



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Refugee Resettlement
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Potential Sponsor:

Thank you for your interest in applying for the release of a child to your care, from the custody of the Office of Refugee Resettlement, Division of Children's Services (ORR/DCS). The child is in our custody because he/she does not have immigration status and is unaccompanied. The ORR/DCS program is in the U.S. Department of Health and Human Services and is not a law enforcement or immigration agency. Our priority is to care for the child while working to safely and promptly reunify the child with family. Over 5,000 children are reunified every year with their families through our family reunification services.

A Case Manager is assigned to assist you and your family with the family reunification process. Please contact your Case Manager for assistance with completing the *Family Reunification Application* and supporting documentation.

You must immediately sign and return the ***Authorization for Release of Information*** form to your Case Manager. If you are required to submit fingerprints, your Case Manager will assist you to schedule an appointment to submit your fingerprints for background checks within 3 days. Please note, that in most cases parents/legal guardians of children in ORR custody do not need to be fingerprinted, your Case Manager can tell you more. You must complete, sign, and return the ***Family Reunification Application*** and the required documents on the enclosed ***Family Reunification Checklist for Sponsors*** to the Case Manager. If you are unable to complete all requirements within 7 days, please notify your Case Manager, who will assist you.

Following are some questions that sponsors frequently ask:

Question: Can I sponsor my child if I am undocumented?

Answer: Yes. ORR/DCS prefers to release a child to a parent or legal guardian, regardless of your immigration status.

Question: Is there a cost to sponsor a child?

Answer: No. There is no fee to complete the requirements to sponsor a child or to complete the required paperwork.

Question: Do I have to have an attorney to sponsor a child?

Answer: No. You do not have to have an attorney to complete the requirements to sponsor a child. If you choose to obtain assistance to complete the requirements to sponsor a child, please be aware that there is no cost required to sponsor a child, and that your Case Manager can assist you.

Question: Why do I have to submit my fingerprints?

Answer: ORR/DCS requires background checks to ensure the safety of the child.

Question: What information do I have to provide?

Answer: You must complete the *Family Reunification Application* and supporting documentation. You must also answer questions from your Case Manager about your household, your relationship with the child, and your ability to care for the physical and mental wellbeing of the child. You must provide proof of your identity.

Question: How long will this process take?

Answer: The sooner you submit fingerprints and all required documents, the sooner ORR/DCS will make a decision on releasing the child to your custody. You should submit all required information within 7 days. ORR/DCS will promptly inform you of a decision on releasing the child to your custody or will notify you if additional information or assessment is needed.

We look forward to assisting you with your application.

Sincerely,

Jallyn Sualog, ORR/DCS Division Director

Family Reunification Packet Cover Letter, 11/25/2013

ORR UAC/FRP-1

ORR UAC Program Operations Manual – Family Reunification, Rev. 11/25/2013