



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.