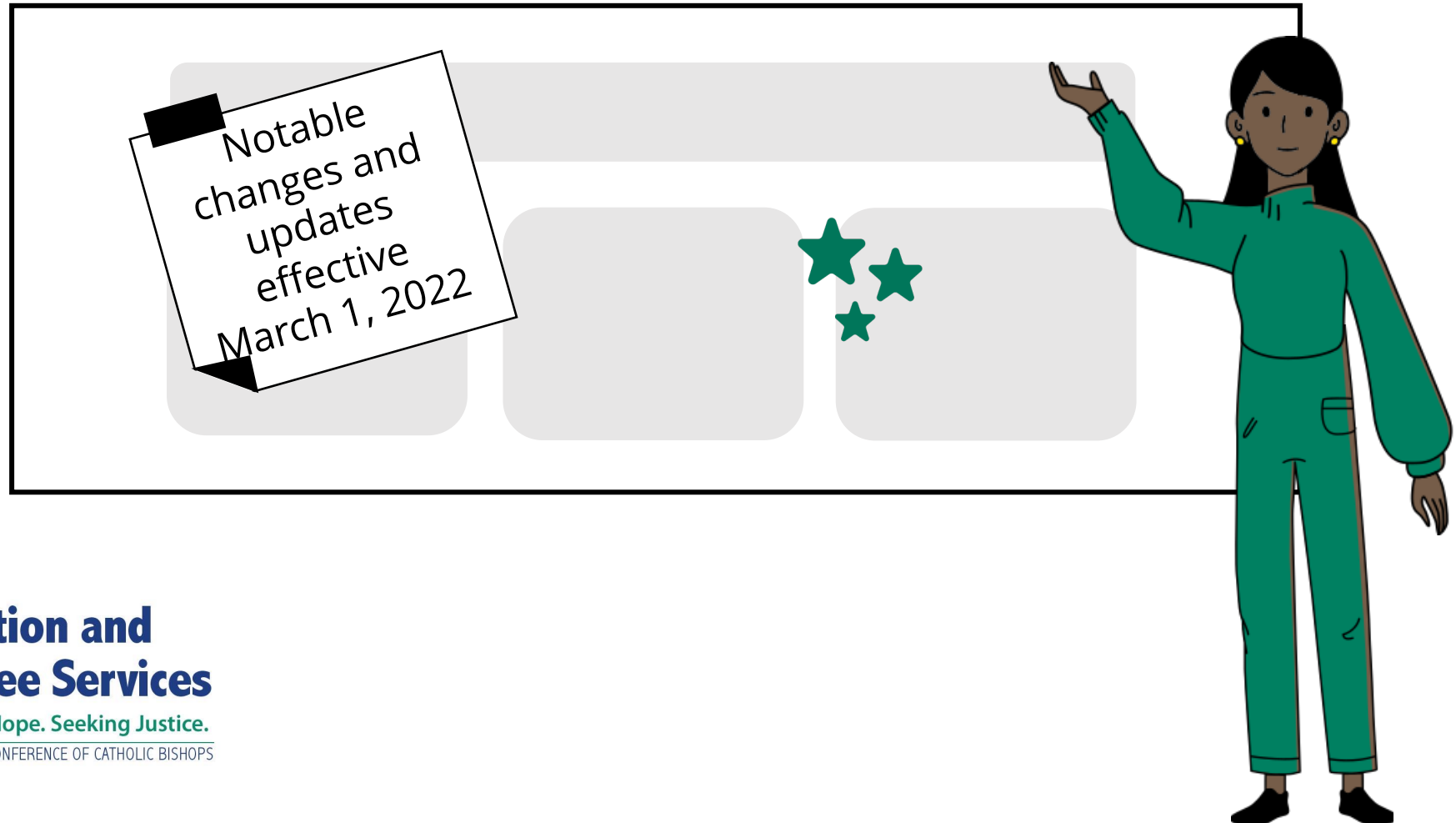


February 24, 2022

# FY 2022 R&P Cooperative Agreement



**Migration and  
Refugee Services**

Renewing Hope. Seeking Justice.  
UNITED STATES CONFERENCE OF CATHOLIC BISHOPS

# Zoom Features

1

Chat

2

Q&A

3

Raise Hand

## Interact with presenters and attendees by:

- Typing into the chat box
- Asking questions in the Q&A
- Raising your hand

The Zoom toolbar is at the bottom of your screen!

# Introduction

**Christa Ross** and **Lisa Lungren** will be your facilitators today.



Lisa

Assistant  
Director of  
Community  
Sponsorship &  
Engagement at  
USCCB



Christa

Associate  
Director of  
Diocesan  
Development  
& Support at  
USCCB

# Today's Agenda will focus on changes to:

1

Administration and  
Processing

3

Service Requirements and  
Due Dates

2

R&P Program Models

4

Case File Forms  
and Templates

## Special Session with Lisa Lungren

5

Community Sponsorship 101 – Definitions, Requirements, and Templates

# Learning Objectives

By the end of this webinar, you will be able to:

1

List key changes to the R&P Cooperative Agreement (CA)

2

Discuss how CA changes impact case management, performance outcomes, and program administration

3

Describe USCCB and PRM's timeline for implementing CA changes

# Fill In The Blank – Outcomes Edition

1. Refugee is in a [     ], stable environment
2. Refugee can [     ] appropriate and relevant systems
3. Refugee family is connected to means of ongoing [     ]
4. Refugee understands surroundings and [     ]

## Potential Responses

Success

Recall

Navigate

Safe

Situation

Materials

Support

# Outcomes – Why We Do What We Do

- ✓ Refugee is in a safe, stable environment
- ✓ Refugee can navigate appropriate and relevant systems
- ✓ Refugee family is connected to means of ongoing support
- ✓ Refugee understands surroundings and situation

## Applicable Services

Airport  
Pickup

Housing  
and  
Safety

SSN, EAD,  
State ID,  
License

Cash,  
Medical,  
SNAP

ESL, Job  
Training,  
and  
School

Cultural  
Orient.

Connect  
with  
Others

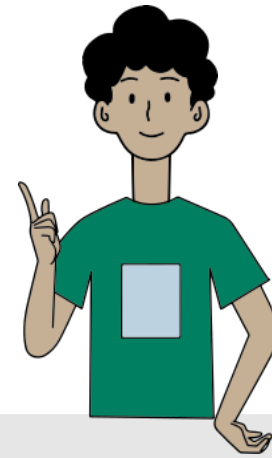
# **USCCB Administrative Requirements**

- PRM provided guidance on requesting affiliate budget increases greater than 10% (i.e., requires PRM approval, does not increase our total network capacity/funding)
- PRM now requires USCCB HQ to add updates on community sponsorship to our quarterly program progress reports.

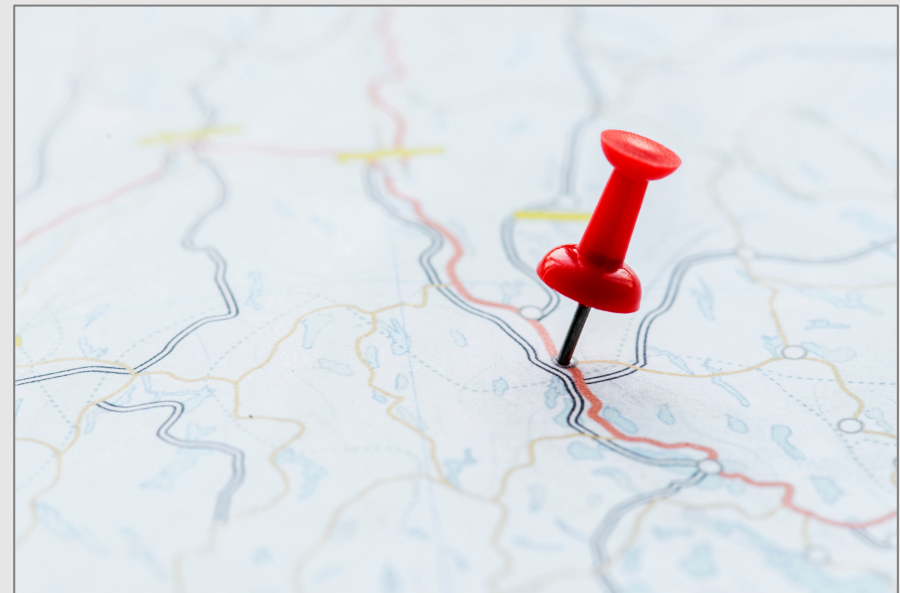
*These are for your information but will not impact service delivery or the day-to-day operations of your program. If you have any questions, please reach out to your R&P FSC*



# Processing Operations



- Other national resettlement agency HQs are eligible to operate remote placement if approved by PRM (added CWS, IRC, and LIRS)
- Remote placement requirements expanded for community partners (quarterly consultations)
- No-U.S. tie cases can also be placed up to 100 miles away from your agency



# R&P Program Models

*Different ways to serve  
your clients*

## Service-Based Model

### Traditional R&P Program

Agency staff provide ***all*** required services and ***might*** receive assistance from volunteers, donors, and/or the U.S. tie to meet the case's needs

## Cash-Based Model

### Direct Assistance Focus

Clients receive the full direct assistance amount up-front and agency staff provide ***few or no*** services or material needs support. ARM services still required

## Co-Sponsorship Team

### Majority of Services

A community group provides the ***majority or all*** R&P services in partnership with your staff. Certain services cannot be delegated to co-sponsors

## Support Team

### Minority of Services

A community group provides ***less than a majority*** of R&P services in partnership with your staff. Certain services cannot be delegated to support teams

# R&P Cash-Based Model

- The Recipient may choose to develop a policy to allow certain R&P program beneficiaries to forgo some or all components of the R&P Program, and instead receive only the direct assistance portion of the R&P per capita.
  - *This model is encouraged if it is in the client's best interest.*
- Such a policy must include a clear delineation of how affiliate staff will determine which beneficiaries would be eligible for this cash-based model (i.e., targeting beneficiaries with few or no service or support needs).
  - *Use the USCCB/MRS Service Plan (RF-7) to indicate reasons for choosing the cash-based model ("Needs and Goals" tab).*
  - *Use the USCCB/MRS R&P Cash Model Policy template to customize your own program's eligibility criteria.*



# R&P Cash-Based Model

- Eligibility must be based on a documented assessment of individual needs for each member of the case and should not be based on affiliate administrative constraints. Participation in this model, if an affiliate chooses to make use of it, should be offered only to those who meet established eligibility criteria.
  - *If your agency does not want to use this model for any cases that is completely fine! No need to create a policy.*
  - *If your agency does want to use this model you will need to measure each case's needs against your pre-determined criteria (like using a fair application of the flex-fund policy, COVID-19 direct assistance, or MG program assessment/enrollment).*
- Case files should demonstrate a clear and individualized assessment of each case member prior to offering this option to the program beneficiary(ies) and demonstrate that each adult provided informed consent after receiving counseling from the affiliate.
  - *Use the USCCB/MRS Service Plan (RF-7) to map this out for each client on the case ("Needs and Goals" tab).*

# Cash-Based Model

Do you plan to use, the cash-based model (either in part or fully) for any of your R&P cases?

# Service Requirements

## Clarification Only

- Material needs support should be properly documented in the case file
- Cash assistance and medical assistance have been separated into two distinct requirements – originally listed under the same bullet point
- Assist refugees with obtaining other health care services as needed during the R&P period

## Service Delivery Impacted

- Added nutrition assistance to the R&P additional direct assistance fund
- One exception to the interpretation requirements: U.S. ties can interpret at airport reception.
- Intake interview must include a discussion of the client grievance policy – this is already a required topic listed on the USCCB intake form.



# New Due Dates



- ESL enrollment is now due within 30 calendar days
- Employment services enrollment is now due within 30 calendar days
- Health screening to the maximum extent possible within 30 calendar days, but no later than 90 days after arrival
  - If the health screening occurs beyond day 30, the reason for the delay must be clearly documented in the case notes

# New Case File Forms and Templates

*These documents can be found on MRSCConnect under R&P > Program Administration*

## Case File Forms

- R&P Client Intake Form (RF-6)
- R&P Service Plan (RF-7)
- Case Note Log (RF-4)
- Case File Monitoring Tool (RF-24)
- Addendum to the CFMT (RF-24 Add.)
- Community Sponsorship MOU Template

## Administrative Documents

- Cash-Based Model Policy Template
- R&P Training Plan Template
- Case File Form and Template Index

Coming Soon:  
Updated Travel Loan Checklist!

These revisions are unrelated to  
the R&P Cooperative Agreement  
changes.



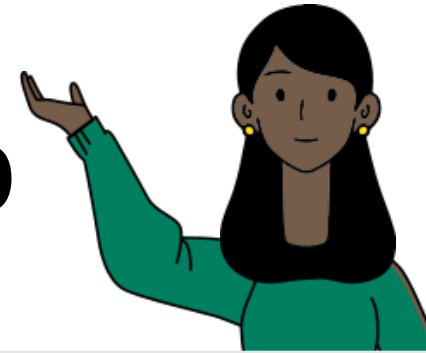
# Summary of FY 2022 Changes

General	R&P Program Models
Services: Delivery Impacted	
Services: Clarification of Guidance	
Due Dates	USCCB HQ Only

- Defined the FY 2022 R&P program period as January 1, 2022 – September 30, 2022
- Community sponsorship terminology, definitions, and expanded requirements (co-sponsorship and support teams, clarification around services delegated to co-sponsors and support teams)
- R&P clients can now be served using the cash-based model – must have a policy approved by USCCB before implementing + will require documentation of eligibility on the case's service plan
- Added nutrition assistance to the R&P additional direct assistance fund
- One exception to the interpretation requirements: U.S. ties can interpret at airport interpretation. Otherwise, nothing has changed.
- Intake interview must include a discussion of the client grievance policy – this is already a required topic listed on the USCCB intake form.
- Added language to clarify that material needs support should be properly documented in the case file in addition to housing
- Cash assistance and medical assistance have been separated into two distinct requirements – originally were listed under the same bullet point
- Due dates updated: ESL is now 30 calendar days; employment is now 30 calendar days; health screening to the maximum extent possible within 30 calendar days, but if delayed the delay must be clearly documented, and the health screening must occur no later than 90 days after arrival; assist refugees with obtaining other health care services as needed during the R&P period
- HQ Administrative Requirements (guidance on requesting budget increases greater than 10%, added quarterly reporting on community sponsorship)

# Community Sponsorship

## *Definitions, Requirements, Templates*



- Refers to groups of private individuals (community groups) that commit to welcoming and supporting a refugee for a set time period
- Affiliate matches community group with individual or family enrolled in R&P
- Community group commits to providing *clearly defined*:
  - Volunteer services
  - In-kind and/or financial contributions



# **Wide Range of Community Sponsorship Groups!**

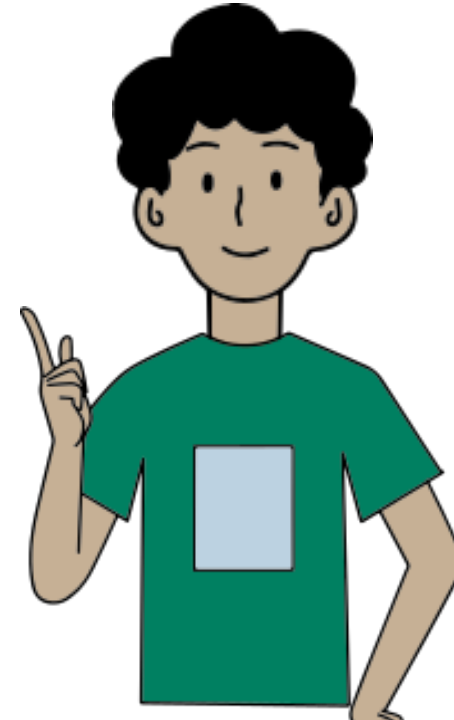


# COMMUNITY SPONSORSHIP

Co-Sponsor

Support Team

Two Forms of Community Sponsorship  
- **Of Equal Value and Importance** -



## TWO MAIN FORMS OF COMMUNITY SPONSORSHIP

### Co-Sponsors

- Community Group has accepted in a **non-legally binding agreement** with a local affiliate, the responsibility to provide, or ensure the provision of **the majority of** all R&P services
- Co-Sponsors are overseen by the local affiliate

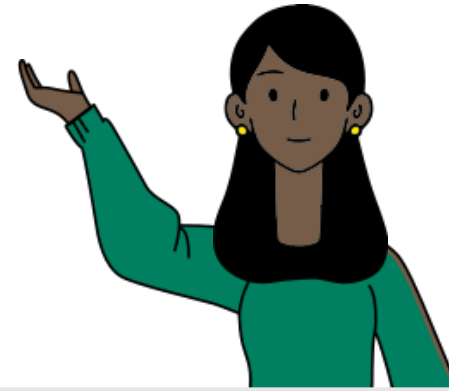
### Support Teams

- Community Group committed to provide or ensure the provision of **less than a majority of** R&P services in partnership with a local affiliate.
- **Not required to sign a written agreement** (However, encouraged by USCCB!)
- Support Teams are overseen by local affiliate

# COMMUNITY SPONSORSHIP COMPARISON CHART

AVENUE	TYPE OF COMMUNITY ACTOR	PARTNERSHIP WITH & OVERSEEN BY	PHYSICAL LOCATION	LEVEL OF RESPONSIBILITY	WRITTEN AGREEMENT
Co-Sponsor	Local Community Group	Local Affiliate	Must be in affiliate's approved area of geographic responsibility	Provide <u>majority</u> of R&P Services	Signed MOU with local affiliate <i>non-legally binding</i>
Support Team	Local Community Group	Local Affiliate	Must be in affiliate's approved area of geographic responsibility	Provide <u>less than a majority</u> of R&P Services	Highly encouraged by USCC, but not required

# USCCB Template Memorandum of Understanding



- Step by step instructions
- Sections for: purpose and scope, responsibilities of each party, time period, termination clause; prohibited activities
- Select from series of R&P services that may be delegated to co-sponsor (e.g., airport pick up, setting up housing, school enrollment)
- Also allows for selection of activities outside the scope of R&P services, yet are valuable for refugee integration (tutoring, mentorship, community navigator)

ADD AGENCY LOGO HERE

## MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Catholic Charities of \_\_\_\_\_

AND

{Name of Co-Sponsorship Group}

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between **Catholic Charities of \_\_\_\_\_** ("Catholic Charities") and \_\_\_\_\_ for the Co-Sponsorship Program ("Sponsorship"). This document sets forth the intentions, roles, and terms under which both parties agree to operate/manage the collaboration.

### A. PURPOSE AND SCOPE:

The purpose of this MOU is to establish, in writing, the current relationship between Catholic Charities and **[Co-sponsorship Group Name]**, who is committed to assisting Catholic Charities in their resettlement work by serving as co-sponsors.

Catholic Charities is a local affiliate of the U.S. Conference of Catholic Bishops Migration and Refugee Services (USCCB/MRS), a national resettlement organization contracted by the federal Bureau of Population, Refugees, and Migration (PRM), the humanitarian arm of the U.S. State Department. As a local resettlement agency, Catholic Charities must adhere to the terms of their cooperative agreement established by PRM and monitored by USCCB/MRS. Terms include arranging for reception and placement of refugees, providing refugees with basic necessities and core services, and assisting refugees in achieving economic self-sufficiency.



## R&P Services **Off Limits** for Co-sponsors and Support Teams

Per CA, Certain R&P Services may not be delegated

- Establish and Maintain a Case File
- Any Service Related to Class A Health Conditions
- Communication with State and Local Welfare Authorities

Under USCCB CS model, there are an additional set of R&P services that may not be delegated

- Client Intake Interview
- Client Service Plan
- Distribution of Pocket Money
- Home Visits
- Employment Services Enrollment
- Family Reunification



# COMING SOON!

- MOU Template for Co-Sponsorship
- Webinar Dedicated to Community Sponsorship
- Guidelines for USCCB Network Community Sponsorship Programs
- More resources for you, co-sponsors and support teams!



# Thank you!

