

This document is intended to serve as a summary to the APA Cooperative Agreement and highlight key differences between the R&P Cooperative Agreement and APA Cooperative Agreement.

### APA Per Capita

A per capita of \$1,225 will be provided to the affiliate for cash disbursement and/or purchases on behalf of each APA individual. Per capita funds must be expended by the end of the APA period, per individual.

- A minimum of \$1,025 per capita must be spent on behalf or provided to the APA individual,
- \$200 may be spent on behalf of other vulnerable APA individuals assigned to the same affiliate who have unmet needs during their APA service period

The administrative per capita of \$1,050 may be used to partially cover the actual expenses of the affiliates to which program beneficiaries are assigned in providing reception and placement services, including expenses that will lower client-to-staff ratio, support positions that will coordinate volunteers or develop resources for the APA program, deliver cultural orientation and/or otherwise improve the quality of the APA services

### APA Direct Assistance

Additional cash assistance is available for the most vulnerable APA individuals, including those that have:

1. Significant unmet housing needs and can be used to pay rent, deposits, and utility bills during their APA service period
2. Lack of access to necessary technology and can be used to pay one-time internet connectivity costs, prepayment of Wi-Fi and/or data plan per household, and /or personal laptop or tablet for each school-aged child participating in remote learning, and/or a shared personal computer, tablet and/or smart phone for the adults per household

Cash assistance should not duplicate or supplant other Federal programs or sources of funding. Cash assistance may only be provided to Afghans granted parole and who are actively participating in APA activities or documented extenuating circumstances that prevent them from actively participating

**CWS Guidance:** APA Direct Assistance can be requested, per APA case, through the APA Direct Assistance Application. The APA Direct Assistance Application will be released shortly to the CWS Network.

## APA Service Period

The APA service period is an initial 30-day service period that can be extended up to 90-day days should more than 30-days be required to complete APA Program requirements

## APA Case Placement

APA cases can be placed outside of an affiliate's 100-mile radius if placement occurs within the same state.

Each affiliate must develop and implement an *APA Flexible Placement Service Plan* demonstrating sufficient affiliate oversight and that placement outside of the 100-mile radius will impair the quality of initial relocation support services. The *APA Flexible Placement Service Plan* must be maintained in each APA case file for any case placed outside the 100-mile radius.

**Difference between the R&P Cooperative Agreement and APA Cooperative Agreement:** The R&P Cooperative Agreement case placement radius for cases with U.S. ties is within 100 miles, within the same state, of the affiliate and cases without U.S. ties is within 50 miles, within the same state, of the affiliate.

**CWS Guidance:** CWS will provide an APA Flexible Placement Service Plan to the CWS Network to be used when placing clients outside of the 100-mile radius.

## APA Core Services

### Reception Services

All reception services shall be provided with appropriate language interpretation, to the extent possible.

**Difference between the R&P Cooperative Agreement and APA Cooperative Agreement:** The APA Cooperative Agreement makes note that language interpretation should be provided to the extent possible

### Housing

To the extent possible, upon arrival and for a period of no less than 30 days after arrival, the affiliate should ensure APA cases are provided decent, safe and sanitary housing based on federal housing quality standards or local or state standards if local or state standards are higher than federal standards, and the following:

- Free of visible health and safety hazards and in good repair, including no visible bare wiring, no peeling or flaking interior paint for dwellings built before 1978, no visible mold and no detectable dangerous or unsanitary odors
  - Housing should include identified and accessible emergency escape routes, fire extinguishers in accessible locations, working locks on all windows and outside
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doors, an appropriate number of smoke detectors, windows in working order, adequate heat, ventilation, lighting, and hot and cold running water, inworking order and electrical fixtures in good repair

- Housing should be free of rodent and insect infestation
- Housing should provide minimum habitable area for each occupant, including number of bedrooms or sleeping areas, to the extent possible. Immediate families should be housed together, and single cases should not be asked to share a room with unrelated cases of the opposite gender.

### **Difference between the R&P Cooperative Agreement and APA Cooperative**

**Agreement:** The APA Cooperative Agreement makes note that housing should provide minimum habitable area for each occupant, including the number of bedrooms or sleeping areas, to the extent possible. The APA Cooperative Agreement does not include language that each residence shall be equipped with stove, oven, refrigerator, sink, flush toilet, and shower or bath in good repair. The APA Cooperative Agreement does not include language that each residence shall have easily accessible storage or disposal facility for garbage. The APA Cooperative Agreement does not include language that each residence shall be free of rodent or insect infestation. The APA Cooperative Agreement does not include language that, to the extent possible, the family should be able to assume payment of rent at the end of the service period, based upon projected family income from all sources.

### Household Items

Upon arrival and for a period of no less than 30 days after arrival, provision of the following furniture and household items should be prioritized. Items need not be new, but must be clean, in good condition and functional and include the following:

- Beds appropriate for age and gender composition of family. Only married couple of young children of the same gender may be expected to share beds
  - Bed and bath lines, as appropriate for family size and composition
  - Toiletries and personal hygiene items, as appropriate for family size and composition
  - Baby items, as needed
  - One lamp per room, unless installed lighting is present and adequate, and light bulbs
  - Cutlery, plates, glasses, food preparation utensils and cooking ware, as appropriate for family size and composition
  - Household cleaning supplies
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The following items shall be provided by the end of the APA service period:

- A set of drawers, shelves, or other unit appropriate for storage of clothing, in addition to a closet in each bedroom, unless each bedroom close has adequate shelving to accommodate clothing
- One kitchen table per family and one kitchen chair per person
- One couch, or equivalent seating, prep family, in addition to kitchen chairs

### **Difference between the R&P Cooperative Agreement and APA Cooperative**

**Agreement:** The APA Cooperative Agreement does not include language as to define beds (described as bed frame and spring, or equivalent, and mattress). The APA Cooperative Agreement does not include language to include one alarm clock (cell phone meets requirement), paper, pens, and/or pencils. The APA Cooperative Agreement does not define household cleaning supplies to be: dish soap, bathroom/kitchen cleanser, soap, sponges or cleaning rags and/or paper towels, laundry detergent, two waste baskets, mop or broom or trash bags

### Food or Food Allowance

Upon arrival, culturally appropriate, ready-to-eat food, and adequate food supplies (including baby food, as appropriate), or food allowance at least equivalent to the prorated food stamp allocation for the family unit and continued food assistance until receipt of food stamps or until the individual or family is able to provide food for himself, herself or themselves.

### Seasonally Appropriate Clothing

Appropriate seasonal clothing for work, school, and everyday use for all members of the family, including proper footwear for each member of the family and diapers for children, as necessary, throughout the APA period. Clothing need not be new, but must be clean and in good condition and function

### **Difference between the R&P Cooperative Agreement and APA Cooperative**

**Agreement:** The APA Cooperative Agreement makes note that all material needs support should be provided, to the extent possible.

### Pocket Money

Pocket money shall be provided for each adult throughout the first 30 days to allow for independent spending at the individuals' discretion.

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## Home Visits

At least two home visits shall be conducted within 30 days of arrival to assess welfare, living conditions and any current or expected needs of the individual(s), and assistance with material needs.

- The first home visit must be conducted within 48 hours of arrival. The first home visit may be conducted virtually or in-person. If the first home visit is conducted virtually, every effort should be made to ensure the second home visit is conducted in-person, as circumstances allow and ideally within 14 days of arrival.
- The second home visit should occur within 30 days of arrival, to the extent possible and should ideally occur within 14 days of arrival if the first home visit was conducted virtually.

**Difference between the R&P Cooperative Agreement and the APA Cooperative Agreement:** The APA Cooperative Agreement requires the first home visit to be conducted in 48 hours, instead of 24 hours. The APA Cooperative Agreement states the first home visit may be conducted virtually and the second home visit should occur within 30 days, to the extent possible.

## Services

- An intake interview shall be conducted within five working days of arrival
  - Assistance with the following should be provided:
    - Application for social security cards(s), if applicable
    - Application for cash assistance, as eligible
    - Application for medical assistance, as eligible
    - Application for medical assistance, as eligible
    - Enrollment in or application for other series, as appropriate and as eligibility requirements are met
    - Enrollment in English language program, as appropriate and eligible
    - Enrollment in employment services, as appropriate and eligible
    - Meeting school enrollment requirements and registering children for school
    - Registration with the selective service
    - Assistance with accessing immigration legal services, as appropriate
    - Filing change of address forms within 10 days of moving with the U.S. Department of Homeland Security and the U.S. Post Office (and Selective
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- service, as applicable) for all changes of address, including initial and temporary housing, during the APA period
- Transportation in compliance with local motor safety laws
  - Assistance with access to health services, including Class A Health Conditions, as possible

**Difference between the R&P Cooperative Agreement and the APA Cooperative Agreement:** The APA Cooperative Agreement includes language to provide services, if applicable and as eligible without timelines, outside of the intake within five working days. The APA Cooperative Agreement does not include language to develop and implement Resettlement Service Plans. The APA Cooperative Agreement does not include language to provide transportation to job interviews and job training. The APA Cooperative Agreement includes language to provide assistance with access to health services, to the extent possible.

**CWS Guidance:** Note that individuals who are processed on one of the military bases and complete processing will have had their I-765 form completed prior to arrival and their EAD card and Social Security card will be mailed to IOM and forwarded onto the affiliate assured their case. Note that CWS will be providing additional guidance on how affiliates may provide "Assistance with accessing immigration legal services, as appropriate", shortly.

### Cultural Orientation

During the APA period, cultural orientation shall be provided. To the extent practical, written orientation materials in an appropriate language covering the topics listed below shall be made available to program beneficiaries. Complete orientation on all topics shall be completed before the end of the APA period:

1. Role of the Local Resettlement Agency
  2. Parole Status
  3. English
  4. U.S. Laws & Law Enforcement
  5. Your New Community
  6. Employment
  7. Budgeting and Personal Finance
  8. Housing
  9. Hygiene
  10. Safety
  11. Cultural Adjustment
  12. Education
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### **Difference between the R&P Cooperative Agreement and APA Cooperative**

**Agreement:** The APA Cooperative agreement does not require Cultural Orientation to be provided on the following topics: Public Assistance, Health and Transportation. The APA Cooperative Agreement includes the additional topic of Parole Status. The APA Cooperative Agreement does not include language what must be included within each Cultural Orientation topic.

**CWS Guidance:** CWS will provide resources for the new topic on Parole Status and as well as resources from CORE.

### **APA Case File Documentation**

The affiliate shall establish and maintain a case file for each APA case. Case files may be retained in electronic or hard copy format. Case files covering minors traveling and/or resetting with non-parental caregivers must be clearly identified and easily segregated.

Secure electronic signatures are acceptable. Case files should document regular and personal contact, demonstrating client safety and well-being, and providing evidence of APA service delivery.

When compliance with requirements does not occur, or is not possible, the reason shall be documented. Non-compliance due to unavoidable challenges associated with significant influxes of arrivals during short time periods shall also be documented. Each case file shall contain:

- Case log with date, mode, event or substance and use of appropriate interpretation
- Clear and detailed record of APA service delivery
- Record of cash and in-kind support provided, including clear acknowledgement by the adult member of the case in receipt of cash, including pocket money and in-kind support
- Evidence that the amount provided either in cash or documented cash payments on behalf of the APA case is equal to, at minimum, \$1,025 times the number of individuals in the case and reflects the total per capita
- Signed Co-Sponsor agreement, as applicable
- Evidence of housing and material support
- Evidence of the APA case being informed to notify the U.S. Department of Homeland Security for each change of address and new address within n 10 days of moving, and assisted, to comply with this requirement
- Evidence that males, who are 18 through 25, register for selective service within 30 days of arrival has been completed as well as information provided to the APA individual to notify the Selective Service System of each change in address



- A legible copy of the I-94 for each member of the APA case
- A copy of the assurance form or equivalent documentation
- Suitability Determinations for placement of minors, as applicable

### Assistance to Minor Children Traveling and/or Resettling with Non-Parent Caregivers

Any minor allocated to the resettlement agency who is travelling and/or resettling with a caregiver other than a biological or legally adoptive parent shall have the knowledge of the state and local child abuse and neglect mandatory reporting requirements and follow such requirements during the APA period.

Case files including such a minor should be readily identified and segregated from other APA case files.

In the case of a minor seeking to be united with stateside relatives, or other caretakers, a suitability determination of the family unit must be conducted by the resettlement agency. The suitability determination must be conducted prior to submitting an assurance for minors whose caregivers are already in the United States and within seven days of arrival for minors who are travelling with relatives or other caretakers.

If the resettlement agency determines that the placement is not suitable during a pre-arrival assessment, the agency must notify PRM so that PRM may appropriately notify DHHS. If the resettlement agency determines that the placement is not suitable during a post-arrival assessment, the agency must notify PRM and the State Refugee Coordinator. A copy of the assessments must be retained in the case file.

In the case of a minor travelling with non-relatives to be resettled with the same or other non-relatives, the resettlement agency shall undertake the assessment noted above within seven day of arrival of the family. If the agency determines that the child's placement with the non-parental unit is not suitable, the agency shall notify PRM immediately in order to coordinate transfer of the unaccompanied minor to foster care.

Resettlement agencies receiving a minor who is travelling and/or resettling with a caregiver other than a biological or legally adoptive parent should advise, encourage and assist the family in regard to the above mentioned responsibilities and legal obligations in caring for the child under the requirements of the state. As well as providing regular and personal contact with the minor for 90 days following arrival, and maintain a record of this contact within the case file. Within 14 days after the 90<sup>th</sup> day of arrival, a follow up home visit must be conducted to determine the suitability of the placement and to assess the need for continued services and arrange for such services. Within 30 days after the 90<sup>th</sup> day of arrival, the agency must submit a Minor Follow Up



Evaluation Report, including an assessment of the family unit's understanding and intentions regarding the securing of legal responsibility of the minor under state law. Copies of this evaluation must be retained in the case file covering the minor and sent to the State Refugee Coordinator.

**CWS Guidance:** Minor Suitability Forms and the Minor Follow Up Evaluation are available in IRIS and must be used when completing an assessment or an evaluation of a minor.

**Different between the R&P Cooperative Agreement and APA Cooperative Agreement:** The APA Cooperative Agreement does not include reference to Refugee Minor Codes: M1, M2, M3, M4, M5, M6 or M7.

### IOM Loan

Each affiliate, during the APA period, informs each program beneficiary who signed an IOM loan note that the loan is a legal debt that must be repaid in accordance with the terms of the note, and documents this notification in the case file; reports to the Recipient on a monthly basis any known change in address of an adult program beneficiary; and requests and maintains a record of the Social Security number obtained by each program beneficiary in connection with the assistance provided.

### Quarterly Consultations

The affiliate shall participate in quarterly consultations, as well as any relevant meetings called by the state and local governments in the affiliate's geographic area of responsibility to coordinate plans for placement and support of program beneficiaries

**Difference between the R&P Cooperative Agreement and APA Cooperative Agreement:** The APA Cooperative Agreement does not include language on who should participate in quarterly consultations or the content of the consultations. The APA Cooperative Agreement does not include language that the affiliate(s) responsible for case placement are responsible to convene and conduct quarterly consultations, but rather participate. The APA Cooperative Agreement does not include language on consultation reporting or compliance.

### APA Direct Assistance Services Only

Each Recipient may choose to develop a policy to allow certain APA program beneficiaries to forgo some or all components of the APA program, and instead receive only the direct assistance portion of the APA per capita. Policies must include a clear delineation of how affiliate staff will determine which APA individual would be eligible for this cash-based model. Eligibility must be based on a documented assessment of the individual needs for each member of the case and should not be based on affiliate administrative constraints.



## Afghan Placement and Assistance Cooperative Agreement Summary

**CWS Guidance:** CWS will provide a template policy, with established criteria, to institute a Direct Assistance Services only options for APA program beneficiaries. Affiliates can adopt the CWS APA Direct Assistance Services Policy or have their policy reviewed and approved. CWS Local Offices will implement the CWS APA Direct Assistance Services Policy

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