refugee Resettlement

Sponsor Identification:

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

Describe the sponsor's ability to provide housing, food, and education to the child:

Was the sponsor address validated through SmartyStreets?

[auto-populated from Sponsor Assessment (Form S-5): Yes/No]

Choose to link google maps and google earth screenshot

[Link auto-populated from Sponsor Assessment (Form S-5) if available]

[Link auto-populated from Sponsor Assessment (Form S-5) if available]

What documentation was provided as proof of address?

[auto-populated from Sponsor Assessment (Form S-5): Yes/No]

On what date was the Letter of Designation received?

Not collected (check if applicable)

☐

On what date was the Legal Orientation Program for Custodians (LOPC) Packet sent to the Sponsor?

Household Member (HHM): *[Name Auto-populated from Sponsor Assessment (Form S-5)]*

Household Member Identification

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

ID Expiration date:

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

[Addition Household Members are progressively displayed, based on the contents of the sponsor assessment.]

Household Member (HHM): *[Name auto-populated from Sponsor Assessment (Form S-5)]*

Household Member Identification

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

Release Request

Office of Refugee Resettlement

ID Expiration date:

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

Household Member (HHM): *[Name auto-populated from Sponsor Assessment (Form S-5)]*

Household Member Identification

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

ID Expiration date:

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

Alternate Caregiver (ACG): *[Name Auto-populated from Sponsor Assessment (Form S-5)]*

ACG Identification

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

ID Expiration date:

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

Child-Level Events

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

[Hyperlink to Child-Level Events (Form A-9) associated with the child]

Legal Representation

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

Does the child have an attorney of record?

[From Notice of Attorney Representation Form L-3] Yes/No

Date Child's Attorney appointed

[From Notice of Attorney Representation Form L-3]

Does the sponsor have an attorney of record?

Is this a Migrant Protection Protocol (MPP) case?

Yes/No

Is there a removal order for the unaccompanied alien child?

Yes/No

Is this a Parental/Legal Guardian separation case?

Yes/No

Release Request

Office of Refugee Resettlement

Child Advocate

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

Does the child have a Child Advocate appointed?

[From Child Advocate Rec. and Appt Form (S-15)] Yes/No

Date Child Advocate appointed

[From Child Advocate Rec. and Appt Form (S-15)]

Child Advocate Name

[From Child Advocate Rec. and Appt Form (S-15)]

Child Advocate Contact Information

[From Child Advocate Rec. and Appt Form (S-15)]

[Hyperlink to Child Advocate Best Interest Determination]

OTIP Eligibility

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

OTIP Referral

Yes/No

Date of OTIP Referral

Is the unaccompanied alien child a material witness?

Yes/No

Outcome of OTIP Referral

[Outcome of OTIP Referral Drop-down Options:]

Final Eligibility

Interim Eligibility

Pending Notification

Not Eligible

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

[Hyperlink to OTIP Eligibility Letter]

Date OTIP eligibility begins

Date OTIP interim eligibility expires

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

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

[Hyperlink to Child's Discharge Plan (Form R-9)]

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

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

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

Facility Name *[displays if "State Custody" or "Local Services Agency" is selected]*

Program Address *[displays if "State Custody" or "Local Services Agency" is selected]*

Program Accepts Guardianships

Yes/No

Program Agreed to Condition of Release

Yes/No

How/Why Program was identified?

Release Request

Office of Refugee Resettlement

Date of Referral to the Program

Date of Acceptance

Program Comment

Program License Type

Criminal Investigations

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

Criminal Investigations: Sponsor

Criminal investigation results for sponsor *[auto-populated name]:*

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

Has the sponsor self-disclosed any criminal history? Please explain:

Is there evidence of rehabilitation? Please explain:

Public Records Check:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Not Clear]

Sex Offender Check:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Not Clear]

CA/N Check Requested (Date):

[Auto-populates from Sponsor Assessment (Form S-5): Date]

CA/N Results Required Prior to Release?

[Auto-populates from Sponsor Assessment (Form S-5): Yes/No]

CA/N Results Status:

[Auto-populates from Sponsor Assessment (Form S-5): Pending/Received]

CA/N Result:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Referred to FFS]

[If CA/N Check Result is "Referred to FFS":]

FFS requested the following additional information to adjudicate CA/N Results:

Release Request

Office of Refugee Resettlement

FFS adjudicated referred CA/N Check Results

Yes/No

Fingerprints Taken (Date):

[Auto-populates from Sponsor Assessment (Form S-5): Date]

Fingerprint Results Required Prior to Release?

[Auto-populates from Sponsor Assessment (Form S-5): Yes/No]

Fingerprint Results Status:

[Auto-populates from Sponsor Assessment (Form S-5): Pending/Received]

Result:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Referred to FFS]

[If Fingerprints Result is "Referred to FFS":]

FFS requested the following additional information to adjudicate Fingerprints Results:

FFS adjudicated referred Fingerprints Results

Yes/No

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)

[This section will expand to capture the same set of information for each Household Member associated with the case]

Criminal investigation results for HHM *[auto-populated name]:*

Release Request

Office of Refugee Resettlement

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

Has the HHM self-disclosed any criminal history? Please explain:

Is there evidence of rehabilitation? Please explain:

Public Records Check:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Not Clear]

Sex Offender Check:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Not Clear]

CA/N Check requested:

[Auto-populates from Sponsor Assessment (Form S-5): Date]

CA/N Results Required Prior to Release?

[Auto-populates from Sponsor Assessment (Form S-5): Yes/No]

CA/N Results Status:

[Auto-populates from Sponsor Assessment (Form S-5): Pending/Received]

CA/N Result:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Referred to FFS]

[If CA/N Check Result is "Referred to FFS":]

FFS requested the following additional information to adjudicate CA/N Results:

FFS adjudicated referred CA/N Check Results

Yes/No

Date Fingerprints Taken:

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

Fingerprint Results Required Prior to Release?

[Auto-populates from Sponsor Assessment (Form S-5): Yes/No]

Fingerprint Results Status:

[Auto-populates from Sponsor Assessment (Form S-5): Pending/Received]

Release Request

Office of Refugee Resettlement

Result:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Referred to FFS]

[If Fingerprints Result is "Referred to FFS":]

FFS requested the following additional information to adjudicate Fingerprints Results:

FFS adjudicated referred Fingerprints Results

Yes/No

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)

Criminal investigation results for ACG *[auto-populated name]:*

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

Has the ACG self-disclosed any criminal history? Please explain:

Is there evidence of rehabilitation? Please explain:

Public Records Check:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Not Clear]

Sex Offender Check:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Not Clear]

Date CA/N Check requested:

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

CA/N Results Required Prior to Release?

[Auto-populates from Sponsor Assessment (Form S-5): Yes/No]

Release Request
Office of Refugee Resettlement

CA/N Results Status:

[Auto-populates from Sponsor Assessment (Form S-5):
Pending/Received]

CA/N Result:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Referred to FFS]

[If CA/N Check Result is "Referred to FFS":]

FFS requested the following additional information to adjudicate CA/N Results:

FFS adjudicated referred CA/N Check Results

Yes/No

Date Fingerprints Taken:

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

Fingerprint Results Required Prior to Release?

[Auto-populates from Sponsor Assessment (Form S-5): Yes/No]

Fingerprint Results Status:

[Auto-populates from Sponsor Assessment (Form S-5): Pending/Received]

Result:

[Auto-populates from Sponsor Assessment (Form S-5): Clear/Referred to FFS]

[If Fingerprints Result is "Referred to FFS":]

FFS requested the following additional information to adjudicate Fingerprints Results:

FFS adjudicated referred Fingerprints Results

Yes/No

Did the FFS instruct that it is safe to move forward with the sponsor given the ACG’s Fingerprint and CA/N results? Please explain:

Home Study Recommendation

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

Case Manager Recommendation

Case Manager 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)

Case Coordinator Recommendation

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

Release Request Office of Refugee Resettlement

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):

--

ORR Decision

ORR Home Study Decision:

[ORR Home Study Recommendation Drop-down Options:]
Do not conduct 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):

--

[Following three fields will progressively display if ORR approves a Home Study]

Date Home Study Referral sent:

[auto-populated based on form completion date]

Date Home Study Referral accepted:

[auto-populated based on HS referral acceptance]

Date Home Study completed:

[auto-populated based on HS report submitted]

[Hyperlink to Home Study Report]

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

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

Case Category

1/2A/2B/3/4 [text auto-populates from Sponsor Information Section]

Submitted on Weekend or Holiday? (check if applicable)

☐

ICF or Casa Padre (check if applicable)

☐

Certified Medically Fit for Travel

☐

(check if applicable; ORR staff only, if medical clearance is NO then user CANNOT complete ORR decision)

Case Manager Recommendation

Case Manager Name:

[auto-populated based on user]

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

Case Manager Routing [Auto-populate based on Release Recommendation section]:

[Case Manager Routing Drop-down Options:]
Submit to Western Box
Submit to Case Coordinator

Select the documents you reviewed to inform your recommendation [options will auto-populate based on previous sections]:

☐

☐

☐

☐

☐

Release Request
Office of Refugee Resettlement

- ☐
- ☐
- Family Reunification Packet
- UAC Assessment
- Sponsor Assessment
- UAC Case Review
- ISP, if applicable
- Background Check Results
- HS Recommendation, if applicable

Other:

[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 ("evidentiary record")
[only display when Release Recommendation is "Deny Release"]

Case Coordinator Recommendation

Case Coordinator Name:

[auto-populated based on user]

Release Request

Office of Refugee Resettlement

**Case Coordinator Release
Recommendation Date:**

[auto-populated based on current 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

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]:*

Case Coordinator Routing *[Auto-populate based on Release Recommendation section]:*

[Case Coordinator Routing Drop-down Options:]
Submit to Western Box
Submit to Case Coordinator

[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 *[only display when "Release Recommendation" is "Deny Release"]*

ORR Decision

ORR Decisionmaker Name:

[auto-populated based on user]

ORR Decisionmaker Role:

[ORR Decisionmaker Role Drop-down Options:]

Federal Field Staff
Federal Field Staff Supervisor
Federal Field Staff Manager
ORR Director

ORR Decision Date:

[auto-populated based on current date]

ORR Release Decision:

[ORR Release Decision 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)
Remand
HOLD
Deny Release

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

[ORR Remand Reason Drop-down Options:]

Release Request

Office of Refugee Resettlement

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

--

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

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

--

ORR Routing (if Applicable) *[will display only if Release Decision is "Remand" or Deny (Cat 1/2A/2B)]:*

[ORR Routing Drop-down Options:]
Submit to Program Case Manager to Review Remand
Submit to FFSS to Review Box Remand
Submit to Local FFS to Review Box Remand
Submit to HQ to Review Denial (Lucas R.)

[Hyperlink to final Notification of Denial Letter signed by the ORR Director. Only appears in cases of Denial of Cat 1/2A/2B]

[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:

--

Release Request

Office of Refugee Resettlement

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

Release Cancellation

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

Case Manager Recommendation

Case Manager Cancellation Reason:

[Case Manager Cancellation Reason Drop-down Options:]
Sponsor withdrawal
Unaccompanied Alien Child Discharge (Non-unification or Program)
Administrative closure

Specific Sponsor Withdrawal Reason *[will only display if Cancellation Reason is "Sponsor Withdrawal"]*:

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

Specific Reason for Child Discharge (Non-unification or Program) *[will only display if Cancellation Reason is "Unaccompanied Alien Child Discharge (Non-unification or Program)"]*:

[Specific Reason for Child Discharge (Non-unification or Program) Drop-down Options:]
Child ran away
Individual determined to be an adult
Child removed or voluntarily departed

Release Request Office of Refugee Resettlement

Child detained by local law enforcement
Child detained by US Marshals
Child discharged with Unaccompanied Alien Child Parent

Specific Administrative Closure Reason *[will only display if Cancellation Reason is "Administrative Closure"]:*

[Specific Administrative Closure Reason Drop-down Options:]
Sponsor arrested
Sponsor failed to pick up child
Sponsor deceased
Sponsor refused to travel to pick up child
Sponsor lacks interest in sponsoring child – did not formally withdraw
Child deceased
Opened in error

Describe circumstances of release cancellation:

Case Coordinator Recommendation

Case Coordinator Cancellation Reason:

[Case Coordinator Cancellation Reason Drop-down Options:]
Sponsor withdrawal
Unaccompanied Alien Child Discharge (Non-unification or Program)
Administrative closure

Specific Sponsor Withdrawal Reason *[will only display if Cancellation Reason is "Sponsor Withdrawal"]:*

[Specific Sponsor Withdrawal Reason Drop-down Options:]
Household member(s) refused to complete requirements (ORR waiver not granted)

Release Request Office of Refugee Resettlement

Sponsor unwilling to reunify due to immigration enforcement concern
New sponsor came forward
Sponsor is leaving the U.S.
Sponsor is moving (within the U.S.)
Sponsor changed their mind
Sponsor unable or unwilling to meet child's healthcare needs
Other

Specific Reason for Child Discharge (Non-unification or Program) *[will only display if Cancellation Reason is "Unaccompanied Alien Child Discharge (Non-unification or Program)"]:*

[Specific Reason for Child Discharge (Non-unification or Program) Drop-down Options:]
Child ran away
Individual determined to be an adult
Child removed or voluntarily departed
Child detained by local law enforcement
Child detained by US Marshals
Child discharged with Unaccompanied Alien Child Parent

Specific Administrative Closure Reason *[will only display if Cancellation Reason is "Administrative Closure"]:*

[Specific Administrative Closure Reason Drop-down Options:]
Sponsor arrested
Sponsor failed to pick up child
Sponsor deceased
Sponsor refused to travel to pick up child
Sponsor lacks interest in sponsoring child – did not formally withdraw
Child deceased
Opened in error

Describe circumstances of release cancellation:

ORR Decision

Release Request

Office of Refugee Resettlement

ORR Cancellation Reason:

[Case Manager Cancellation Reason Drop-down Options:]
Sponsor withdrawal
Unaccompanied Alien Child Discharge (Non-unification or Program)
Administrative closure

Specific Sponsor Withdrawal Reason *[will only display if Cancellation Reason is "Sponsor Withdrawal"]:*

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

Specific Reason for Child Discharge (Non-unification or Program) *[will only display if Cancellation Reason is "Unaccompanied Alien Child Discharge (Non-unification or Program)"]:*

[Specific Reason for Child Discharge (Non-unification or Program) Drop-down Options:]
Child ran away
Individual determined to be an adult
Child removed or voluntarily departed
Child detained by local law enforcement
Child detained by US Marshals
Child discharged with Unaccompanied Alien Child Parent

Specific Administrative Closure Reason *[will only display if Cancellation Reason is "Administrative Closure"]:*

[Specific Administrative Closure Reason Drop-down Options:]
Sponsor arrested
Sponsor failed to pick up child
Sponsor deceased
Sponsor refused to travel to pick up child
Sponsor lacks interest in sponsoring child – did not formally withdraw

Release Request
Office of Refugee Resettlement

Child deceased
Opened in error

Describe circumstances of release cancellation: