

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



August 2, 2002

REFUGEE COORDINATOR LETTER NO. 02-17

TO: COUNTY REFUGEE COORDINATORS

This letter is to instruct counties to immediately develop procedures for collecting, maintaining, and reporting data on persons granted asylum and/or those certified as victims of a severe form of trafficking to whom Refugee Program Services are provided. As you are aware, in the recent notices of Refugee Employment and Social Services and Targeted Assistance formula funding, the federal Office of Refugee Resettlement (ORR) requested data on asylees and trafficking victims who had received services during the past year. The ORR used this information to adjust the state and counties' population estimates to include these persons. It is anticipated that in the next and subsequent years the State will again be asked to submit this information, therefore, we strongly encourage counties to develop processes to collect, maintain, and promptly report this data. It is imperative that accurate and complete information be reported because adjustment of the population estimates could result in increased allocation levels. The Refugee Programs Branch (RPB) recommends that counties collect and maintain the following data on asylees and trafficking victims:

- 1) Name;
- 2) Alien number;
- 3) Date of birth; and
- 4) For asylees, date asylum was granted, and country of origin; or
- 5) For trafficking victims, certification letter number and date of certification letter.

At present, counties will not be required to regularly submit this data to the RPB, however, counties should have procedures in place which allow them to report it upon request, in electronic format (preferably *Microsoft Excel*), within a relatively short time frame, e.g., two weeks.

Should you have questions on the information in this letter, please contact Phyllis Iwasaki, Manager of the Community Development and Fiscal Services Bureau, at (916) 654-2387 or Brad Elftmann of her staff at (916) 654-7250.

Sincerely,

**Original signed by
Thuan Nguyen 8/2/02**

THUAN NGUYEN, Chief
Refugee Programs Branch