



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER  
GOVERNOR

April 8, 2010

ALL COUNTY INFORMATION NOTICE NO. I-27-10

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: COUNTY REIMBURSEMENTS FOR SERVICES TO REPATRIATED  
CITIZENS

REFERENCE: TITLE XI, SECTION 1113, SOCIAL SECURITY ACT (ASSISTANCE  
FOR UNITED STATES CITIZENS RETURNED FROM FOREIGN  
COUNTRIES); ALL COUNTY INFORMATION NOTICE (ACIN)  
NO. I-43-09; AND ACIN NO. I-92-09

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation  
Change
- Court Order
- Clarification Requested by  
One or More Counties
- Initiated by CDSS

This notice is to inform counties of changes to the reimbursement process for the U.S. Individual Repatriation Program, previously described in ACIN No. I-92-09, dated December 21, 2009.

The federal Office of Refugee Resettlement (ORR) is responsible for the administration of temporary assistance to U.S. citizens and their dependents that become destitute or ill in a foreign country. The ORR contracts with International Social Services (ISS), a non-profit agency, to coordinate with states and counties for the provision of repatriation services to these individuals upon their return to the U.S. and to provide federal reimbursements for claims that are submitted. For information on the U.S. Individual Repatriation Program in California, please see ACIN No. I-43-09, dated June 3, 2009.

ORR has instructed that, as of April 1, 2010, U.S. Individual Repatriation Program reimbursement claims are to be submitted directly to ISS for processing and payment. California counties are no longer to submit those claims to the California Department of Social Services, Refugee Programs Bureau. Effective immediately, please submit all individual repatriation claims to:

**International Social Service-USA**  
200 East Lexington Street, Suite 1700  
Baltimore, MD 21202  
Attn: Stephney Allen

A county claim for reimbursement must contain the following:

- Cover letter containing the name, address, telephone number, and email address of the county contact person, the period of time covered by the claim, and the name of the entity to which the reimbursement should be issued.
- Properly completed Form SSA-2061, *Report on Referral*.
- Properly completed Form SSA-3955, *Expenditure Statement and Claim for Reimbursement*, with the current address of the repatriate, case notes, and detailed explanations of all costs.
- Supporting documents, i.e., copies of checks, original receipts, and signed cash disbursement acknowledgment forms.
- *Privacy Act Repayment Agreement and Decline of Service Form*.

County reimbursement claims may be submitted on a monthly basis. In accordance with ORR policy, ISS will not reimburse expenses incurred in a previous federal fiscal year (FFY). The FFY for the U.S. Individual Repatriation Program begins on September 30 of each year and ends on September 29 of the following year. Claims for services rendered in a FFY that are not received by ISS by October 29, which is 30 days after the end of that FFY, may not be reimbursed.

Any questions related to reimbursements or to benefits or services regarding a specific repatriation case, including requests to extend repatriation services, must also be directed to Ms. Allen at the address above or by calling (443) 451-1204.

**2010 Revised/New Repatriation Program Forms**

Revised/new U.S. Individual Repatriation Program forms, including the *2010 U.S. Repatriation Program Welcome Package*, *Privacy Act Repayment Agreement and Decline of Service Form*, and other forms listed above, must be used immediately. The revised forms and additional information regarding repatriation reimbursement claims can be accessed via the ISS website at <http://www.iss-usa.org/site.asp?PageId=3&SubId=10>.

All County Information Notice NO. I-27-10  
Page Three

If you have any questions regarding this letter, please contact Jeanette Robbins, State Repatriation Coordinator, at (916) 653-8980 or [Jeanette.Robbins@dss.ca.gov](mailto:Jeanette.Robbins@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

VENUS GARTH, Chief  
Child Care and Refugee Programs Branch