

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 .20 hours for respondents from state/replacement designee agencies and .40 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-3 Supplemental Instructions

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

Overview

What is the ORR-3 report?

The ORR-3 report captures a URM youth's enrollment in and termination from the URM Program. The report also captures information on the youth's demographics, placement, and legal responsibility. The report also identifies the state/Unaccompanied Refugee Minors Replacement Designee (URD) agency and provider agency serving the youth. 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 2.7.4, 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 ORR-3 reports?

The provider agency creates and submits ORR-3 reports to their state/URD agency. The state/URD agency verifies report information and submits reports to ORR before the deadline.

What are the types of ORR-3 reports and when are they due to ORR?

ORR-3 Report Type	Description	Due Date
Initial Placement Report	Initial report to document youth's entry into the URM Program and the youth's basic information.	Due to ORR within 30 calendar days of the youth's initial placement date.
Change of Status Report	Report to document a change in information previously reported or new information about the youth.	Due to ORR within 60 calendar days of the reportable change.
Termination (Final) Report	Report to document a youth's termination from the URM Program. See additional guidance below.	Due to ORR within 60 calendar days of the youth's termination.
Re-entry Report	Report to document a youth's re-entry into the URM Program.	Due to ORR within 60 calendar days of the youth's re-entry.

If ORR denies an ORR-3 report when does the state/URD agency need to correct and resubmit the report?

If ORR denies an ORR-3 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-3 report types.

How is a new URM case created in RADS in order to submit an ORR-3 Initial Placement report?

Case records are created automatically for youth who are approved for the URM Program via the application system. To submit an Initial Placement report for these youth, go to the URM module, select "Cases" and then "Search." Search for the youth's case record by name, Alien Number, or Case ID (if known). Do not make changes to the youth's Child Info screen.

For **refugee youth** who arrive directly to their URM placements from abroad and do not have an application, the URM provider must follow these steps to create a case record in RADS:

- Within the URM module, select “Cases,” then select “Add New.” A new URM Child Info screen will appear.
- On this screen, complete the fields in this way:
 - From UAC Program (check box): Leave blank; it is not applicable.
 - HHS Tracking No./Case ID: Leave blank; it is not applicable.
 - Alien No: Enter the 9-digit number found on the I-94 or other Department of Homeland Security (DHS) documents.
 - Date of Birth: Enter date of birth from an official document such as youth’s I-94, other DHS documents, or birth certificate.
 - Name: Enter youth’s full name including first, last, and middle (if applicable), as it appears on youth’s I-94, other DHS documents, or birth certificate. Include any Alias or Also Known As names.
 - Sex: Select from options.
 - Eligibility: Select “Refugee.”
 - Eligibility Date: Enter the date the refugee youth arrived in the United States from abroad, found on the I-94 or other DHS documents.
 - Country of Origin: Enter the name of the youth’s country of origin, as found on the U.S. Department of State Bio data form, I-94, or birth certificate.
- Once all required information is filled out, click the “Add” button at the bottom to save the case.

How do I begin a new ORR-3 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-3” at the bottom. Select “New ORR-3 Form.”

When should a youth be reported as terminated from the URM Program?

A youth should be terminated from the URM Program when ORR/URM funding is no longer being used for the case. This occurs when the youth is no longer directly receiving any ORR/URM-funded services or benefits and provider agency staff no longer bill time for the case to the URM Program. Provider agency staff should consult with their state/URD agency if they are unsure if a service/benefit is ORR/URM-funded. State/URD agency staff should consult with their assigned ORR/Division of Refugee Children Services (DRCS) team member if additional clarification is needed.

When reporting a termination, select the termination reason that best describes the primary reason for case closure. Enter the date ORR/URM-funded services/benefits concluded, including administrative costs. In some instances, this date may be later than the event that led to case closure. See examples below.

Note: Depending on the circumstances at termination, the termination reason, and state/local rules, a youth may be allowed to re-enter the URM Program. If ORR/URM-funded services/benefits are reinitiated, an ORR-3 Re-entry report must be submitted within 60 days of the youth re-entering the URM Program.

Example 1:

- A 19-year-old youth chooses to leave the URM Program to live with a friend in another state on 1/1/2026. The youth will no longer receive any ORR/URM-funded services or benefits and no administrative

services will continue after the youth moves. Legal responsibility was already reported to ORR as having ended.

- The ORR-3 Termination report is due no later than 3/1/2026. The appropriate termination reason is “Left program prior to maximum age either voluntarily or due to inability to meet requirements.” The termination date is 1/1/2026. An ORR-4 Termination Outcomes report is also due no later than 3/1/2026.

Example 2:

- A youth turns 23 on 1/1/2026 in a state where all ORR/URM-funded services end for youth at age 23. Legal responsibility was already reported to ORR as having ended. The youth’s final placement was already reported to ORR as “Living independently but receiving ORR-funded services/benefits.” No ORR/URM-funded administrative services are occurring after the youth’s 23rd birthday.
- The ORR-3 Termination report is due no later than 3/1/2026. The appropriate termination reason is “Reached maximum age for all ORR-funded services/benefits.” The termination date is 1/1/2026. An ORR-4 Termination Outcomes report is also due no later than 3/1/2026.

Example 3:

- A 16-year-old youth moved in with his uncle while enrolled in the URM Program, via an appropriately licensed placement. That placement was already reported to ORR. On 1/1/2026, the court grants the uncle guardianship and ends the previous legal responsibility arrangement. An ORR-3 Change of Status is required no later than 3/1/2026 to report the ending of legal responsibility with a “date of action” of 1/1/2026.
- The court mandates that the provider agency conduct follow-up visits to the family for 90 days. All follow-up visits go well, so all ORR/URM-funded administrative services conclude after the 90-day period on 4/1/2026. An ORR-3 Termination report is due no later than 6/1/2026. The youth’s termination reason is “Reunified with parents and/or legal custodian/guardian under age 18” and the termination date is 4/1/2026. An ORR-4 Termination Outcomes report is also due no later than 6/1/2026.

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.
- Many ORR-3 data fields will auto populate from the Child Info screen or from a prior ORR-3 report. Review data for accuracy prior to submitting a new ORR-3 to ORR.

Individual Section Instructions

SECTION I: REPORT ACTION

Select the type of report from the options displayed on the screen. The types of reports that can be submitted will vary based on the case's current status:

1. Initial Placement: Select this option to indicate if a report is an Initial Placement report, then proceed to Section II below.
2. Change of Status: Select this option to report a change in information previously reported or new information. Select all applicable changes and enter date(s) of action. Multiple data elements can be selected on one Change of Status report, however, only one change per data element can be submitted at a time. For example, you may report both a change in legal responsibility and a change in placement on the same Change of Status report. Two changes in placement must be reported on separate Change of Status reports. Note: When completing a Change of Status report, ORR advises reading the instructions on this page for the applicable change of status types and also reading the instructions below that correspond to the relevant section(s) of the report. For example, if reporting a change in legal responsibility, read the instructions in this section and also review the instructions on page 7.
 - *Transfer to/from another URM provider*: Transfer to/from reports require direct communication with ORR for both intrastate and interstate transfers. ORR will work with you on how to appropriately report transfers. Note: Transfers are reported on a Change of Status report rather than Termination and Re-entry reports because the youth remains continuously enrolled in the national URM Program. Do not select "transfer to/from" to report a change in the provider agency office location serving youth or to report a change in youth's placement.
 - o The sending provider agency and state/URD agency must submit a "transfer to" Change of Status report. Prior to submitting this report, all other reportable changes must be reported and have a "date of action" that is at least one day prior to the "transfer to" date. Once ORR approves this report, the sending provider agency and state/URD agency will no longer have access to the case record in RADS. ORR's approval of this report will also grant the receiving provider agency and state/URD agency access to the case record. For transfers between provider agencies within the same state/URD agency, the state/URD agency will have continuous access to the case record.
 - o The receiving provider agency and state/URD agency must submit a "transfer from" Change of Status report. The "transfer from" date must be one day after the "transfer to" date. All future Change of Status reports must have a "date of action" that is on or after the "transfer from" date. Contact ORR for guidance if the appropriate "date of action" for a change is prior to the "transfer from" date.
 - *Change in identifying data*: Select if youth's identifying information has changed, such as date of birth or name. Date of action should be the date that the court or other U.S. government agency approved the change. ORR must approve this change before the youth's identifying data can be modified in RADS. Contact your assigned ORR/Division of Refugee Children Services team member to start the process; ORR will then let you know when to submit the Change of Status. ORR will modify the youth's identifying information in RADS as a part of approving the Change of Status report.
 - *Change in provider agency location serving youth*: Select if the location of the provider agency serving the youth changed. Some provider agencies maintain multiple locations in different metropolitan areas; this type of Change of Status would only be used by those provider agencies. Note: If the provider agency or state/URD agency changes then "transfer to/from" is the appropriate type of Change of Status. Date of action should be the date the new provider location began overseeing the case. Then make updates to Section II, Question 10.
 - *Change in placement type or youth's address*: Select if either the youth's placement type or the youth's address changed. Date of action should be the date the youth began residing in the new

placement type and/or new address. The question on placement disruption must be answered. Then make updates in Section III to Questions 1 and/or 2.

- o Youth should be reported as “absent from program” placement type when the youth is physically absent from the program but remains enrolled. For example, the youth has run away or been detained, but administrative services are continuing. Absences shorter than 1 week do not need to be reported to ORR.
- o Report a change in address if there is no intention for the youth to return to his/her prior address. However, JobCorps or college dormitory living arrangements are typically the youth’s primary residence throughout the year; therefore, address changes due to a move to these arrangements should be reported even if the youth will return to a prior address for school breaks.
- o Placement Disruption: If reporting a change in placement type or youth’s address, select “Yes” or “No” to indicate if this change is due to a placement disruption. A “placement disruption” is when a youth is unexpectedly moved to a new living arrangement before the anticipated end date of the previous placement. Placement disruptions are unplanned, due to placement breakdowns or removals, and may cause emotional instability and/or impediments to a youth’s permanency. Placement disruptions may be initiated at the request of the foster parents, custodian, or youth, or at the provider’s discretion. This question can only be answered if the box for “Change in placement type or youth’s address” is checked. Examples of placement disruptions include, but are not limited to:

- A youth’s behavior, mental health, or health needs exceed the level of support available in the current placement.
- A foster family’s circumstances have changed such that they can no longer care for the youth (e.g., illness, job loss, etc.).
- A group home abruptly closes, and the youth is forced to move to a new placement.

Examples of changes in placement that are not a placement disruption include, but are not limited to:

- A youth’s behavior, mental health, or health needs improve such that they can be supported in a less restrictive setting.
 - A youth has developed appropriate independent living skills to move to new setting (e.g., to college, to his/her own apartment, etc.).
 - A youth moves to a new address with the same foster family and the move does not disrupt the youth’s permanency.
 - A youth changes apartments or SIL/IL housing voluntarily.
- *Establishment of or change in legal responsibility*: Select if legal responsibility has been petitioned, established, or ended. The date of action should be the effective date of the change in legal responsibility information. Then make updates in Section IV to the appropriate questions.

Explain “Change of Status”: Use the box to provide additional information. If submission of the report is delayed, provide an explanation. For example, if submission of a change in placement information is delayed due to not knowing about the change until later, provide exact dates of when the provider agency learned about the change.

3. Termination: Select to report a youth’s termination from the URM Program. See the section of instructions above on pages 2-3 for guidance on when a youth should be reported as terminated from the URM Program. Select the most appropriate termination reason from the list. To see definitions of each termination reason, hit the plus sign next to “Expand Termination Reason Definitions” within the form in RADS. Enter the date all ORR-funded services and benefits ended, as well as an explanation of the youth’s destination (not address) or current situation at case closure. Ensure any necessary change of status reports are submitted prior to submitting an ORR-3 Termination report. Reminder: An ORR-4 Termination Outcomes report must also be completed.

4. Re-entry: Select to report that a youth re-entered the URM Program. Youth are considered “re-entered” if they return to the URM Program to receive any URM Program service and/or benefit. Provide the date of re-entry. Review the entire ORR-3 form to ensure information is accurate.

SECTION II: IDENTIFYING/BASIC DATA

Enter the requested information below. Please note some of the information in this section will auto-populate from the URM Child Info screen and cannot be edited.

1. Sex: Data is auto populated from the Child Info screen and cannot be edited.
2. Date of Birth: Data is auto populated from the Child Info screen and cannot be edited. If a change in date of birth is needed, contact your assigned ORR/Division of Refugee Children Services team member.
3. Date of URM Approval: Data is auto populated from the Child Info screen and cannot be edited.
4. Date of Initial Placement: Enter the date the youth first entered the URM Program. For youth who are approved to enter the URM Program via the application system, the date of initial placement must never precede the date of URM approval.
5. Country of Origin: Data is auto populated from the Child Info screen and cannot be edited.
6. Ethnicity: Select the youth’s ethnicity, if known. If ethnicity is known and not listed as an option, contact ORR at urmdatabase@acf.hhs.gov.
7. Primary Language: Select the youth’s primary language.
8. Religion: Select the youth’s religion.
9. Eligibility Type: Data is auto populated from the Child Info screen and cannot be edited.
10. Provider Agency Location: Select the location of the provider agency responsible for providing services and benefits to the youth. Many provider agencies only have one location; however, some maintain operations in multiple locations. Generally, “provider agency location” refers to the metropolitan area where the provider agency operates, maintains site-specific procedures, and where services/benefits are overseen. URM provider agency locations should be identified in state plans and each location’s associated costs should be outlined in ORR-1 reports. Provider agency location does not indicate where the youth resides. If the provider agency location serving the youth changes, do not submit a “Transfer to/from” report, instead report this as a “Change in provider agency location serving youth.”

SECTION III: PLACEMENT

1. Placement Type: Select the appropriate option to indicate the youth’s placement type. To see brief definitions of each placement type hit the plus sign next to “Expand Placement Type Definitions” within the form in RADS. The selected placement type must align with ORR’s definitions. Due to variation of placement types across states, ORR’s placement type definitions may differ from your state/county’s licensing standards. Job Corps and youth residing in a college dormitory can be reported as either supervised independent living or living independently, depending on the state’s discernment and the youth’s unique circumstances. For full definitions of the most common placement types, see the ORR Guide to Eligibility, Placement, and Services for URM: <https://acf.gov/orr/policy-guidance/orr-guide-eligibility-placement-and-services-urm-section-2#2.3.4>
2. Youth’s Address: Enter the youth’s address. Address cannot be completed if placement type is “Absent from program.”

SECTION IV: LEGAL RESPONSIBILITY

1. Legal responsibility has been petitioned: Select from the following options:
 - *Yes, it was petitioned*. Select if legal responsibility of the youth was petitioned and enter the date the petition was filed.
 - *No, it hasn’t been petitioned*. Select if legal responsibility of the youth has not yet been petitioned.
2. Legal responsibility has been established in accordance with applicable state law: This question can only be answered if Question 1 is “Yes, it was petitioned.” Select from the following options:

- Yes. Select if legal responsibility was established for the youth in accordance with applicable state law. Enter the date it was established. Note: This date may not be earlier than the youth's Initial Placement date into the URM Program.
 - No. Select if legal responsibility was not established for the youth in accordance with applicable state law.
 - Pending. Select if procedures were initiated to establish legal responsibility for the youth in accordance with applicable state law, but legal responsibility has not yet been established.
- 2a. **MASSACHUSETTS ONLY:** In lieu of court action, youth has signed a Voluntary Placement Agreement (VPA). Select "Yes" if the youth signed a VPA in lieu of court action. Enter the date the youth signed the VPA. Select "No" if the youth did not sign a VPA.
3. Legal responsibility has ended: This question can only be answered if Question 2 is "Yes." Select "Yes" if legal responsibility has ended (i.e., terminated by a court or per state law) and enter the date legal responsibility ended. Select "No" if legal responsibility is still intact. If the youth terminates from the URM Program at the maximum age for legal responsibility in the state, it is not necessary to submit a Change of Status to report the ending of legal responsibility; a termination report will signal ending of legal responsibility.

SECTION V: INITIAL PLACEMENT BASELINE MEASURES

This section is only completed on the ORR-3 Initial Placement report. This section should be completed based on the provider agency's knowledge of the youth's outcomes and personal functioning at the time of initial placement into the URM Program. For most questions, see definitions and instructions within the form directly. For questions 13, 13a-b, and 20, see supplemental instructions below.

- 13. Children:** Answer yes or no to this question, regardless of whether the URM youth currently resides with his/her child(ren). Do not report on children born after the youth's Initial Placement date. Children born after the youth's Initial Placement date should instead be reported on the first ORR-4 Outcomes report.
- 13a:** This question can only be answered if question 13 is answered "Yes." Enter the number of children that the youth had at Initial Placement within the two groups: 1) children who do not reside with the URM youth and 2) children who do reside with the URM youth.
- 13b:** This question can only be answered if the number of children residing with the URM youth is 1 or greater. For any child 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. The form will autogenerate the correct number of rows to ensure you can provide information on each child who is residing with the URM youth.
- 20. Immigration Status/Classification:** Select the youth's immigration status/classification. 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 VI: 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.