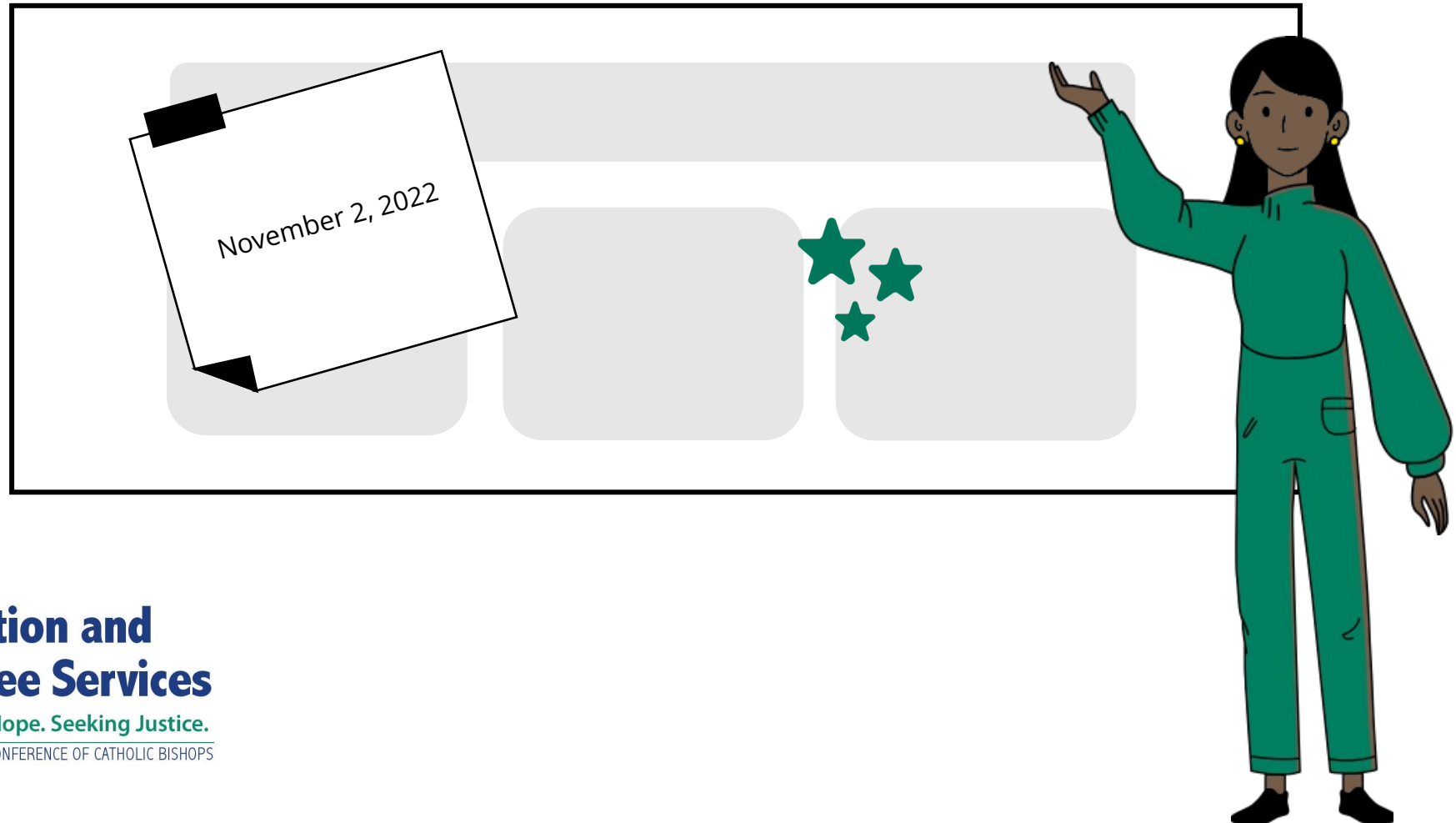


Processing Orientation for New Affiliates



**Migration and
Refugee Services**

Renewing Hope. Seeking Justice.

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS

Introductions



- **Colleen Tighe** – Associate Director, Processing Operations
- **Hussain Kazimi** - Processing Operations Coordinator
- **Alice Ngamije** – Program Associate, Family Reunification

Processing Training Goals



By the end of this training, you will have a good understanding of:

- All pre-arrival processing responsibilities, including case verifications, biodata review, and case transfers
- How you can assist immigrant populations in your communities reunite with family through USCCB's family reunification programs
- Where to find processing resources on MRSCConnect

Key Terms We Use in Processing Operations

- **Resettlement Support Centers (RSCs)**: overseas entities that process refugee cases for resettlement in the U.S.
- **Refugee Processing Center (RPC)**: domestic contractor with the State Department that provides technical support and coordinates between domestic and overseas partners; manages allocations process
- **No U.S. Tie (No UST) case**: case who does not list a friend/family member in U.S. with whom they wish to reunite
- **U.S. Tie (UST) case**: case who provides contact information for friend/family member in the U.S. with whom they wish to reunite
- **Cross-reference**: a link between two or more separate cases who want to resettle to the same final destination. They must be resettled by the same RA in almost all situations
- **Verification**: your affiliate's acceptance or rejection of a case
- **Assurance**: USCCB's processing and sending of your accepted verification to RPC/RSC
- **Same City Request (SCR)**: cases that must resettle together, but don't necessarily have to travel together
- **Same Household Request (SHR)**: cases that must travel and resettle together

Allocation, Case Placement & Assurance Process

Allocation: Process by which refugee and SIV cases are distributed for resettlement across the nine national resettlement agencies for placement within their networks

- Weekly meeting facilitated by the RPC with a representative from each RA
- Meeting is structured and rules-based
- Highly dependent on overseas processing trends i.e. circuit rides and USCIS adjudications

Case Placement:

US Tie Case: Automatically assigned with affiliate in MRIS (*RP Placement Assessment is not used*)

NO US Tie Case: Placed based on an affiliate's capacity listed in their RP Placement Assessment

Placement Assessment: Language, nationality, case size, medical condition, other vulnerability etc.



CWS



HIAS



**International
Rescue
Committee**



**U.S. COMMITTEE
FOR REFUGEES AND IMMIGRANTS**



LIRS



world relief



Review of Case's Biodata and Important Deadlines

Verification Requirements

Is it a US Tie or a No US Tie Case?

- When is the case's verification **Due Date**?
- Does the case have any special verification requirements?
- You must confirm the US Tie relationship and willingness to reunite
- Inform your PACM if you are unable to verify a case by the due date

What if the US Tie contact number is incorrect or not working?

- Contact your PACM for updated US Tie information

NOTE: Review medical attachments

Address changes and Case Transfers

What if the US Tie's home address or phone number has changed?

- Update the US Tie information fields in the biodata acceptance form
- You must note any changes made to the US Tie address in the comments field

What if the US Tie has moved to a different city/state?

- Inform your Pre-Arrival Case Manager
- Provide the US Tie's new address to your PACM
- Your PACM will transfer the case or return to RPC for reallocation

Anomaly Report

Filing Anomaly Reports for Suspected Fraud

PRM requires RAs to report any suspected fraud in refugee cases resettled within their network

- Suspected fraud must be reported regardless of whether the applicants are still overseas or whether they have already been admitted to the US as refugees
- You can report suspected case fraud in the Anomaly Report found in the MRIS portal. The Anomaly Report can also be used to report any case discrepancies

Examples of situations that will require submission of an Anomaly Report:

- You are resettling a family with immediate family members who refuse to live together
- Children are claiming they are not related to their caregivers
- A child arrives with all documentation stating their gender to be Female when the child is in fact Male.
- New arrivals seeking to change their names and/or ages soon after arrival.

Contact your Pre-Arrival Case Manager if you have any questions concerning Anomaly Reports

Medical Incident Report (MIR)

Medical condition negatively impacted initial resettlement

A serious medical incident or undocumented medical condition that negatively impacted initial resettlement

- USCCB must submit MIR to PRM no more than 14 working days after a refugee's arrival
- In the event of the death of a refugee or SIV resulting from a medical condition while the case is within the R&P period, USCCB must notify PRM within 48 hours
 - USCCB must submit MIR to PRM within 10 business days
- **Examples of situations to complete medical incident report:**
 - Client needed to be hospitalized unexpectedly
 - A refugee arrives who is unable to walk on his own, but his medicals did not include any mobility issues
 - Housing impacted as a result of undocumented medical condition
 - A refugee is diagnosed with measles shortly after arrival

Note: Pregnancy under 30 weeks upon arrival should not be reported

[Administrator, Case Supervisor, and Case Manager users can submit Medical Incident Report \(MIR\)](#)

Questions Related to Pre-Arrival Processing

Pre-Arrival Processing Contact Information

Who do I contact at USCCB if I have questions related to pre-arrival such as, assurance, verifications, updated UST info, transfers?

It's always best to contact your designated Pre-Arrival Case Manager/Point of Contact:

Hussain Kazimi: Hkazimi@usccb.org | Telephone: 202-541-3462

What if our Pre-Arrival Case Manager at USCCB is out of the office?

Email USCCB's general/shared processing mailbox:

For general pre-arrival questions, please email: USCCB_MRSProcessing@usccb.org

For transfers, email: USCCB_MRSTransfer@usccb.org

For questions related to refugee travel, email: RefProc@usccb.org

Family Reunification

Overview

Family Reunification is a recognized process for many eligible individuals based in the US to petition for family members/relatives overseas, with the goal of reunification. It is important to inform new arrivals of different family reunification programs available to see if they meet requirements. Community outreach is also encouraged.

Family reunification/AOR programs under the US Refugee Admissions Program that qualify for Reception and Placement (R&P) services are:

- **P3 program**
- **P2 CAM program**
- **P2 FSU Lautenberg program**
- **P2 Iranian Lautenberg program**

Family Reunification

P3 (Priority 3) Program – Eligible nationalities: Open to all nationalities

The P3 program provides a means for those who entered the US as a refugee, SIV recipient, or were granted asylum, to apply on behalf of eligible family members overseas for the purpose of family reunification.

US Anchor:

- Refugee
- Asylee
- Special Immigrant Visa (SIV) holder
- Must be within 5 years since arrival in the US/since status was granted

Qualifying Family Members (QFM):

- Spouse
- Parents
- Unmarried children under 21 y/o
- Must be located outside of country of origin
- Must have valid Proof of Registration (POR)

Family Reunification

P2 Central American Minors (CAM) Program – Eligible nationalities: Guatemala, Honduras, El Salvador

Provides a legal pathway for eligible people in the United States to claim a relationship with their eligible children and relatives for the purpose of family reunification

Qualifying Parent (QP):

- 18 years old or older
- Lawfully present in the United States (including LPR, TPS, Asylum Applicant pending etc)
- Eligible relationship with QCH (including biological, adoptive, step relationships)

Qualifying Child (QCH):

- Unmarried
- Under 21 years old
- Nationals of El Salvador, Guatemala, and Honduras
- Must reside in one of the Northern Triangle countries

Family Reunification

P2 FSU Lautenberg Program – Eligible nationalities: all Former Soviet Union (FSU) countries

Provides a pathway for members of historically persecuted religious groups from Ukraine and other countries from the Former Soviet Union to be reunited with family members already living in the U.S.

FSU nationality/citizenship (including Ukrainian, Belarusian, Russian, Moldovan, etc)

US-Tie (UST):

- Must be 18 y/o or older
- Legally reside in the United States: (Refugee, Asylee, Parole, LPR, US citizen)

Principal Applicant (PA):

- Must be a first-degree relative: Spouse, Parent, Child, Siblings, Grandparent, Grandchildren
- Part of qualifying religious/ethnic minority:

Jews (including Tats and Karaims) ; Evangelical Christians

Ukrainian Greek Catholic; Members of the Ukrainian Autocephalous Church

Family Reunification

P2 RIF(Refugee Information Form) Iranian Lautenberg Program – Eligible nationalities: Iran

Provides a pathway for members of historically persecuted ethnic minority/religious groups from Iran.

US-Tie (UST):

- Must be 18 y/o or older
- Legally reside in the United States: (Refugee, Asylee, LPR, US citizen)
- Has not filed more than two (2) RIFs for friends or non-immediate family members (cousins, aunts, uncles, relatives by marriage and/or distant relatives etc)."

Principal Applicant (PA):

- Must be 18y/o or older
- Must be Iranian citizens and reside in Iran
- Can be a relative or friend of the anchor
- Part of qualifying religious/ethnic minority:
Christians, Jews, Baha'is, Zoroastrians , Mandaean

Family Reunification

Frequently Asked Questions

How to get started with an AOR?

- Determine eligibility of the client and verify supporting documents
- Locate the appropriate AOR application form
- Fill out the AOR with all necessary information
- Send AOR form and supporting documents to USCCB (use encryption to protect client's information)

What happens after an AOR has been submitted to USCCB?

- Case vetting and edit requests, if needed
- Submission to the Refugee Processing Center (RPC) or the Resettlement Support Centers
- Case follow-up

Family Reunification

Frequently Asked Questions

Where can I locate AOR forms?

AOR forms are uploaded on [MRSConnect AOR page](#), except P3 and CAM due to their file type. For those two programs, email AORcommunication@usccb.org to request the forms by email.

Who do I contact at USCCB for family reunification/AOR matters?

- Family Reunification Point of Contact: Alice Ngamije ANgamije@usccb.org | Telephone: 202-541-3327
- AOR Inquiry mailbox: AORcommunication@usccb.org
- AOR Submission mailbox: AOR@usccb.org

Thank you!

