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**USCCB Office of Resettlement Services**

**FY 2022 Webinar Schedule**

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**Changes to the FY2022 R&P Cooperative Agreement**

***TBA – will be announced with release of the FY2022 R&P Cooperative Agreement***

Annually, the Department of State Bureau of Population, Refugees and Migration (PRM) releases the Reception and Placement (R&P) Cooperative Agreement with a few changes. This webinar will review of changes made to the FY2022 R&P Cooperative Agreement. All who have a role in providing R&P services are encouraged to participate.

By the end of this 60-minute session, you will be able to:

* List key changes to the R&P Cooperative Agreement (CA);
* Discuss how CA changes impact case management, performance outcomes, and program administration; and
* Describe USCCB and PRM’s timeline for implementing CA changes.

**Grant(s):** R&P

**Afghan Placement and Assistance (APA) Cooperative Agreement**

***Monday, October 4, 2021, from 2:00 – 3:30pm ET***  
This webinar will review the new Afghan Placement and Assistance (APA) Cooperative Agreement. USCCB/MRS staff will review required services and timeframes, will review USCCB forms, and will have time for question and answer about the new program.

By the end of this 90-minute session, you will be able to:

* List key components of the APA Cooperative Agreement;
* Discuss how APA services impact case management, performance outcomes, and program administration; and
* Describe differences between the R&P and APA programs.

**Grant(s):** APA

**Afghan Legal Status and Eligibility Webinar**

***Thursday, October 14, 2021, from 2:00 – 3:00pm ET***  
Join USCCB, CLINIC, and the Migration Policy Institute (MPI) for a webinar on Afghan legal status and eligibility. CLINIC will discuss the legal status of the Afghan arrivals, including those who arrived with immigrant visas and those who have been granted humanitarian parole. Further, this webinar will discuss legal options for them moving forward, including applying for adjustment of status or asylum. MPI will review eligibility for federal services and benefits that may be available to arriving Afghan evacuees, including mainstream health and other public benefits, and issues and opportunities in assisting arriving evacuees in connecting to these services and benefits.

By the end of this 60-minute session, you will be able to:

* Describe the legal status of the Afghan arrivals, including those who arrived with immigrant visas and those who have been granted humanitarian parole;
* Identity legal options for Afghan arrivals; and
* Recall eligibility for federal services and benefits that may be available to arriving Afghan evacuees.

**Grant(s):** R&P, APA, MG, PC

**Emergency Case Management for APA Clients**

***Thursday, November 4, 2021 from 2:00 – 3:00PM ET***

In response to the momentous asks and short timeline associated with the Afghan Placement and Assistance (APA) program, sites are working hard to ensure clients are provided top notch services during an influx of arrivals. This webinar will focus on strategies for prioritizing certain services for your APA clients according to the flexibilities provided for in the APA Cooperative Agreement.

By the end of this 60-minute session, you will be able to:

* Identify immediate client needs;
* Prioritize the most important APA services; and
* Utilize flexibilities in the APA Guidelines to best serve clients.

**Grant(s):** APA

**Community Sponsorship: Sharing Promising Practices and Lessons Learned**

***Thursday, December 2, 2021, from 3:00 – 4:00pm ET***

The valuable role that community sponsorship (CS) plays in newcomer resettlement and integration is receiving increasing attention across the country. This peer exchange will feature three programs within USCCB’s resettlement network, exposing participants to different community sponsorship models. Attention will be given to program structure, training and monitoring of sponsors, and levels of commitment involved. Participants will have the opportunity to share promising practices and lessons learned in favor of successful community sponsorship initiatives.

By the end of this 60-minute session, you will be able to:

* Explain the value of community sponsorship for strengthening newcomer integration;
* Learn promising practices and policies for successful community sponsorship development and management;
* Identify common barriers to implementation and what other affiliates are doing to overcome them; and
* Apply elements of community sponsorship to your current efforts to resettle newcomers.

**Grant(s):** R&P, APA, POWIR

**Central American Minors Program: Filing a CAM Affidavit of Relationship (AOR)**

***Tuesday, December 14, 2021, from 2:00 – 3:00pm ET***

This webinar will provide an overview of the new Central American Minors (CAM) program, which is now open for new applications. It will allow you to gain a general understanding of the CAM Program, its purpose, and its filing process. USCCB will focus on addressing CAM eligibility and explain how to avoid common mistakes while filing a new CAM AOR.

By the end of this 60-minute session, you will be able to:

* Understand CAM program requirements
* Recognize who qualifies as a Qualifying Parent (QP), a Qualifying Child (QCH), an add-on and a derivative
* Identify supporting documents needed, in addition to the CAM AOR

**Grant(s):** R&P

**Writing Clear Case Notes**

***Tuesday, January 11, 2022 from 2:00 – 3:00PM ET***

Writing clear, detailed case notes is one of the most important skills for a case manager. During this webinar, USCCB staff will describe some general principles of quality case notes and will share examples of exceptional case notes from real affiliate files.

By the end of this 60-minute session, you will be able to:

* Describe the “SOAP” method of case noting;
* List strategies for successful review of case notes; and
* Identify what is missing from example case notes.

**Grant(s):** R&P, MG, APA

**Cultural Orientation and Community Integration in Times of High Arrivals**

***Tuesday, February 8, 2022, from 2:00 - 3:00PM ET***

During this webinar, USCCB will review strategies for providing cultural orientation and community integration in times of high arrivals. At least two sites will describe strategies they have successfully used to promote community integration and to provide cultural orientation.

By the end of this 60-minute session, you will be able to:

* Describe the case file documentation requirements for CO provision and assessment;
* Identify successful strategies described by the presenting sites; and
* Evaluate your program’s current progress on community integration by the metrics outlined in your refugee integration policy.

**Grant(s):** R&P

**Verifications 101**

***Thursday, March 24, 2022, from 3:00 – 4:00pm ET***

We will review the step-by-step process of verifying a case within MRIS as well as discuss due dates, urgency levels, and other important aspects that may come up during the verification process, including but not limited to updating US Tie’s address information.

By the end of this 60-minute session, you will be able to:

* Explain how to review a case’s bio and what information to look for
* Discuss when to contact the US Tie and how to verify the US Tie’s information is correct
* Describe how to update a US Tie’s address and contact information when verifying a case
* Explain what to do when a US Tie has relocated to a different city
* Explain the difference between new verification and re-verification, urgency levels and due dates

**Grant(s):** R&P, APA

**R&P and MG Financial Documentation**

***Tuesday, May 10, 2022, from 2:00 – 3:30pm ET***

As R&P and MG service providers it can be challenging to keep up with case file requirements; however, maintaining clear source documentation for expenses is crucial to a compliant case file. USCCB will review key financial documentation requirements and present scenarios that could cause problems during a financial audit.

By the end of this 90-minute session, you will be able to:

* Understand 2 CFR 200.302 (b) (3) – Financial Management;
* Explain what source documentation is required to support client core services including direct assistance, housing and essential utilities, food, transportation; and administrative match; and
* Locate the sections in the Addendums to the R&P and MG Case File Monitoring Tools that explain what financial documentation is required for each grant.

**Grant(s):** R&P, MG

**Filing Lautenberg RIFs and FSU AORs**

***Wednesday, June 15, 2022, from 3:00 – 4:00pm ET***

This webinar will review the filing process for the Lautenberg program, which includes P2- Iranian AORs and P-2 Former Soviet Union (FSU) AORs. We will discuss common reasons for rejections and tips to ensure a successful AOR filing.

By the end of this 60-minute session, you will be able to:

* Identify eligibility requirements for both RIF and FSU AORs
* Avoid common mistakes made when filing AORs with USCCB
* Interpret an AOR rejection letter’s request for corrections

**Grant(s):** R&P