



ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF HUMAN SERVICES, EMERGENCY PREPAREDNESS & RESPONSE
330 C Street S.W.
The Mary E. Switzer Building, Room 5103-C
Washington, DC 20201

WELCOME BACK TO THE UNITED STATES OF AMERICA

Dear fellow American/s,

On behalf of the Assistant Secretary of the United States (U.S.) Administration for Children and Families and the Director of the Office of Human Services, Emergency Preparedness & Response (ACF/OHSEPR), we welcome you back to the U.S. We want to make your transition from overseas to your final destination within the U.S. as smooth as possible. This letter briefly outlines some of the information contained in this welcome package and some of the services you may receive if determined to be eligible for a Repatriation loan.

As you may already know, the Repatriation Program is not an entitlement program but a loan that is repayable to the Federal Government. Please read the Repatriation Program Factsheet for more information about this loan Program.

You are being given a welcome package which contains the below information. Upon request, your case worker will be able to explain these documents.

1. *HHS Privacy Act Statement and Repatriation Repayment Agreement Form* for you to sign if you want to accept the Repatriation Loan. This form will serve as an agreement between you and the Federal Government where accept the loan and commit to repaying all the cost associated to your temporary assistance. In addition, through this form you authorize us to share and collect information necessary to provide you with temporary services and to carry out the activities of this Program.
2. *U.S. Repatriation Program Factsheet*
3. *Repatriates' rights and responsibilities*
4. *Sample closing letter*
5. *Factsheet and Waiver Request*
6. *List of main numbers and services available*

Your case worker will refer you or provide you with information regarding the services available at the local service agencies (e.g. county, community, state, etc) in your area. In addition, if you need assistance with vocational or occupational training as well as child welfare and medical services please inform your case worker for appropriate and timely coordination of services.

Once again, we welcome you back to the United States and wish you a successful return to your family and country.

Sincerely,

The US Repatriation Program



1120 N. Charles Street
Suite 300
Baltimore, MD 21201
USA

www.iss-usa.org

Your organizations' letterhead

Date

Stephney Allen
Director of U.S. Repatriation Program and Internal Operations
1120 N. Charles Street, Suite 300
Baltimore, MD 21201

Dear Ms. Allen:

Please find enclosed documents: the signed U.S. Repatriation Program Form RR-05 (Privacy and Repayment Agreement) and Form RR-04 (Non-Emergency Monthly Financial Statement) with case notes supporting administrative hours, copies of all receipts, signed cash disbursement acknowledgement forms and vouchers copies regarding the repatriation case # _____. The attached reimbursement request covers the dates:
from _____ to _____ with (summary of the expenses) total amount of \$ _____.

Please make the check payable to: **name of the person or organization.**

If you have any questions or concerns in regards to this request, please don't hesitate to contact: **name, telephone number, email address, address.**

Thank you for your prompt attention to this request,

Sincerely,

Signature
Company/ Agency
name: Contact Person:
Address:
City, State, Zip

Revised on 5/7/2020

Cover letter for reimbursement, doc



1120 N. Charles Street
Suite 300
Baltimore, MD 21201
USA

www.iss-usa.org

Closing Letter

Date:
Name and address:
Case Ref: -----

Dear _____

We are pleased that the Repatriation Program was able to offer you repatriation assistance. As it was explained to you by your local case manager, the U.S. Repatriation Program's purpose is to assist repatriates for up to 90 days in meeting their basic needs. It has been reported by your case manager that you have access to assistance and have resources immediately available to meet your needs. Based on this determination, we are closing your case.

Please remember that the Repatriation Program assistance is in the form of a loan. If you received resettlement and/or travel assistance, your case was referred to the Program Support Center for collection. Their contact information is below.

Program Support Center
Debt Collection Center
7700 Wisconsin Avenue
Suite 8-8110D
Bethesda, MD 20857
Phone: (301) 492-4664
Website: www.psc.gov

If you are not able to repay your loan, please contact the Waiver Department in writing at the ISS-USA address below:

Attention: Waiver Department
International Social Service-USA
1120 N. Charles Street, Suite 300
Baltimore, MD 21201
Email: iss-usa@iss-usa.org

Please keep the Program informed of any changes of address, as the Program will contact you in order to assist you in making arrangements to repay your loan.

Please contact the Department of State (DOS) for inquiries about your loan for international travel expenses. The phone number is: 1-800-521-2116.

We wish you the best of luck in your future endeavors in the United States.

Sincerely,

The U.S. Repatriation Program