



ADMINISTRATION FOR
CHILDREN & FAMILIES

U.S. REPATRIATION PROGRAM NEW FORMS

IM - 16 -02

Date: June 20, 2016

INFORMATION MEMORANDUM

To: State Emergency Repatriation Coordinators
State Non-Emergency Repatriation Coordinators
Supporting Agencies and Service Providers

From: Robert Carey
Director, Office of Refugee Resettlement

This Information Memorandum lists and describes the revised U.S. Repatriation Program (Program) Forms. Effective July 1, 2016, States, supporting agencies, and service providers must use these forms, as described below.

REVISED FORMS

1. *Emergency and Group Processing Form (RR-01)*: During an emergency repatriation, individuals complete portions of this form to apply for repatriation assistance. Then, State personnel use the form to perform a preliminary eligibility assessment. Authorized ACF staff make final eligibility decisions.
2. *Emergency Repatriation Financial Form (RR-02)*: States and supporting agencies complete this form if they have entered into an agreement with ORR allowing for reimbursement of reasonable and allowable costs during emergency repatriation activities.
3. *Loan Waiver Request Form (RR-03)*: Eligible repatriates, authorized legal custodians, or authorized state staff complete this form to request a waiver or deferral of a repatriation loan.
4. *Non-emergency Monthly Financial Statement Form (RR-04)*: States and other authorized ORR agencies use this form to request reimbursement of reasonable and allowable costs for the provision of temporary assistance during non-emergency activities.
5. *Privacy and Repayment Agreement Form (RR-05)*: This form authorizes HHS to release personally identifiable information to appropriate agencies for the purpose of providing services. In addition, through this form, eligible repatriates or authorized legal custodians agree to accept services under the Program's terms and conditions, which include repaying the federal government for services received.
6. *Refusal of Temporary Assistance Form (RR-06)*: Eligible repatriates or authorized legal custodians use this form to confirm and record their decision to relinquish repatriation services.

7. *Temporary Assistance Extension Request Form (RR-07)*: To request an extension of assistance beyond the 90 day eligibility period, eligible repatriates, authorized legal custodians, or authorized state staff submit this form to ORR or its designated grantee generally 14 days prior to the expiration of the repatriate's eligibility period.
8. *State Request for Federal Support Form (RR-08)*: During emergency repatriation activities, ORR-activated states must use this form to request support and/or assistance from the federal government, including but not limited to augmentation of personnel, funding, and reimbursement.

ACCESSING THESE FORMS

These forms are currently in English. Until translation becomes available, states, when needed, must use interpreters and other available resources to ensure eligible repatriates understand and are able to complete these forms.

Electronic copies can be downloaded from the ORR website. You may also contact ORR or its current grantee, International Social Services (ISS-USA), for an electronic copy. ORR and ISS-USA contact information is below.

Office of Refugee Resettlement
U.S. Repatriation Program
Telephone: 202-401-9246
E-mail: HHS-EmergencyRepatriation@acf.hhs.gov

International Social Services (ISS-USA)
Section: U.S. Repatriation Program
Telephone: 443-451-1200 or 410-591-4998
E-mail: question@iss-usa.org

For more information or to request technical assistance, please contact the U.S. Repatriation Program at 202-401-9246 or send an e-mail to HHS-EmergencyRepatriation@acf.hhs.gov.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF REFUGEE RESETTLEMENT
U.S. REPATRIATION PROGRAM**



June 29, 2016

**Presenter
Elizabeth B. Russell
Coordinator, U.S. Repatriation Program**



GOALS

Provide an overview of the HHS Repatriation Program revised and new forms. We'll cover the following information:

1. Forms used during both Emergency and Non-emergency Repatriation Activities;
2. Forms used during Non-emergency Repatriations Activities;
3. Forms used during Emergency and Group Repatriations.



EMERGENCY AND NON-EMERGENCY

Below forms are utilized during both
Repatriation Activities:

- 1) Loan Waiver and Deferral Request Form (RR-03)
- 2) Privacy and Repayment Agreement Form (RR-05)
- 3) Refusal of Temporary Assistance Form (RR-06)



LOAN WAIVER AND DEFERRAL REQUEST FORM (RR-03)

- **Purpose:** Determine repatriate's eligibility for a waiver or deferral of their HHS repatriation loan.
- **When to complete this form?** After the repatriation case is closed and/or after receiving the collection letter from the Program Support Center.
- **Who should complete this form?** Repatriates or authorized legal person.
 - Adults applying on behalf of themselves and dependents;
 - Adult representative of a minor child (parent, guardian, or legal representative);
 - Adult representative of a mentally or physically impair adult.
- **Role of the State and/or service representative:** Provide timely information and copy of the form to the repatriate, as needed. If necessary, help repatriate complete this form. Notify ISS-USA when the case involves a minor or mental health.



LOAN WAIVER AND DEFERRAL REQUEST FORM (RR-03)

- This is a new form.
- Four pages (4) long. First page provides instructions and general legal requirements.
- Supportive documentation needed.
- Signature required from the repatriate or authorized legal representative.



PRIVACY AND REPAYMENT AGREEMENT FORM (RR-05)

- **Purpose:** Obtain consent from eligible repatriate on (1) privacy, (2) repayment of repatriation loan.
- **When to complete this form?** Upon arrival to the U.S. and/or when met by the designated state person. Before any temporary assistance is provided. Exemptions may apply to unaccompanied minors, mental health, and medical condition that prevents the repatriate from making decisions.
- **Who should complete this form?** Repatriate or authorized legal representative.
 - Adults applying on behalf of themselves and dependents;
 - Adult representative of a minor child (parent, guardian, or legal representative);
 - Adult representative of a mentally or physically impair adult.
- **Role of the State and/or service representative:** Provide information to the repatriate and collect the signed form prior to providing services.



Privacy and Repayment Agreement Form (RR-05)

- This form replaces the old privacy and repayment agreement form. It must be submitted with state request for reimbursement.
- One page long. First page provides instructions and general legal requirements.
- No Supportive documentation needed.
- Signature required from the repatriate or authorized legal representative.



REFUSAL OF TEMPORARY ASSISTANCE FORM (RR-06)

- **Purpose:** Maintains record of repatriate's refusal decision.
- **When to complete this form?** Upon arrival to the U.S. and/or when met by designated state person. Before any temporary assistance is provided.
- **Who should complete this form?** Repatriates or authorized legal representative.
 - Adults applying on behalf of themselves and dependents;
 - Adult representative of a minor child (parent, guardian, or legal representative);
 - Adult representative of a mentally or physically impair adult.
- **Role of the State and/or service representative:** Provide timely information and copy of the form for signature. Maintain a copy of the form and submit with the request for reimbursement.



REFUSAL OF TEMPORARY ASSISTANCE FORM (RR-06)

- New Form.
- Must be provided to ISS-USA.
- One page long. First page provides instructions and general legal requirements.
- No supportive documentation needed.
- Signature required from the repatriate. If repatriate refuses to sign, the designated staff should write a brief note.



NON-EMERGENCY ACTIVITIES

Below forms are utilized during
Non-Emergency Activities:

- Non-emergency Monthly Financial Statement Form (RR-04)
- Temporary Assistance Extension Request Form (RR-07)



NON-EMERGENCY MONTHLY FINANCIAL STATEMENT FORM (RR-04)

- **Purpose:** Request reimbursement for all reasonable, allowable and allocable costs for repatriates who receive up to 90-days of services.
- **When to complete this form?** Generally on a monthly basis, by the end of the month. Exemptions apply to state with established claim submission agreements with ORR.
- **Who should complete this form?** State authorized staff.
- **Role of the State and/or service representative:** Gather financial information and provide a comprehensive financial summary of actual costs and supportive documents to ISS-USA.



NON-EMERGENCY MONTHLY FINANCIAL STATEMENT FORM (RR-04)

- Replaces the SSA 3955 and SSA 2061.
- Submitted at the end of the month whenever the state has an active case.
- Five pages long. First page needs to be completed by the state. Pages 2-5 provide general instructions and guidance.
- Supportive documentation needed.
- Signature required from the designated state authority.



TEMPORARY ASSISTANCE EXTENSION REQUEST FORM (RR-07)

- **Purpose:** Request an extension of temporary assistance past the 90 days.
- **When to complete this form?** Generally, at least two weeks prior to the last eligibility date.
- **Who should complete this form?** Individuals with an open repatriation case with the HHS who are determined to be handicapped in attaining self-support or self-care for qualifying reasons (such as age, disability) as defined by 45 CFR 211 & 212.
 - Adults applying for themselves;
 - Adults applying on behalf of themselves and dependents;
 - Adult representative of a minor child (parent, guardian, or legal representative);
 - Adult representative of a mentally or physically impaired adult;
- **Role of the State and/or service representative:** Provide information and assist, as needed, with the timely processing and submission of this request.



TEMPORARY ASSISTANCE EXTENSION REQUEST FORM (RR-07)

- New Form.
- Three pages long. First page provides instructions and general legal requirements.
- Supportive documentation needed.
- Signature required from the repatriate. Individuals, including state representatives, may sign the form if provided with appropriate authorizations (e.g. notarized consent).



EMERGENCY ACTIVITIES

Below forms are utilized during
Emergency Activities:

- Emergency and Group Processing Form (RR-01)
- Emergency and Group Repatriation Financial Form (RR-02)
- State Request for Federal Support Form (RR- 08)



EMERGENCY AND GROUP PROCESSING FORM (RR-01)

- **Purpose:** Determine repatriate's eligibility for repatriation assistance during an emergency or group evacuation.
- **When to complete this form?** Upon arrival to the U.S. and before receiving repatriation assistance.
- **Who should complete this form?** U.S. citizens or dependents of U.S. citizens who have been returned or brought back to the U.S. during an authorized DOS evacuation, and do not have resources immediately accessible to meet their needs.
 - Adults applying for themselves or on behalf of themselves and dependents
 - Adult representative of a minor child (parent, guardian, or legal representative)
 - Adult representative of a mentally or physically impaired adult
- **Role of the State and/or service representative:** Perform initial eligibility assessment using this form. Assist repatriates in completing this form, as needed. Gather necessary supportive documents. Process with authorized federal staff for final eligibility determination.



EMERGENCY AND GROUP PROCESSING FORM (RR-01)

- This is a new form.
- Six pages long. First page provides instructions and general legal requirements.
- Supportive documentation needed (e.g. citizenship).
- Signature required from the repatriate, person performing initial assessment, and federal approving official. It is also initialed by the repatriation service provider staff.



EMERGENCY AND GROUP REPATRIATION FINANCIAL FORM (RR-02)

- **Purpose:** Request reimbursement for all reasonable, allowable and allocable costs incurred during an emergency or group activity.
- **When to complete this form?** Generally after the evacuation is over.
- **Who should complete this form?** State authorized staff.
- **Role of the State and/or service representative:** Gather financial information and provide a comprehensive financial summary of actual costs to ORR.



Emergency and Group Repatriation Financial Form (RR-02)

- New form.
- Eight pages long. Pages 2-8 provides instructions and general legal requirements.
- Supportive documentation needed.
- Signature required from the state authorized official.



STATE REQUEST FOR FEDERAL SUPPORT FORM (RR- 08)

- **Purpose:** Request support and assistance from any federal agency using appropriate HHS channels.
- **When to complete this form?** Before or during an emergency repatriation.
- **Who should complete this form?** State authorized staff.
- **Role of the State and/or service representative:** Gather and submit timely requests.



STATE REQUEST FOR FEDERAL SUPPORT FORM (RR- 08)

- New Form.
- One page long.
- Supportive documentation needed.
- Signature required from the state authorized official
ACF authorized official, and other applicable agencies.



WHEN SHOULD WE BEGIN TO USE THESE FORMS?



JULY 1, 2016



**For questions, comments, or to
request individual training,
please contact:**

Federal

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Coordinator, HHS Repatriation Program

Tel: (202) 401-9246

Email: Elizabeth.russell@acf.hhs.gov

Grantee

International Social Services – USA

(443) 451-1200

iss-usa@iss-usa.org

