



DEPARTMENT OF HEALTH & HUMAN SERVICES

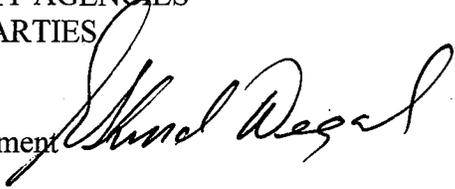
ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

ORR State Letter

12-01

Date: November 9, 2011

TO: STATE REFUGEE COORDINATORS
NATIONAL VOLUNTARY AGENCIES
OTHER INTERESTED PARTIES

FROM: Eskinder Negash, Director
Office of Refugee Resettlement 

SUBJECT: Data Submission Procedures for FY 2012 Social Services and
Targeted Assistance Grant Formula Allocations

This State Letter provides the timeline and requirements for data submission for the FY 2012 Refugee Social Services and Targeted Assistance Grant formula allocations, via the ORR Data Submission Website. The website will be open for file uploads from January 9 to January 27, 2012. This ORR State Letter sets a reporting schedule for States that will facilitate a more timely allocation of FY12 funds.

The website allows States to upload data files securely and also permits ORR to provide verification to States of receipt of the data, perform front-end editing to reject invalid data immediately after receipt, and provide reasons for rejection. States may then submit the corrected files. This process has ensured that States' final data submissions are complete and accurate for data matching ORR's Refugee Arrivals Data System (RADS) and formula allocations.

States will upload the following data files to the Data Submission Website:

- **Social Services Secondary Migration data file:** For this file, States provide the number of refugees and entrants who were resettled in the United States for 24 months as of September 30, 2011, and who had originally been resettled in another State. Asylees should not be included in the Secondary Migration data files; only refugees and entrants are included. The data will be used to determine Social Services formula allocation amounts, which are adjusted for secondary migration.

- **Social Services and Targeted Assistance Entrant file:** States may provide a file with data entrants they have served who arrived in the United States between October 1, 2009, and September 30, 2011. These data will be matched against RADS and verified records will be used in determining formula allocation amounts.
- **Social Services Asylee file:** States may provide a file with data on asylees they have served who arrived in the United States between October 1, 2009, and September 30, 2011. These data will be matched against RADS and verified records will be used in determining formula allocation amounts.
- **Targeted Assistance Asylee file:** The 29 States that are qualified recipients of Targeted Assistance formula awards as determined in FY 2011 may report data for asylees they have served who arrived in between October 1, 2009 and September 30, 2011. These data will be matched against RADS and verified records will be used in determining Targeted Assistance formula allocation amounts.

Please note that in order to utilize secondary migration data in determining Targeted Assistance formula allocations at the county level, ORR would need to receive accurate county-level secondary migration data from all States. To date, all States have not been able to provide county-level data for matching.

In preparation for the FY 2012 Refugee Social Services and Targeted Assistance formula allocations:

- States should submit the name, email address, and telephone number for a primary and an alternate user of the website to Trudi Grant by email at Trudi.Grant@acf.hhs.gov by COB **November 18, 2011**. All prior users who will be submitting data this year must be included in order to be reauthorized to use the website.
- States are invited to submit asylee and entrant data for the FY 2012 Social Services and Targeted Assistance formula allocations, as well as secondary migration data for refugees and entrants, in from January 9 to January 27, 2012. The website will be open seven days a week during this period.
- The primary and secondary users whose information has been submitted to Trudi Grant will receive instructions on the use of the web-based data submission system prior to January 27, 2012, directly from General Dynamics Information Technology (GDIT), ORR's contractor for RADS and the Data Submission Website.
- The only opportunity to submit data will be from January 9 to January 27, 2012.

Please direct questions on this State Letter to Wanda Hall at (202) 401-4646 or Wanda.Hall@acf.hhs.gov. Please direct system and data questions to Gary Frost at (703) 852-2221 or Gary.Frost@gdit.com.