

OFFICE OF REFUGEE RESETTLEMENT
VOLUNTARY AGENCIES MATCHING GRANT PROGRAM
FY 2020 PROGRAM GUIDELINES
(JANUARY 1, 2020 – SEPTEMBER 30, 2020)

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ORR VOLUNTARY AGENCIES MATCHING GRANT PROGRAM

FY 2020 PROGRAM GUIDELINES

(JANUARY 1 – SEPTEMBER 30, 2020)

I. Introduction

These guidelines are provided to grantees under the Voluntary Agencies Matching Grant (MG) Program to assist them in their service delivery to eligible populations. The MG Program is part of the refugee resettlement program in each state where it operates. The purpose of the MG Program is to help enrollees attain economic self-sufficiency through the provision of comprehensive case management and services leading to employment within their 180 day MG Program service period. The client must achieve self-sufficiency without accessing public cash assistance. Enrollment is available to all Office of Refugee Resettlement (ORR) eligible populations meeting the minimum employability requirements.

The MG Program is designed to work in consort with the Refugee and Cuban & Haitian Entrant Reception and Placement (R&P) programs. Congress confirmed this approach to the program in the 1986 Refugee Assistance Extension Act. Therefore, funding under this program is limited to those voluntary agencies that already provide R&P services through a cooperative agreement with the U.S. Department of State (DOS) or the U.S. Department of Homeland Security (DHS). Those voluntary agencies are: Church World Service/Immigration and Refugee Program, New York, NY; Domestic and Foreign Missionary Society of the Protestant Episcopal Church of the U.S.A., New York, NY; Ethiopian Community Development Council, Inc./Refugee Resettlement Program, Arlington, VA; HIAS, Inc./Refugee and Immigrant Services, Silver Spring, MD; International Rescue Committee/Resettlement, New York, NY; Lutheran Immigration and Refugee Service, Baltimore, MD; U.S. Conference of Catholic Bishops, Washington, DC; U.S. Committee for Refugees and Immigrants, Arlington, VA; and World Relief Corporation of National Association of Evangelicals/Refugee & Immigration Programs, Baltimore, MD.

Funding through the MG Program is provided through grants. Participating agencies agree to match the ORR grant with cash and in-kind contributions of goods and services from the community. Currently, ORR awards \$2 for every \$1 match raised by the agency up to a maximum of \$2,750 in federal funds per client. Note that while federal and match funds are calculated and awarded on a per capita or client basis, the actual spending of such funds is not per capita based. This allows grantees the flexibility to maximize the Program's impact across their respective networks by passing through an appropriate per capita amount based on such factors as the local cost of living, lack of R&P, family support, and other factors and thus permitting local MG Program service providers to individually tailor services (higher or lower than the per capita rate) as necessary for each client to achieve self-sufficiency.

II. ELIGIBILITY

1. Eligible Client Population

To be eligible for MG Program assistance, clients must provide documentary proof of one of the following statuses as a condition of eligibility. Henceforth, all eligible individuals will be referred to as “refugees” or “clients” unless the context indicates otherwise.

- a. Refugees admitted under section 207 of the Immigration and Nationality Act (INA);
- b. Asylees whose status was granted under section 208 of the INA;
- c. Individuals paroled as refugees or asylees under section 212(d)(5)(A) of the INA
- d. Cuban and Haitian entrants in accordance with the requirements in 45 CFR 401.2 and Policy Letter #19-06 on the [ORR website](#);
- e. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in section 101(e) of Pub. L. 100-202), as amended (8 USC 1101 note);
- f. Victims of severe forms of trafficking (VOT) per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. 106-386, as amended, 22 USC 7105(b) (1) (A) and (C);
- g. Iraqi and Afghan Special Immigrant Visa holders (SIVs) per section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 USC 1157 note) and section 602(b) (8) of Div. F of Pub. L. 118-8, as amended (8 USC 1101 note).

For more details on these eligible client populations, including statutory and regulatory authorities, see Policy Letter #16-01 on the [ORR website](#).

2. Enrollment Criteria

- a. **Refugees, Amerasians and SIVs:** Enrollment in the Matching Grant Program must occur within 31 days of the individual’s date of eligibility (see also Sec.V.F.Enrollment Period Exception). The date of eligibility for MG Program services is the date of U.S. arrival or the date of adjustment of status for those applying for special immigrant status within the United States.
- b. **Cuban/Haitian Entrants, Asylees, VOTs, SIVs that did not arrive through the R&P program, and New-Adults¹:** Enrollment in the Matching Grant Program must occur within 90 days of the individual’s date of eligibility (see also Sec.V.F. Enrollment Period Exception). The date of eligibility for MG Program services is the date a new adult reaches 18 years of age, a Cuban/Haitian becomes an entrant², or is released from

¹The term New-Adult denotes individuals of any MG eligible immigration category who will reach 18 years of age within 90 days of eligibility.

²A Cuban or Haitian becomes a Cuban/Haitian Entrant on the date he/she is (1) granted parole as a Cuban/Haitian entrant (status pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, (2) placed in removal, deportation or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered or (3) has an application for asylum pending with DHS/USCIS or Department of Justice/Executive Office for Immigration Review and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered (whichever is first). Note that Cuban/Haitian entrants paroled more than once are eligible for enrollment in the MG Program only for the 90 days following the first parole, whether or not they are actually enrolled. To ensure that applicants are enrolled in the MG Program only

detention as an entrant.; the date of the final grant of asylum for asylees; the date of arrival in the US for an SIV not placed through the R&P program; and the date of the certification or eligibility letter for victims of severe forms of trafficking;³

At least one member of the case unit must be expected to be 'employable' prior to the end of the 180 day MG service period, and all other case members must be otherwise MG eligible.

Grantees must assure that late enrollees (those enrolled 30 + days after becoming MG Program eligible) benefit from a full 180 day MG service period.

By offering MG Program enrollment to a client, the grantee is obligating itself to assure the full complement of MG Program services.

3. The following individuals are not eligible for MG Program enrollment:

- Elderly or individuals with disabilities who are expected to receive Supplemental Security Income (SSI) within nine months after arrival;
- Individuals who are already economically self-sufficient. Economic self-sufficiency means earning a total family income at a level that (1) would exceed the established state income threshold for TANF eligibility, and (2) enables the case unit to fully support itself. Note that a minimum of one case member must be employed; benefits without cash payments such as SNAP, Medicaid, and RMA are allowable and do not affect the recipient's self-sufficiency status;
- Individuals receiving other forms of cash assistance or supplementary income such as Refugee Cash Assistance (RCA), Temporary Assistance for Needy Families (TANF) or SSI, or participating in ORR-funded Wilson/Fish Program, or Public Private Partnerships.

III. PROGRAM SERVICES

The grantee is responsible for the quality of all required services and for ensuring that services are provided in a manner that is culturally and linguistically compatible with a client's language and cultural background. In particular, the agency will ensure that language assistance is provided to Limited English Proficiency (LEP) clients in accordance with Health and Human Services guidance and [ORR State Letter #05-20](#).

Of the required MG Program services, there are some that must be provided in-house by the resettlement agency and others that may be provided off site in collaboration with other agencies.

during their first 90 days of eligibility, local service providers must include questions in the initial screening to ensure that potential clients have not been previously eligible for the MG Program. See also [ORR Policy Letter #16-01](#)

³ Family members of certified victims of trafficking (CVT) with derivative visas (T2, T3, T4, and T5) are also eligible for the MG Program independent of the CVT. Note that holders of derivative T visas are NOT issued certification letters.

REQUIRED SERVICES THAT GRANTEES MUST PROVIDE IN-HOUSE:

1. Case Management

Objective: To ensure that services are (1) provided in a planned, effective, and timely manner to eligible clients; (2) appropriate to the needs of the clients; and (3) contribute to the client's community orientation, early employment, and self-sufficiency within 180 day MG service period.

Intensive case management for all case members will begin immediately upon enrollment and continue through the 180th day for active cases as outlined in the Self Sufficiency Plan. From the first contact, agency interaction with adult case members will reinforce their motivation and ability to become and remain self-supporting. Grantees must ensure that those residing more than 100 miles of the approved local MG Program provider's service delivery office receive all required services.

Case Files

Matching Grant case files must be maintained separately from those documenting services provided to clients through other programs and the R&P Cooperative Agreement; however, all services required through the MG Program must be documented as MG regardless the provider or funder. Separation by sectioning Matching Grant from other services in combined files is acceptable. Electronic case file systems are permitted for documenting all or part of the Program required processes and services provided information storage is secure and data readily accessible for the purposes of client services and ORR monitoring. When resources from R&P are utilized during the MG Program enrollment period to cover basic maintenance services, the sources of these resources must be noted. When a refugee case is split for MG Program purposes, each separate MG Program case will have its own file. See Section Sec.V.o. for splitting cases.

All documents requiring client signature must be translated into the languages of each MG Program provider's primary caseloads and interpreted into the languages of those clients, if necessary, to ensure a complete understanding of the program. The appropriate translated documents must be given to the client at the time of enrollment, even if the client chooses to sign the English language versions.

Each Matching Grant Program case file will document the following processes and/or services

- a. Client Intake and Eligibility: Intake information (date of eligibility, date of enrollment, date of MG Program service termination, number and names of members of the case upon arrival; and documentation showing the individual is eligible for services (see ORR Policy Letter #16-01), alien number, birth date, current address, health status, educational level, native language, literacy and English language level, prior work experience and skills, and Social Security number when obtained).
- b. Pre-enrollment analysis document showing that the prospective case has been presented all available service options, prior to choosing MG enrollment.
- c. Notification of Pending Enrollment: Prior to enrolling any Cuban/Haitian entrant, victim of severe forms of trafficking or asylee, all other MG Program agencies in the affiliate's community will be notified (by email or phone). Such notification is intended to assure non-duplication of MG Program enrollment and must be noted in the enrolled client's case file.
- d. Client Agreement Form: A signed and dated Matching Grant Agreement form and letter describing the MG Program and the local service provider and Client Rights and Responsibilities including sanctioning for non-compliance (see Sec.V.I. for more information regarding sanctioning). All adult case members must sign the client

- agreement and any associated documents.
- e. Case Budget: As part of the required client financial literacy training and to aid in the determination of case self-sufficiency, each case file will include a household budget. The budget, translated if necessary and prepared with and signed by all adult case members, will include itemized expenses and income (with source specified) necessary to cover such expenses. The budget should reflect the household's actual financial situation (including any known tax obligations) and should be adjusted throughout the MG Service Period to reflect changes in the case's financial situation. The budget must include a self-sufficiency determination by the local service provider at day 120 and at the close of the MG service period.
 - f. Self-Sufficiency Plan: A Self-Sufficiency Plan (SSP) for the case identifying barriers to early self-sufficiency and employment (if applicable) and time-bound strategies to remove those barriers for each member of the household. SSPs should include steps to be taken by the client, the local MG Program service provider, and other family members. The SSP must be signed by all members of the household (guardians should sign on behalf of minors).
 - g. Childcare: Documentation of the provision of childcare and after school care, if indicated as necessary;
 - h. Housing: Documentation of the full provision of housing and essential utilities;
 - i. Cash and Material Disbursements: Each file will have a summary sheet of all cash and in-kind contributions allocable to the MG Program and disbursed to the case. All noted cash or check disbursements must include the initials of an adult member of the case.
 - j. Client Interaction: Documentation of regular contact with, and monitoring progress of, all case members over the 180 day MG Program service period with summary notes regarding the type (e.g. in person, phone, email, etc.), purpose and outcomes of each contact.
 - k. Service Documentation: Notes and general documentation should cover all required service areas as prescribed in each Self-Sufficiency Plan. All services received as a result of the MG Program Self-Sufficiency Plan are to be documented in the file, regardless of whether the service is funded through the MG Program. Required services include Core Maintenance Assistance, Employment, Health and Medical, English Language Training, Employment Training or Recertification, Social Adjustment and Support (see III,A,2 and III,B,1-5).
 - l. Volunteer Provided Service Records: When a volunteer provides services benefiting an individual case, signed service records specifying the date, service rendered, outcome(s), and next steps (as appropriate) must be included in the client case file. Email submissions are acceptable but must be reviewed and approved by an appropriate agency official.
 - m. Training: If a client is enrolled in a training program, the date, type, intended duration, expected outcomes, provider of the training program, and progress reports should be indicated in the case file.
 - n. Self-Sufficiency Status: Statements and documented proof of the self-sufficiency status of the case at 120 and 180 days from date of MG Program eligibility.
 - o. Employment Status: Statement(s) regarding the status of all employable case members at the time of employment and on day 180 e.g., employment status, number of employment hours per week, wage(s), place(s) of employment, employer contact information, availability of health benefits.
 - p. Proof of Compliance with U.S. Federal Tax Regulations: Copies of pay stubs or other verifiable documentation to show proof of reported employment.

- q. **Case Closure:** Documentation of the closure of the case, status at closure and all referrals to subsequent programs. Upon completion of MG Program services at the 180th day, the agency will provide the client with a customized letter certifying closure of the case. The letter will contain, at minimum, the following four items:
1. the self-sufficiency status of the client;
 2. a reminder to adjust immigration status to lawful permanent resident (LPR) after one year from date of grant of the immigration status that made the individual eligible for the MG Program;
 3. a reminder that upon moving to a new address, the client must complete and submit:
 - A. a Change of Address Form [AR-11](#) to the United States Citizenship and Immigration Services (USCIS)
 - B. a Change of Address Form with the United States Postal Service (USPS);
 4. a list of ORR-funded and mainstream resources and services available in the respective community. MG Program clients should be advised that they are eligible for ORR Social Services for up to five years.

2. Employment Services

Objective: To place employable clients as quickly as possible into appropriate jobs so that the household unit becomes self-sufficient within the MG Program service period.

Employment services are to be provided to employable adult clients beginning upon enrollment in the MG Program and continuing as needed through the 180 day MG service period. The level of employment services received by each client should reflect the skills, needs, and barriers determined in their individual Matching Grant Program Self-Sufficiency Plan. All adult case members are entitled to the full complement of MG services and will benefit from work readiness training, even if immediate employment is not envisioned.

Federal policy requires that, if necessary, clients accept “entry level” employment ([see 45 CFR 400.81\(a\)](#) for criteria for appropriate employment). Grantees will communicate to employable clients who lack English language competency that they must exert a good faith effort to obtain employment while acquiring English competency to facilitate self-sufficiency and to retain employment. Grantees will work with clients to obtain job upgrades where appropriate and direct clients to information on professional recertification, if requested. Grantees will make every effort to find employment for all employable members of the case unit.

Each MG Program local service provider site must have a designated paid staff member who is responsible for providing or overseeing the provision of employment services. This staff member may receive help from other staff, client relatives, co-sponsors and volunteers in locating employment, but the grantee is ultimately responsible for the full provision and quality of all services.

The following employment services are required –

- a) **Job Development:** Ongoing networking with employers and others to secure employment for MG Program clients.
- b) **Job Readiness and Placement Assistance:** Ensure that the MG Program client is prepared to seek early employment and has the skills necessary to succeed in a U.S. work environment. Grantees must ensure the local provider’s service delivery for all

job placements more than 100 miles from the local MG Program office (*see Sec. V.j. - Long Distance Employment*). MG Program clients will be educated on the need and advantages (e.g. the Earned Income Tax Credit, Social Security, unemployment compensation, etc.) of early employment and job retention.

- c) Post-Placement Assistance: Post-placement assistance is required to ensure that employment is maintained through the MG Program service period. When the agency is responsible for placing the client in a job, the agency will contact both the employer and the employed client within two weeks of the start date to identify any adjustment problems and to assist in resolving those problems. If the client secures employment on his/her own, the agency will follow-up with the client to identify any adjustment problems and to assist in resolving those problems. Similar post- placement follow-up should occur throughout the MG Program service period.
- d) Job Upgrades/Professional Recertification: For clients with specialized, advanced skills or vocations who have been placed in entry-level employment, agencies will work with clients to obtain job upgrades. In addition, agencies will direct clients to information on professional recertification, if requested.
- e) Special Considerations:
 - 1) Self-Employment: Grantees should determine self-sufficiency of the self-employed client based on the client's net income, which is gross income less expenses and applicable local, state and federal taxes, as compared to the basic budgeted living expenses for the case. Note that self-sufficiency must not be counted without documented proof of compliance with all local, state and [federal tax laws](#) governing self-employment.
 - 2) Subsidized Employment/On the Job Training (OJT): Subsidized employment and on-the-job training employment for MG Program purposes may be counted only when all subsidies end and the client retains employment. Self-sufficiency may not be declared based on income from a subsidized position.

3. Core Maintenance Assistance Services

Objective: *To provide support adequate to meet the subsistence needs of the client and to preclude the need to access public cash assistance prior to becoming self-sufficient.*

Core Maintenance Assistance services include the provision of food or food subsidies, suitable housing and essential utilities, cash allowance, and transportation assistance to active cases. In cases where clients benefit from employment income, but are not fully self-sufficient, grantees may choose to partially offset the cost of core maintenance assistance services with said income. Sufficient financial literacy training should be provided to the client to ensure that clients effectively manage the required maintenance assistance and achieve self-sufficiency.

Core Maintenance Assistance Services are available to enhance and extend, but not replace or duplicate, services provided under any R&P Cooperative Agreement. Food, housing, essential furnishings, and transportation to and from job interviews and job training are usually provided through a cooperative agreement with non-MG Program funding for up to 90 days of the client's stay in the United States. In cases where such support is available during the first 30 days or longer of MG Program eligibility, the cost of these basic needs items or services should not be charged to the MG Program. It is expected that the two programs, where they coexist, should provide, if necessary, a minimum of four consecutive months of maintenance support for the case that has not attained self-sufficiency and has not

left the MG Program. For MG Program clients who arrive without the benefit of R & P services, i.e., certain Cuban/Haitian entrants, victims of severe forms of trafficking and asylees, all such services and in-kind contributions are allocable to the Matching Grant Program.

Core Maintenance Assistance Services will be assured by the grantee as follows:

Food, Housing, Essential Utilities, Transportation: Beginning upon enrollment and continuing through day 120 of the MG service period or for as long as the case is not self-sufficient and remains in the program.

Grantees are responsible for ensuring that MG Program clients receive adequate food and food subsidies. This includes enrollment in the Supplemental Nutrition Assistance Program (SNAP) of the U.S. Department of Agriculture (USDA), referral to food banks, and direct food subsidies.

Grantees are responsible for ensuring that housing is provided for all MG Program clients either through relatives, co-sponsors, and volunteers or directly through the agency. Agencies will make every effort to place clients in housing that is convenient to employment and other services, including public transportation. In cases where a client's housing is provided by a family member, friend or other source (including R&P funds), case files should clearly indicate that such an agreement exists. For non-R&P cases a home visit must be completed to ensure that all housing meets local safety and hygiene standards. Grantees should also ensure that clients are enrolled in programs such as the Administration for Children and Families' (ACF) Low-Income Home Energy Assistance Program (LIHEAP) where available and appropriate.

For active cases that require grantee-provided housing as a part of maintenance assistance, rent and utilities must be secured upon enrollment and continue through day 120 of the MG service period or until income from employment renders the case self-sufficient. Grantees may elect to continue housing assistance to clients through the 180 day MG service period.

As R&P funds may cover up to 90 days of housing costs for those cases covered under an R&P Cooperative Agreement, MG Program grantee-provided housing and utilities payments may continue through the 180 day MG service period regardless of self-sufficiency. Case files must clearly document how housing costs are being covered.

Grantees are to provide basic transportation in the form of bus passes, ride sharing, or other transportation assistance to assure clients have access to job interviews and jobtraining.

Cash Allowance: Beginning upon enrollment and continuing through day 120 of the MG service period or until income from employment renders the case self-sufficient, the grantee will assure a minimum of \$200 cash allowance per month (\$50 per week) to each adult in the case and \$40 per month (\$10 per week) to each minor in the case. Cash allowance is encouraged (but not required) for those cases not self-sufficient that are continued beyond day 120 of the MG service period. ORR recognizes that weekly cash payments may make certain MG cases ineligible for the USDA's SNAP, ACF's LIHEAP, and Medicaid. Thus, local MG Program service providers may give some of the weekly allowance in the form of vouchers if such a form of payment is in the overall best interest of the client and he/she concurs.

The first cash payments are to be distributed to clients within ten working days following enrollment. This minimum cash allowance should be used by clients to buy personal items as necessary and *not for core maintenance assistance*. The grantee may provide some of the weekly allowance in the form of gift cards or vouchers if such form of payment is in the overall best interest of the client and the client concurs.

Note that if enrolled clients are receiving cash benefits allowances through an R&P program, agencies need only ensure that total cash payments (R&P and MG Program) are equivalent to the required MG Program cash allowance. These R&P funded benefits must be documented in the client's MG Program case file. Clients that do not receive cash benefit allowances through an R&P Program must receive cash payments within ten working days of enrollment.

With the client's written concurrence, the grantee may withhold a portion of a minor's allowance until the end of the MG Program service period to build up a family's savings, provided that the remaining monthly allowance is sufficient to buy personal items as needed.

4. Administration

Objective: To ensure the achievement of agreed program outcomes through the SMART (Specific, Measurable, Appropriate, Realistic, and Time-bound) delivery of MG Program services and the adherence to federal regulations, policies, and guidelines.

The MG Program grantee (the national voluntary agency which is the grantee) must maintain qualified staff designated to ensure the following functions:

- a. Maintain a grantee approved full Local Service Provider Site Design and Budget at the headquarters level completed and/or updated within 30 days of the start of each project year. These designs must include a description of the site's service capacity including: Site History; Staffing; Language Resources; Consultation with State Refugee Coordinator; Projected Enrollments; Past and Projected Employment and Self-Sufficiency Outcomes including Performance Improvement Plan; Labor Market; The Match; Employer Engagement; Employment and Supportive Services; Connected Education and Training Strategies including English Language Training; Work Based Learning; Public Private Partnerships; Innovative Solutions; Post-Program Services and Referrals; Grievance Procedures; Protection of client personally identifiable information (PII); Other Information; and a detailed line item budget and budget narrative. For purposes of the MG Program, ORR defines a service provider site as each physical location where MG Program clients are enrolled and served. Grantees may use the Local Site Project Design template available from the ORR Program Officer. Third-party agreements must be included for sites that deliver services through third parties. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.
- b. ORR increased per capita funding in FY 2020 to assist grantees in covering the rising costs associated with the provision of core maintenance assistance. This funding increase should be reflected in the core maintenance budgeting documentation at the local service provider level.
- c. Provide ongoing technical assistance and training to local affiliates regarding the Matching Grant Program Guidelines, reporting, and other grant requirements. Documentation of the provision of such training must be included in the grantee's reporting to ORR.
- d. Ensure that only eligible individuals receive services through this program.
- e. Ensure the utmost protection of any personally identifiable information (PII) collected and maintained in the implementation of the MG Program per Policy Letters [#17-02](#) and [#20-02](#) available on the ORR website.

- f. Require participating local MG Program service providers to consult with their State Refugee Coordinator (SRC) on an on-going basis as follows:
 - 1. Consult with the SRC prior to submission of the proposed enrollment slot allocation plan to ORR. This consultation must include, at a minimum: the number of clients (by immigration group) expected to participate in the program during the budget period, and the services to be provided. The Local Service Provider Site Design document must include the date and a description of this consultation. This consultation should not be limited to an email transmittal.
 - 2. Within 30 days of the initial grant award, the Local Service Provider Site Design must be provided to the SRC. A copy of this transmittal must be retained at the national and local service provider offices.
 - 3. Regular (at least quarterly) consultation with the SRC to facilitate resource mapping and discuss trends, issues and possible adjustments. Documentation of these consultations must be retained at the local service provider levels.
 - 4. Notification within 10 days of making any significant change (defined as a 10 percent change, up or down or greater than 20 enrollees) in the projected number of clients enrolled at the local service provider site. A copy of this transmittal must be retained at the local service provider levels.
 - 5. Participation in all state-convened local task forces and consultations to ensure an accurate assessment of client needs and available services.
- g. Require participating local MG Program service providers to coordinate their services, as appropriate, with local TANF offices and other mainstream and refugee service providers in their communities. This includes prompt response to all SRC inquiries and any TANF office questions concerning the level and duration of assistance provided to each refugee.
- h. Monitor the performance of the grant and sub-grant activities and review each program function to assure that adequate progress is being made towards achieving programmatic goals and that those programs are in compliance with federal grant regulations.
- i. Develop and implement a customized Performance Improvement Plan (PIP) at the end of each fiscal year for underperforming local service provider sites with 50 or more allocated client slots in the fiscal year. Underperforming is defined as a 180 day self-sufficiency outcome that is 10 percentage points below the grantee's annual network average and at least five percentage points below the annual national program average (e.g., if your annual network self-sufficiency average is 80% and the annual national program average is 74%, sites with 69% or less self-sufficiency are subject to a PIP). Plans must be detailed and SMART with the objective of bringing the site up to the network average within 12 months. Such plans are expected to include, enhanced monitoring, professional development training of staff, reassignment of personnel, monthly benchmarks, and a reallocation of MG Program client slots (if necessary). Those sites chronically (over 12 months) underperforming and unable to show improvement will be subject to further review, mandatory adjustment of MG Program client slots or possible closure. Grantees must include a report on the status of all PIPs in their semi-annual and annual narrative reports.
- j. Prepare monitoring reports for internal monitoring of local service provider sites. Any recommendation for corrective action and follow-up on those recommendations must be filed at the grantee's national office. Monitoring reports are to be summarized and included in semi-annual performance progress reports.
- k. Manage grant finances and account for federal and matching funds according to federal grant requirements. Federal funds must be obligated at the time of client enrollment.

- l. Ensure that administrative functions relating to R&P activities (e.g., coordination of refugee arrivals into the United States, placement, placement activities, and core services) are allocated appropriately to available grants.
- m. Submit timely programmatic and financial reports to ORR as detailed in these guidelines, section VI. Program Progress Reports.
- n. Inform ORR within 10 days of making any significant changes (defined as a 10 percent change, up or down or greater than 20 enrollees) in the projected number of clients enrolled at any local service provider site and obtain prior approval before adding any new local service provider sites.
- o. Work with local MG Program service providers to develop policies which do not conflict with the client eligibility requirements for programs such as USDA's SNAP and ACF's LIHEAP. ORR recognizes that weekly cash payments may make certain refugee cases ineligible for SNAP, LIHEAP, and Medicaid. Local MG Program service providers may give some of the weekly allowance in the form of vouchers if such a form of payment is in the overall best interest of the client and he/she concurs.
- p. Maintain procedures for sanctioning clients who fail to comply with the MG Program Agreement, Self-Sufficiency Plan and/or directives involving attendance at counseling, training sessions, or English classes. Sanctioning is also recommended for clients who refuse to be interviewed for or accept an appropriate job offer (see Sec.V.I. for more information regarding sanctioning).

B. REQUIRED SERVICES THAT GRANTEES MUST PROVIDE IN-HOUSE OR THROUGH REFERRAL:

Grantees must provide the services listed below, as necessary, directly through the MG Program or through documented referral to other programs. Grantees are encouraged to assist in the development of programs appropriate to their MG Program clients.

1. English Language Training (ELT)

All adult case members are entitled to the full complement of MG services and will benefit from ELT, even if immediate employment is not envisioned. When ELT is indicated as an essential part of the Self-Sufficiency Plan, grantees will assist clients in enrolling in an ELT program at an appropriate competency level and under the following conditions:

- a. Classes must be taught by certified ELT instructors.
- b. Classes should be contextualized toward early employment and self-sufficiency, to the extent possible.
- c. Classes will be offered concurrently with employment services.
- d. Classes are offered without cost to the client.
- e. Classes should be scheduled at times that do not hinder employment search or job placement.
- f. Volunteers involved in ELT will receive MG Program orientation and ongoing guidance to ensure effective service delivery.
- g. Non-participation in ELT is considered grounds for sanctioning or termination of maintenance assistance if included in the agreed upon Self-Sufficiency Plan.
- h. Evidence of enrollment and compliance with the ELT requirement must be included in the case file of clients requiring such training.

2. Health and Medical Services

- a. Grantees will ensure that clients have access to necessary health and medical services including medical screenings. Associated costs are normally covered through Refugee

Medical Assistance (RMA), Medicaid, or R&P Cooperative Agreements. For clients who do not receive such services under another program, associated costs are allocable to the MG Program.

- b. Grantees will enroll Matching Grant clients in Medicaid or RMA, ensuring that clients' need for medical assistance does not result in their receiving public cash assistance. Please note: MG Program payments may render an otherwise eligible RMA applicant as ineligible, but only at the point of initial RMA eligibility determination (payments associated with R&P are specifically exempt). A client enrolled in RMA prior to MG Program enrollment will not be impacted by subsequent MG Program payments
- c. Please note: [45 CFR 400.104\(a\)](#) states that "[i]f a refugee who is receiving medical assistance receives earnings from employment, the earnings shall not affect the refugee's continued medical assistance eligibility." Section [400.104\(b\)](#) provides that "[i]f a refugee, who is receiving Medicaid and has been residing in the U.S. less than the time-eligibility period for refugee medical assistance, becomes ineligible for Medicaid because of earnings from employment, the refugee must be transferred to refugee medical assistance without an RMA eligibility determination." Section [400.104\(c\)](#) further provides that the refugee shall continue to receive medical assistance until he/she reaches the end of his or her time-eligibility period for Refugee Medical Assistance.

3. Employment Training or Recertification

The grantee will provide, or assist clients to enroll in, short-term job training, customized skills training, or job recertification courses, if indicated in the Self-Sufficiency plan. Such training is allowed as a MG Program activity only if it is expected to lead to self-sufficiency within the 180 days of program eligibility. Such costs as tuition, books and related support services are allowable and allocable to the MG Program when not otherwise provided through other programs. In cases where recertification is not possible within the period of eligibility, the grantee will make reasonable efforts to assist the client in finding information regarding recertification in his/her professional field. Guides for recertification of certain professions are available at <https://switchboardta.org>.

4. Social Adjustment Services

The grantee will provide, or assist clients in obtaining, social adjustment services when necessary. These services may include, but are not limited to, behavioral health counseling and interpretation.

5. Support Services

When reasonable and necessary, the grantee will provide, or assist clients in obtaining additional employment support services that remove barriers to self-sufficiency. Such services might include childcare.

IV. POLICIES RELATING TO COST ALLOCATION AND AGENCY MATCH

Grantee matching funds are contributions made to an approved project from non-federal funds. Matching funds are defined in 45 CFR 75.2 (see "cost sharing or matching") and the matching requirements are set forth in 45 CFR 75.306. The contributions must be for expenses that are necessary and reasonable to support the objectives of the MG Program award. Contributions can only be from non-federal funds, must be allowable by federal regulations, cannot be used by more than one project, and must be auditable. Cost-share and matching expenses that are included in proposals become "required" cost-share/matching and have to be tracked and verified. The tracking and verification of match is a financial function. MG clients cannot be responsible for capturing and tracking match. Failure to provide the required match will result in the disallowance of Federal funds

The MG Program requires grantees to provide at least 33 percent of the total approved cost of the project for each budget period. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share (the grantee's match) may be met with cash, in-kind services, or donated goods. For example, in order to meet the match requirements, a project requesting \$200,000 in federal funds must provide a non-federal share of the approved total project cost of at least \$100,000, which is 33 percent of total approved project cost of \$300,000.

In accordance with 45 CFR 75.306, the grantee (or the local MG Program service provider acting on behalf of the grantee) would have to be the recipient of the third party's contribution in order to classify it as contribution revenue or 'match.'

A. Cash Match and 'In-Kind' Match

Cash match must be donated to the MG Program and may be from private or corporate donation, or any other non-federal source (45 CFR 75.306). The grant application must identify both the source(s) and the proposed use(s) for the cash match. Contributions of goods and services cannot be considered "cash".

Third party in-kind contributions are defined as the value of non-cash contributions that benefit a federally assisted project or program that are contributed by non-federal third parties without charge to the recipient, the sub-recipient, or a cost-type contractor under the grant or sub-award (45 CFR 75.2). For MG Program purposes in-kind contributions, or match, may be in the form of volunteer services; loaned equipment or space; or donated land, buildings, equipment, or supplies that directly benefit and are specifically identifiable to the MG Program (45 CFR 75.306). All goods and services must be allowable, reasonable, of good quality, and allocable to the MG Program, whether paid for by federal funds, by the voluntary agency match, or through in-kind contributions. To be allowable, in-kind donations must be costs that could have been paid with federal grant funds had they not been donated to the program. As a result, donations of items or services outside the scope of the grant (such as school tuition for children, trips to the park, movies, and other entertainment) cannot be counted as in-kind match for the purpose of the MG Program. In considering the admissibility of in-kind contributions as match, voluntary agencies should determine whether such goods or services would have been purchased using federal funds if they had not been contributed.

B. Valuation of 'In-Kind' Match - 45 CFR 75.306

1) Donated Supplies, Equipment, Space, or Land

Donated supplies may include such items as expendable property, office supplies (unless treated as an indirect cost), laboratory supplies, household furniture and supplies, or workshop and classroom supplies. The value assigned to donated supplies must be reasonable and cannot exceed the fair market value of the supplies at the time of donation.

The value of donated equipment cannot exceed the fair market value of equipment of the same age and condition at the time of donation. The value of loaned equipment cannot exceed its fair rental value. If any part of the donated property was acquired with federal funds, only the non-federal share of the property may be counted as matching or cost sharing. See 45 CFR 75.306 (h) and (i) for the rules associated with third party donations of equipment, buildings, or land for which title passes to an agency or affiliate.

The value of donated space cannot exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.

ORR may require that the market value of land or buildings or the fair rental rate of land or of space in a building be established by an independent property appraiser or by a U.S. General Services Administration (GSA) representative.

2) Volunteer Services - 45 CFR 75.306 (e) and (f)

Rates for donated services used to satisfy a matching or cost-sharing requirement must be consistent with those paid for similar work in the organization. In those instances in which the required skills are not found in the agency, rates must be consistent with those paid for similar work in the labor market in which the agency would compete for the kind of services involved. When an employer other than the agency furnishes the services of an employee, the services must be valued at the employee's regular rate of pay. Only the amount representing an amount consistent with the function performed are allowable, e.g., if a doctor serves as a receptionist, only the amount that would be allowable for a receptionist is allowable as a contribution to the grant. Fringe benefits consistent with those that would be paid by the employing organization that are reasonable, allowable, and allocable may be included in the valuation.

3) Supporting Documentation

Per 45 CFR Part 75, the basis for determining the valuation of personal services, materials, equipment, buildings, and land must be verifiable from the records of the recipient, sub-recipient, or contractor under the grant. Volunteer services to an agency, where feasible, should be supported by the same level of documentation used by the agency for its own employees, including time and attendance records.

C. Costs that are Unallowable under the MG Program

All allocable costs incurred and services provided in accordance with any other grant/cooperative agreement may not be charged to the MG Program or counted as a matching contribution. Such costs include but are not limited to the following:

- 1) Fees above the Medicaid/RMA reimbursement level may not be counted as a matching contribution, if reimbursement is claimed.
- 2) Staff costs for time spent on services (including the allocable portion of overhead and facilities costs) provided for under the R&P Cooperative Agreement may not be charged to the MG Program. These costs include staff and volunteer time spent on housing-related matters, medical orientation and referral for initial medical screening, assistance in obtaining a Social Security card, initial intake and development of a Self-Sufficiency Plan, greeting clients at the airport, and household goods and furniture during the first month. These costs also include casework staff costs associated with the requirements of the R&P Cooperative Agreement. Where such services are provided to clients without benefit of R&P services, such costs are allocable to the MG Program.
- 3) Costs for refugee baggage transfers or shipments are not allowable under this grant.

- 4) Initial medical screening referrals and orientation, as required in the R&P Cooperative Agreement, are not considered a MG Program activity and thus expenses for such activities are not allowable. Such costs, however, are allowable for clients who do not receive such services under the R&P Cooperative Agreement.
- 5) Community orientation, as described in the R&P Cooperative Agreement, is not part of MG Program social adjustment services, except for clients who do not receive such services under the R&P Cooperative Agreement.
- 6) When relatives of MG Program clients provide housing in their own residence during the match period, this housing cannot be counted as a matching expenditure

D. Program Income 45 CFR 75.307

Due to the MG Program's statutory requirements, voluntary contributions are not considered program income. Any income directly generated by a MG Program-supported activity, however, is to be considered program income. Such program income may be used for allowable costs of the program to meet the federal match requirements. Program income used as match should be reported on Standard Form 425.

V. MATCHING GRANT PROGRAM SPECIFIC DEFINITIONS, EXCEPTIONS, AND PROCEDURES

A. Case Transfer Prior to Enrollment

Eligible individuals benefiting from R&P services must be enrolled in the MG Program of the site providing their initial R&P services. Exceptions may include the following:

- 1). Eligible individuals who have migrated to a new site may be enrolled into the Matching Grant Program if:
 - They have not applied for cash assistance or enrolled in the MG Program elsewhere;
 - The local service provider belongs to the network of the same grantee that provided the client with initial R&P services; and
 - They enroll at the new site within 31 days of eligibility.
- 2). In cases where secondary migration occurs to a site where an affiliate of the same grantee does not exist or participate in the MG Program, enrollment at another grantee's affiliate will be permitted within the first 31 days with written concurrence of the initial resettlement agency and prior approval by ORR.
- 3). A MG Program client may be transferred to a different MG Program service provider when both providers are in agreement that the receiving provider is better equipped to provide the required MG Program services due to special circumstances or needs. Such circumstances may include, but are not limited to, high medical needs, an uncommon language, or other special needs.

Similarly, if the transferring MG local service provider is serving an R&P caseload at considerable distance, it may be in the clients' best interest to receive MG services from a nearby provider. In these instances, the transferring provider may choose to enter into an agreement with the receiving MG provider and thus avoid case-by-case transfer exceptions. The interagency agreement and MG service plan requires ORR prior approval.

All interagency transfers must be noted in semi-annual and annual narrative reports. The transferred case(s) may only be counted by the receiving grantee.

B. Change in Case Size after Enrollment

A case size may change during the enrollment period. Associated services may be adjusted at the point the change takes place; changes are not retroactive and the remaining case eligibility period would remain unchanged. Note that the case must continue to have at least one member deemed employable. (see also V.q. U.S. Citizen Children)

C. Employable

This measure is an eligible MG Program client between the ages of 18 and 64 who is determined by the MG Program agency to be an able wage earner.

D. Employed

This measure is a person who was determined and reported to be employable in the Self-Sufficiency Plan and who is now *legally* employed in the United States. Only one job placement (full-time or part-time) should be counted per client; full-time and part-time placements should be indicated separately. Full-time employment is defined as 35 hours or more per week; part-time employment is defined as fewer than 35 hours per week. Note that two or more part-time positions totaling at least 35 hours may be counted as one full-time job placement. In the MG Program, this measure is reported at the 180th day after eligibility.

E. Employed in Jobs Offering Access to Health Insurance at any Point within the First 6 Months of Employment

This measure indicates the number and percent of jobs that offer access to employee health insurance beginning at any point within the first 6 months of starting the job. Insurance should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Insurance is considered available without regard to whether the employee must contribute to the premium. Jobs offering health insurance are counted regardless of whether or not the MG client chooses to accept the health coverage

F. Enrollment Period Exception

In situations where an otherwise eligible case is not able to enroll during the usual enrollment period, the grantee may request an exception to the enrollment eligibility period. Upon receipt of the grantee's reasoning and supporting documentation for the late enrollment exception, ORR may authorize an extension of the enrollment period. Grantees must assure that late enrollees (those enrolled 30 + days after becoming MG Program eligible) benefit from a full 180 days MG service period. Prior to any excepted enrollment: (1) the case must assure that no one has accessed public cash assistance and that the case is not already self-sufficient; and (2) the grantee must notify all other MG Program local service providers in the area of the pending enrollment to assure non-duplication of enrollment in the MG Program.

G. Funding Exception

Grantees obligate federal per capita funds only at the time of a corresponding program enrollment. However, in order to maintain an appropriate and viable nationwide network of local MG service providers during a period of unpredictable arrivals, the MG Program may authorize grantees to obligate federal funds up to a specified percentage of their total planned annual grant award in advance of actual enrollments. This funding exception is wholly at the discretion of the ORR Director and cannot exceed available budget authority for a specified budget period. Advance funds are for actual MG Program expenses only. Such expenses must be allowable, allocable, and reasonable to the MG Program. Should a grantee's actual MG enrollments for the FY fall short of the corresponding advance funding liquidated by a grantee, the grantee would not be obliged to reimburse the MG Program, provided the grantee demonstrates that all liquidated federal funds were used for approved MG Program activities and the required grantee match is met and fully documented. ORR will provide advance notice of any decision regarding an exception for a specified period.

H. Grantee Initiated Job Placement

A client occupied position at an employer with whom the grantee has an established relationship and employment occurred after the grantee pre-screened and referred the client for consideration.

I. Housing as a Matching Expenditure

When relatives of MG Program clients provide housing in their own residence during the match period, this housing cannot be counted as a matching expenditure. However, if the cost for a relative's residence (including utilities) increases as a direct result of housing MG Program clients, then the amount of the increase may be counted as an in-kind match expenditure. Grantees are required to obtain appropriate documentation (i.e., utility bills, or an appropriately dated letter from a landlord documenting the increase and/or a history of utility bills) to verify that an increase in the cost for the relative's housing has taken place as a result of the addition of the MG Program client to the housing unit.

J. Joining Cases

In the rare instance where a case would need to be joined in order to enroll in the MG Program, it must be joined in accordance with the household composition of the respective state welfare agencies. Note that all case members must have the same date of eligibility.

K. Long Distance Enrollments

Enrollments and Job placements out side of a local office's 100 -mile service radius are discouraged. However, in cases where a potential or current MG Program client resides or desires to be placed in employment at such a location, the grantee must obtain an exception from ORR prior to enrollment or job placement. Requests to ORR must include a service plan that demonstrates that all required MG Program services and case management will be provided. The service plan must be SMART – Specific, Measurable, Appropriate, Realistic, and Time-bound and client specific. ORR exceptions are client specific and will not be granted for sites operating under a PIP. Grantees will include a narrative report on the status of all such ORR exceptions in their semi-annual and annual narrative reports.

L. Out-Migration

In the event an agency is encountering multiple secondary migrations to the same location where no approved MG services exist, the agency is encouraged to enter into an agreement with a service provider at the remote location to provide MG services. Such agreements require ORR prior approval and must ensure that the clients receive all services and entitlements associated with the MG programs.

For reporting purposes, the out-migration measure identifies clients who have withdrawn from the MG Program by moving or taking employment outside of the local MG Program provider's approved local service delivery area.

M. Sanctioning

A local service provider may impose limited sanctions in an attempt to gain compliance of a client who (1) fails to comply with an agreed-upon Self-Sufficiency Plan and/or directive involving attendance at counseling, employment training, or English language classes, (2) refuses to be interviewed for or accept an appropriate job offer, or (3) by accessing public cash assistance⁴. Sanctioning procedures must be outlined in the MG Program client agreement (and its translation) signed by the client at enrollment. Such sanctioning includes the reduction or temporary withholding of maintenance assistance or other services. If the client continues to fail to comply, the grantee, after due process as outlined below, may drop the client from the MG Program.

In situations where sanctions are applied, the client must receive written notice detailing the reasons for sanctioning and providing a reasonable opportunity for appeal prior to the termination of any benefits. The grantee may not require a sanctioned client to return cash or rent apportioned prior to the termination of said benefits.

N. Self-Sufficiency

Economic self-sufficiency means earning a total family income at a level that (1) would exceed the established state income threshold for TANF eligibility, and (2) enables the case unit to fully support itself. Note that a minimum of one case member must be employed; benefits without cash payments such as SNAP, Medicaid, and RMA are allowable and do not affect the recipient's self-sufficiency status.

O. Splitting Cases

A case that has arrived together through the R&P program and has been designated one case number can be split prior to enrollment into the MG Program, provided that the household composition is in accordance with the regulations of each respective state, and provided that once split, the enrolled case would be eligible for the MG program on its own. Splitting prior to enrollment would primarily be done if (1) particular members of the case are ineligible (ex. someone 65 or over); (2) the members of the case would be living in separate households; or (3) members of the household would be served under different programs. If a refugee household arriving together through the R&P program intends to live together, however, they may remain as one case.

In general, a case cannot be split during the MG Program service period. Exceptions are:

- a. If part of the case out migrates during the MG Program service period (provided that the case is left with an employable member) or

⁴ A MG Program client who inadvertently accesses some sort of cash assistance may pay it back and thus maintain MG Program service eligibility.

- b. If part of the case chooses to leave the MG Program at day 12- (provided that part of the case chooses to remain in the MG Program).

In both instances, the household composition must be in accordance with the TANF rules of the respective state, and once split, the remaining case must still be eligible for the MG Program.

If any member of a case accesses public cash assistance at any time during the MG Program service period, the entire case must be dropped from the MG Program. A MG Program client who inadvertently accesses some sort of cash assistance may pay it back and thus maintain MG Program service eligibility.

If an office decides to split a case, case file documentation and outcome data should reflect the separation with an explanation of the rationale for the split. If a refugee case is split for MG Program purposes, each MG Program case must have a separate section in the case file.

P. Time Expired/Removed

Removed refers to cases which are dropped from the program for reasons other than out migration. Removal initiated by the grantee at day 120 of the MG service period must include a thorough assessment which determines that the case (1) is not expected to achieve self-sufficiency within the remaining 60 days of eligibility and (2) would be best served by a non-MG Program. This determination does not require the concurrence of the client, but must be fully documented in the case file.

Q. U.S. Citizen Children

- (1) Per 45 CFR 400.208, MG Program enrollment is available to a family/case unit that includes a parent with an eligible immigration status or two parents with eligible immigration statuses and one or more of their children who do not have an eligible immigration status, including children who are U.S. citizens. A U.S. born child can enroll in the MG Program during the first 31 days of the mother's MG Program enrollment. If the birth occurs after the initial 31 days of the mother's MG Program enrollment the child CANNOT be enrolled in the MG Program case, but may be eligible for other (non-MG Program) ORR funded services as part of an eligible family unit.
- (2) MG Program enrollment is not available to an adult member of a family unit without an eligible immigration status or to a child or children without an eligible immigration status in a family/case unit if one parent does not have an eligible immigration status.

R. Voluntary Withdrawal/Out Migration

If a client voluntarily leaves the program by migrating out of the service area, he/she effectively withdraws from the MG Program. All cash allowances, services and in-kind contributions afforded by the MG Program cease. For reporting purposes, the client has dropped out through outmigration. The agency will notify the client in writing, where possible, of the termination of MG Program services and will maintain a copy of the notification in the client's case file.

VI. **PROGRAM PROGRESS REPORTS**

For this Program, grantees must submit biannual and annual narrative and programmatic statistical reports, and quarterly and annual financial reports.

A. Biannual Report:

A narrative report and statistical outcomes are to be submitted along with the SF-PPR Cover Page to the ORR Program Officer (via email) and data points are to be submitted through ORR's RADS database. Reports are due 30 days after the end of each of the following six month intervals: The report for October through March is due April 30. The reports for April through September are due October 30. MG Program grantees will include, at minimum, descriptions of (1) overall network performance for the period with a focus on continuous improvement (2) all monitoring visits conducted – findings and actions, (3) technical assistance provided to local service provider sites, (4) status of all sites operating under performance improvement plans, (5) active long distance enrollment sites, and (6) the following aggregate data points covering all individuals with active enrollment at any point during the period covered by the report:

New Enrollees -

- Number of newly enrolled cases and individuals
- Number of newly enrolled individuals by eligible immigration status

Status of All Enrollees Reaching 120 Days in the Matching Grant Program Service Period (report for both 'cases' and 'individuals') -

- Number reaching 120th day (includes all enrolled clients, even if removed from the Program prior to day 120)
- Number economically self-sufficient on day 120 and remaining in the program
- Number not self-sufficient, but remaining in the program
- Number not self-sufficient and removed prior to or on day 120

Status of Employable Individuals at 180 Days in the Matching Grant Program Service Period-

- Number deemed employable at the time of enrollment
- Number employed full-time and their average hourly wage
- Number employed part-time and their average hourly wage
- Number employed in jobs offering access to health insurance at any point within the first 6 months of employment

Status of Enrollees Reaching 180 Days in the Matching Grant Program Service Period (report for both 'cases' and 'individuals') --

- Number reaching 180th day (includes all enrolled clients, even if removed from the Program prior to day 180)
- Number removed from the Program prior to reaching day 180 (all reasons)
- Number removed from the Program due to out-migration prior to reaching day 180
- Number economically self-sufficient on day 180

A preferred statistical template encompassing the aggregate data points is available from the ORR Program Officer. The SF-PPR Cover Page may be found at <http://www.acf.hhs.gov/grants-forms>.

B. Quarterly and Final Financial Reports:

A Financial Status Report is due 30 days after the end of each 3 month period. A final report is due April 30, 2021. (The extended due date of the final report allows time for grantees to complete services for all clients placed into the program during the project period.) All funds must be obligated by September 30, 2020. Financial reports are submitted through the Payment Management System (PMS). ACF will not consider estimated, interim, or draft reports.

C. Annual and Final Reports:

A narrative report covering the annual budget period will be due November 15 of each project year. This report shall contain a compilation of the aggregate data points presented in the biannual reports, a brief description of program accomplishments and situations which affected program performance over the year, and the number of Matching Grant Program clients enrolled in the year by ethnicity. Data Points are submitted through ORR's -RADS database.

A final report is due April 30, 2021. (The extended due date of the final report allows time for grantees to complete services for all clients placed into the program during the project period.) This report shall contain a brief description of program accomplishments, situations that affected program performance, and any plans to address challenges going forward.