

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, the Administration for Children and Families (ACF) is gathering data on youth served through the Unaccompanied Refugee Minors Program including their location, status, and progress. Public reporting burden for this collection of information is estimated to average estimated to average .25 hours for respondents from state agencies and .60 hours for respondents from provider agencies, 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 (8 U.S.C. 1522(d)). 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 Office of Management and Budget (OMB) control number. The OMB # is 0970-0034 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact the ORR URM Program at urmprogram@acf.hhs.gov.

ORR-4 Supplemental Instructions

Unaccompanied Refugee Minors (URM) Program Office of Refugee Resettlement (ORR)

Overview

What is the ORR-4 report?

The ORR-4 report captures a URM youth's receipt of services and benefits and the youth's personal outcomes and functioning. The report is completed annually while the youth is enrolled in the URM Program; the report is also completed at the time of termination from the URM Program. These reports are necessary to meet requirements of the Immigration and Nationality Act of 1952 and the Refugee Act of 1980 (8 U.S.C. 1522(d)), as well the requirements outlined in 45 CFR § 400.120, the URM Policy Guide Sections 3.3.4 and 3.10.4, and the 1987 Statement of Goals, Priorities, Standards, and Guidelines. Failure to provide these reports may result in delay, suspension, or termination of grant support.

Who completes and submits the ORR-4 report?

The URM provider creates and submits ORR-4 reports to their state/Unaccompanied Refugee Minors Replacement Designee (URD) agency. The state/URD agency verifies report information and submits reports to ORR before the deadline.

What are the types of ORR-4 reports, what are their reporting periods, and when are they due to ORR?

ORR-4 Report Type	Description	Reporting Period	Due Date
Annual Outcomes Report	Completed annually to capture the services and benefits provided to a youth and assess the youth's outcomes and functioning. Required annually for all youth in the URM Program.	The first annual report's reporting period is the initial placement (IP) date to the 1-year IP anniversary. Subsequent annual reports capture information from the prior IP anniversary to the next IP anniversary.	Due to ORR annually within 60 calendar days of <u>and not prior to</u> the youth's IP anniversary. Example: IP date is 1/1/2026. Annual outcomes reports are due between 1/1 and 3/1 every year, starting in 2027.
Termination Outcomes Report	Completed when a youth terminates from the URM Program. Captures the services and benefits provided to the youth and the youth's outcomes and functioning since the last annual outcomes report.	The reporting period is from the prior IP anniversary until the termination date.	Due to ORR within 60 calendar days of the youth's termination date.

*If a youth terminates from the URM Program and then re-enters, ORR-4 annual outcomes reports resume and continue to be due within 60 days of the youth's IP anniversary. A youth's IP date never changes. An ORR-4 termination outcomes report is again due after the youth re-terminates from the URM Program.

**If a youth transfers between URM providers, ORR-4 annual outcome reports continue to be due based on the IP date, not the transfer date.

If ORR denies an ORR-4 report when does the state/URD agency need to correct and resubmit the report?

If ORR denies an ORR-4 and indicates that it must be corrected and resubmitted, the revised report must be re-submitted to ORR within 14 calendar days of ORR's denial. This timeframe applies to all ORR-4 report types.

How do I begin a new ORR-4 report in RADS?

- Log in to RADS using your User ID and password: rads.acf.gov.
 - If you do not have a User ID and password, contact your state/URD agency. State/URD agencies submit requests for new RADS user accounts to urmdatabase@acf.hhs.gov.
- Enter the "Unaccompanied Refugee Minors" module.
- Navigate to "Cases," then select "Search." Search for the case using youth's identifying information, such as Alien Number or Case ID.
- Click "Edit," then select "ORR-4" at the bottom. Select "New ORR-4 Form."

General Reminders:

- Consult these instructions when you are unsure of what information to report.
- If you cannot find a case record, contact urmdatabase@acf.hhs.gov immediately. Do not create a duplicate case record. Also, do not change any information in the URM Child Info screen. If a change is needed, contact ORR at urmdatabase@acf.hhs.gov.

Individual Section Instructions

SECTION I: REPORT ACTION

Select the type of report:

1. Annual Outcomes Report. Select this option to complete an annual outcomes report for the youth.
2. Termination Outcomes Report. Select this option to complete a termination outcomes report for youth who have terminated from the URM Program. Reminder: An ORR-3 Termination report must also be completed.

SECTION II: SERVICE AND BENEFIT RECEIPT

This section should be completed based on the provider agency's knowledge of services/benefits provided to the youth during the reporting period. For each service/benefit, select from the drop-down options available. Select "yes" if a service/benefit was provided during the reporting period, regardless of duration. Many services/benefits captured in this report are not ORR/URM Program-funded; select from the different "Yes" options to indicate funding source. If a service/benefit was free, select "Yes: Not funded by ORR/URM." Select "No" if the youth did not receive the service/benefit during the reporting period. Select whether the youth did not receive the service/benefit because the youth did not need it OR if the youth did not receive the service/benefit and needed it.

Provider agency staff should consult with state/URD agency staff if they are unsure of the funding source(s) for a specific service/benefit. State/URD agency staff can consult with their assigned ORR/Division of Refugee Children Services team member with questions. State/URD agency staff must carefully review funding source data for accuracy before submitting the report to ORR.

Below are examples of when to select each response option:

- Yes: Funded only by ORR/URM
 - Youth received a service or benefit that was fully funded by ORR/URM Program funds.
- Yes: Funded by ORR/URM and other sources

- o Youth received a service or benefit that was partially funded by ORR/URM Program funds and funded by other sources (e.g., funds from other ORR programs, other federal programs, state programs, private funding, donations, etc.).
- Yes: Not funded by ORR/URM
 - o Youth received a service or benefit in which no ORR/URM Program funding was used.
 - o If a service or benefit was completely free, select this option.
- No: Did not need it
 - o Youth was too young for this service to be appropriate/necessary.
 - o Youth demonstrated proficiency in this area throughout the reporting period and did not need the service/benefit.
- No: Needed it
 - o Youth needed the service/benefit, but it was not available or accessible during the reporting period (e.g., youth was on a waitlist, there were no available providers, youth did not meet eligibility criteria, funding was not available to cover the expense, etc.).
 - o Service/benefit was optional and the youth declined; however, based on the URM provider's professional assessment, the service/benefit was needed.

SECTION III: OUTCOMES

This section should be completed based on the URM provider agency's knowledge of the youth's outcomes and personal functioning at the end of the reporting period. For most questions, see definitions and additional instructions within the form directly. For questions 11, 11a-c, and 18, see supplemental instructions below.

- 11. Children:** Answer yes or no to this question based on if the URM youth had any children by the final day of the reporting period, regardless of whether the URM youth currently resides with his/her child(ren).
- 11a:** This question can only be answered if question 11 is answered "Yes." Enter the number of children that the youth had by the end of the reporting period within the two groups: 1) children who do not reside with the URM youth and 2) children who do reside with the URM youth.
- 11b:** This question can only be answered if the number of children residing with the URM youth is 1 or greater. Answer yes or no to this question, to indicate if any of the children residing with the URM youth were born during the reporting period.
- 11c:** This question can only be answered if question 11b if answered "Yes." For each child born during the reporting period who is residing with the URM youth, enter the child's basic information, including name, date of birth, citizenship status, and Alien number. Alien number can only be completed if the child is not a U.S. citizen. If any additional rows are needed, hit the "Add rows" button to report additional children.
- 18. Immigration Status/Classification:** Select the youth's immigration status/classification as of the final day of the reporting period. This may differ from the youth's eligibility type. Complete descriptions and documentation requirements are available in PL 16-01: <https://acf.gov/orr/policy-guidance/documentation-requirements-refugee-resettlement-program>.
- *Lawful Permanent Resident (LPR):* Select if the youth has adjusted status to lawful permanent residency (green card holder).
 - *Refugee:* Select if the youth was admitted to the United States as a refugee under INA §207 and has not yet adjusted to LPR status.
 - *Asylee:* Select if the youth was granted asylum under INA §207 and has not yet adjusted to LPR status.
 - *U-Status Recipient:* Select if the youth has been granted U nonimmigrant Status from USCIS and has not yet adjusted to LPR status.
 - *T-Status Recipient:* Select if the youth has been granted T nonimmigrant Status from USCIS and has not yet adjusted to LPR status.

- *Afghan Humanitarian Parolee*: Select if the youth was paroled into the United States under Operation Allies Refuge (OAR), Operation Allies Welcome (OAW), or other humanitarian parole authority and has not yet adjusted to another immigration status or classification.
- *Ukrainian Humanitarian Parolee*: Select if the youth was paroled into the United States under Uniting for Ukraine (U4U) or other humanitarian parole authority related to Ukraine and has not yet adjusted to another immigration status or classification.
- *Special Immigrant Juvenile (SIJ) classification (I-360 approval)*: Select if the youth has received USCIS approval of an I-360 petition for SIJ classification and has not yet adjusted to LPR status.
- *Cuban/Haitian Entrant-No immigration status*: Select if the youth was granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti. Only select if the youth has not yet adjusted to another immigration status or classification.
- *Victim of Trafficking-No immigration status (OTIP letter only)*: Select if the youth has received an Eligibility Letter from ACF's Office on Trafficking in Persons (OTIP) and has not yet adjusted to another immigration status or classification.
- *Other*: Select if the youth has an immigration status or classification not mentioned above. Describe immigration status in the text field provided.

SECTION IV: REPORT SUBMISSION AUTHORITY

The agency information will auto-populate from the first page.

1. Provider Agency
 - Provide the name, title, phone number, and email address of the person preparing the report. Include a secondary contact at the provider agency.
2. State/URD Agency
 - Provide the name, title, phone number, and email address of the state/URD official submitting the report.