

**OFFICE OF REFUGEE RESETTLEMENT**  
**ANNUAL OUTCOME GOAL PLAN**  
Instructions

General Overview

These instructions are intended to provide assistance in completing the Annual Outcome Goal Plan: Performance Goals and Actuals and Performance Narrative. For your convenience, individualized forms are provided to all State Refugee Coordinators each year with the Goals data entered by ORR from the previous year's approved Annual Outcome Goal Plan. For each data point, please review the entered information and make any necessary changes.

When setting Goals, States/Wilson Fish agencies should establish targets aimed at improving upon the previous year's Actuals while maintaining a realistic approach to possible outcomes based upon knowledge of your state's job market and economic environment. Other considerations include employability characteristics and/or limitations of the anticipated caseload for employment services and the various forces that impact a client's entering employment.

A Final Completion Checklist is attached to these instructions for your convenience. This is a tool to assist you in ensuring proper completion of the Annual Outcome Goal Plan. It is for your use only and does not need to be submitted with your Annual Outcome Goal Plan: Performance Goals and Actuals and Performance Narrative.

The completed Annual Outcome Goal Plan: Performance Goals and Actuals and Performance Narrative should be submitted to [GPRA@ACF.hhs.gov](mailto:GPRA@ACF.hhs.gov), via email by November 15 each year.

If you need assistance, please contact your State Analyst or Goran Debelnogich, at [goran.debelnogich@acf.hhs.gov](mailto:goran.debelnogich@acf.hhs.gov) or (202) 260-7143.

**1. Caseload**

In the shaded fields under FY [previous year] Actual, enter the unduplicated number of active, employable adults enrolled in employability services by category of assistance. The form will automatically calculate the total caseload by adding the number of refugees in each category of assistance. Enrolled refugees receiving neither Temporary Assistance for Needy Families (TANF) nor Refugee Cash Assistance (RCA) should be included in the category No Federal Cash Assistance. Refugees receiving only state cash assistance should also be included in this category.

The caseload consists only of those refugees actively receiving employability services as defined under 45 CFR 400.154 (a) (c) (d) and (e). The full text of these sections can be found at [http://www.acf.hhs.gov/programs/orr/policy/45cfr400\\_00.htm](http://www.acf.hhs.gov/programs/orr/policy/45cfr400_00.htm)

In the shaded fields under FY [current year] Goal, enter the proposed unduplicated number of active, employable adults to be enrolled in employability services by category of assistance.

***Match Grant Enrollees***

States/Wilson Fish Agencies that provide English language instruction to Match Grant enrollees through their employment services *should not* count these participants in their caseload.

## **2. Entered Employment**

In the shaded fields under FY [previous year] Actual, enter the unduplicated number of refugees entered employment by category of assistance and employment type. The form will automatically calculate the total number of refugees entered employment by adding the number of refugees in each category of assistance and employment type. Enrolled refugees receiving neither Temporary Assistance for Needy Families (TANF) nor Refugee Cash Assistance (RCA) should be included in the category No Federal Cash Assistance Entered Employment.

### **Full- vs. Part-time**

Full-time employment is considered any job where a refugee works 35 hours per week or more. Part-time is any job less than 35 hours per week.

In the shaded fields under FY [current year] Goal, enter the proposed number of refugees to enter employment by category of assistance and employment type. As part of the Program Assessment Rating Tool (PART) reported to Congress, the Office of Refugee Resettlement has committed to specific increases based on a given program's performance for this measure. For State/Wilson Fish programs with previous FY Actual entered employment rates of less than 50%, the current FY Goal should reflect at least a 5% increase over the Actual. For programs with previous FY Actual of more than 50% but less than 85%, a 3% increase is acceptable.

## **3. Federal Cash Assistance Terminations**

In the shaded fields under FY [previous year] Actual, enter the unduplicated number of refugees terminating federal cash assistance due to earnings from employment by category of assistance. The form will automatically calculate the total number of refugees terminating assistance by adding the number of refugees in each category of assistance.

### **Termination Rate**

The termination rate is automatically calculated by dividing total federal cash assistance terminations by the total number of TANF and RCA recipients entered employment.

In the shaded fields under FY [current year] Goal, enter the proposed unduplicated number of refugees to terminate federal cash assistance due to earnings from employment by category of assistance.

## **4. Federal Cash Assistance Reductions**

In the shaded fields under FY [previous year] Actual, enter the *unduplicated* number of refugees reducing federal cash assistance due to earnings from employment by category of assistance. The form will automatically calculate the total number of refugees reducing assistance by adding the number of refugees in each category of assistance.

**5. Entered Full Time Employment Offering Health Benefits**

In the shaded fields under FY [previous year] Actual, by category of assistance, enter the unduplicated number of refugees entered full-time employment where health benefits are offered within the first six months of employment. The form will automatically calculate the total number of refugees entered full-time employment where health benefits are offered.

In the shaded fields under FY [current year] Goal, by category of assistance, enter the proposed unduplicated number of refugees to enter full-time employment where health benefits are offered within the first six months of employment.

**Offered vs. Accepted**

Full-time jobs offering health benefits are counted regardless of whether or not the refugee chooses to accept the health coverage.

**6. Average Hourly Wage of Refugees Entering Full Time Employment**

In the shaded fields under FY [previous year] Actual, enter the average wage at placement for all refugees entered full-time employment.

In the shaded fields under FY [current year] Goal, enter the proposed average wage at placement for all refugees to enter full-time employment.

**Measuring Average**

Average Wage at Employment is calculated as the sum of the hourly wages for the full time placements divided by the total number of individuals placed in employment by each state. ORR calculates the national aggregate average wage based on state averages and does not weight each particular state.

**7. 90-Day Retention Rate**

For the FY [previous year] Actual, in the shaded field titled "Unduplicated # of Entered Employments," enter the *unduplicated* number of entered employments counting from July of the previous Calendar Year (CY) through June of the current CY.

In the shaded field titled "Unduplicated # of Retentions," enter the *unduplicated* number of retentions for FY [previous year] Actual. The form will automatically calculate the previous FY's Actual 90-Day Retention Rate in the row above entitled "Percentage" by dividing the total retentions by the total entered employments from the 90-Day Retention Rate Calculator (7a).

**Measuring Retention**

The retention rate is a measure of retention of employment – not necessarily retention of a specific job. As long as the refugee remains employed in a job a quarter after employment entry, it is considered a retention even if it is not the same job started during the previous baseline quarter.

**8. Office of Refugee Resettlement Funding**

In the shaded fields, enter the total Office of Refugee Resettlement funds, by category, for employment services as defined by CFR 400.154 (a) ONLY (“including development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement follow up”) *liquidated* in FY [previous year], regardless of the year in which those funds were received. The form will automatically calculate the total funding expended in the previous FY and the cost per placement.

In the shaded fields, enter the total, by category, of Office of Refugee Resettlement funds for employment services as defined by CFR 400.154 (a) ONLY proposed to be liquidated in FY [current year]. The form will automatically calculate the total funding proposed to be expended in the current FY and the proposed cost per placement.

**Using Discretion over Discretionary Funds**

All funds expended in FY 2012 or proposed for FY 2013 from Discretionary Grants that have employment outcomes should be included in that year’s Discretionary Grant Funding line in Section 8: Office of Refugee Resettlement Funding. Those without employment outcomes should not be included.

**Agency Point of Contact**

In the shaded fields, enter the name, title, and contact information of the agency staff person best equipped to respond to questions regarding your Annual Outcome Goal Plan submission.

**Performance Narrative**

Using the shaded fields in the attached *Performance Narrative*, respond to each of the ten questions as thoroughly as possible. Information provided in the Performance Narrative is important for understanding not only an individual program’s performance but in analyzing overall trends affecting programs nationwide.

**Deadline**

The completed *Annual Outcome Goal Plan: Performance Goals and Actuals* and *Performance Narrative* should be submitted to [GPRA@ACF.hhs.gov](mailto:GPRA@ACF.hhs.gov), via email by November 15 each year.