



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/orr

ORR-5 Individuals with No Alien Number: Data Submission Guidance

Dear Colleague Letter 22-24

September 23, 2022

Dear Colleague:

Some ORR-eligible individuals do not have an Alien Number, which complicates states¹ submission of the annual ORR-5. As such, the Refugee Arrivals Data System (RADS) has been adjusted to accommodate an alternative unique identifier in place of the Alien Number. This Dear Colleague Letter (DCL) provides the preconditions and instructions for creating and submitting records with an alternative unique identifier. This process will be effective starting with the FY 2022 ORR-5 submission.

Preconditions

- To report ORR-eligible individuals without an Alien Number, the numbering convention (“ORR Alternative Identifier”) outlined below must be used.
- Individuals reported must otherwise be eligible for ORR services, but currently not in possession of an Alien Number.
- States must adhere to all ORR service eligibility criteria for the program reported.
- ORR Alternative Identifiers may be used for all individuals receiving ORR-funded benefits or participating in ORR-funded services, including principal applicants and derivatives. A unique Alternative Identifier must be created for each individual that does not have an Alien Number. No duplicative alternative identifiers will be accepted in RADS.
- If an individual receives an Alien Number, the data in RADS must be corrected/updated by the state, according to the mechanism outlined below.

ORR Alternative Identifier

The following convention is used to create an ORR Alternative Identifier for ORR-5 submissions:

- 15 digits total, consisting of: (a) 999 + (b) 3-digit state agency ID + (c) 9-digit incremental number

(a): All ORR Alternative Identifiers will begin with 999
(b): Use state agency ID available from the RADS Training Resource Library (FIPS Code Chart, also listed below)
(c): Use a 9-digit incremental number, e.g., 000000001, 000000002, etc. Do not repeat.
<i>Example: 999021000000002</i> <ul style="list-style-type: none">• 999 indicates ORR alternative identifier

¹ The term “states” throughout this DCL refers to states and replacement designees (RDs) that receive RSS funding from ORR.

- 021 identifies the state (Kentucky)
- 000000002 indicates the second individual reported by the state without an Alien Number reported

Follow-up Plan

- RADS has been modified to accommodate the 15-digit ORR alternative identifiers.
- No other data collection will be affected as RADS will not accept mistyped 10 or 11-digit Alien Numbers.
- If the individual receives services in subsequent years, the state should continue using (a) the same ORR alternative identifier previously associated with the individual in question for subsequent reporting OR (b) the actual Alien Number, if the individual has subsequently received an Alien Number.
- Within RADS, a functionality has been built to allow states to correct previously reported ORR alternative identifiers. This functionality will be available at all times to ensure that corrections are made on a rolling basis.
- Once states have been notified of the actual Alien Number assignment, they must follow the procedure outlined below to replace the ORR Alternative Identifier in RADS:
 - From the Data Loads menu in ORR-5 (RADS), choose “upload file”
 - File type: select “ORR-5 Alien Number Correction”
 - Upload an Excel file, containing 2 columns:
 - Column A: ORR Alternative Identifier (previously reported)
 - Column B: actual Alien Number (as it appears on the eligibility verification document)
 - Only Alien Numbers that start with 999 in RADS will be replaced.
 - RADS will check that the 3-digit code in the ORR Alternative Identifier matches the Data Loader’s state; if not, the entire submission will be rejected.
 - If the corrected Alien Number matches an existing number in the state, there will be no correction made, and the entire submission will be rejected.
- For tracking purposes, approximately two weeks after ORR-5 submission deadline, RADS will run a report, totaling all ORR Alternative Identifiers reported. This report will be produced on an annual basis, or as needed, to identify any remaining ORR Alternative Identifiers in RADS.

Resources: Please direct any questions about this DCL to RADSAdmin@gdit.com.

Sincerely,

Kenneth Tota
Director, Refugee Program
Office of Refugee Resettlement

FIPS (Federal Information Processing System) Code Chart

Name		
Alabama	AL	001
Alaska	AK	002
Arizona	AZ	004
Arkansas	AR	005
California	CA	006
Colorado	CO	008
Connecticut	CT	009
Delaware	DE	010
District of Columbia	DC	011
Florida	FL	012
Georgia	GA	013
Hawaii	HI	015
Idaho	ID	016
Illinois	IL	017
Indiana	IN	018
Iowa	IA	019
Kansas	KS	020
Kentucky	KY	021
Louisiana	LA	022
Maine	ME	023
Maryland	MD	024
Massachusetts	MA	025
Michigan	MI	026
Minnesota	MN	027
Mississippi	MS	028
Missouri	MO	029
Montana	MT	030
Nebraska	NE	031
Nevada	NV	032
New Hampshire	NH	033
New Jersey	NJ	034
New Mexico	NM	035
New York	NY	036
North Carolina	NC	037
North Dakota	ND	038
Ohio	OH	039
Oklahoma	OK	040
Oregon	OR	041
Pennsylvania	PA	042
Rhode Island	RI	044

South Carolina	SC	045
South Dakota	SD	046
Tennessee	TN	047
Texas	TX	048
Utah	UT	049
Vermont	VT	050
Virginia	VA	051
Washington	WA	053
West Virginia	WV	054
Wisconsin	WI	055
Wyoming	WY	056