6. Residence/Refugee/Alienage/PRUCOL

Foster Care children are considered to be residents of the state/county that has court jurisdiction over the child's care and control. This is usually the place of residence of the natural parents.

Refugees are non-citizens given permission to come to the U.S. because they have a fear of persecution in their own country. They receive refugee status prior to entry.

An alien is any person who is not a citizen or national of the U.S. Undocumented non-citizens are people not authorized to be in or remain in the United States. Undocumented people normally do not have valid or current immigration documents.

The United States Citizenship and Immigrant Services (USCIS) formerly recognized as Immigration and Naturalization Service (INS) is the branch of the government that administer regulations regarding noncitizens in the U.S. An undocumented person may apply for lawful status, but before a green registration card is issued; he or she may complete a Permanently Resident Under the Color of the Law (PRUCOL) application that is submitted to the USCIS.

This chapter of the foster care handbook will include the requirements for children/youth entering the U.S. and applying for Foster Care (FC) and Medi-Cal benefits.

For more information regarding USCIS services see the Common Place Handbook “U.S. Citizenship and Immigration Services (USCIS),” page 10-11.

6.1 Residence [EAS 42-400]

Foster Care children are considered to be residents of the state/county that has court jurisdiction over the child's care and control. This is usually the place of residence of the natural parents.

Federal regulations allow the court to delegate care and control to caretakers. As a result, caretaker relatives may reside in a county or state other than the one that has jurisdiction over the child. Foster Care assistance payments are the responsibility of the county/state with court jurisdiction.
When a child is not eligible for federal foster care (Title IV-E) and the child is placed through Interstate Compact for the Placement of Children (ICPC) in California by another state the child may be eligible as a California resident for CalWORKs even when the other state retains jurisdiction. For more information regarding the ICPC refer the FC handbook “Out-of-State Placements” on page 16-1.

### 6.1.1 Evidence of Residence [EAS 42-407]

The written statement on the appropriate statement of facts (FC 2/SAW 2A) is acceptable to establish intention and action to establish residence.

### 6.1.2 Children Placed by this County Out-of-State

A child that is a dependent of California continues to meet the residency requirements. A child placed in another state by this county retains California residency for Foster Care/CalWORKs, as long as the Santa Clara County court system retains jurisdiction over the child.

Out-of-State, non-federal relatives may be eligible for TANF assistance.

### 6.1.3 Child Placed in California By Another State

TANF (CalWORKs) cash assistance may be specified as the financial plan submitted by the sending agency. The plan may provide for an application to be filed on the child's behalf for TANF cash assistance with the sending state or the receiving state when the child is not eligible for federally funded FC benefits.

### 6.1.4 Residency - Inmate Natural Parent

**Child’s Parent is an Inmate at Time of Removal (Child is a Dependent)**

An inmate's legal residence is defined as the county in which he/she was residing at the time of arrest, regardless of where the arrest, trial or incarceration takes place. A child’s county of residence is determined by the county of residence of the parent with whom the child resides. Therefore, the “county of residence” for a child born to an inmate is the county where the inmate resided at the time of arrest. If the child becomes or is made a dependent, that county is responsible for the infant’s care, custody and control.
Legal Guardian or Other Custodial Control (Non-Dependent):

When a court has awarded another person custody or guardianship of the child, the child’s county of residence is that of the person awarded custody or guardianship, regardless of the mother’s county of residence. However, if the child becomes or is made a dependent or ward of the court, county of jurisdiction is responsible for the child’s care, custody and control.

Note:
Court Jurisdiction either through DFCS or JPD has the final rule on who shall have responsibility of custody, care, and control of a child.

6.2 Eligibility for Federal or Non-Federal FC

Only citizens of the United States (and U.S. territories such as American Samoa or the American Virgin Islands) and certain categories of aliens are eligible for federal or non-federal Foster Care. Citizens must prove their citizenship and non-citizens must prove their eligible alien status. AFDC-FC funding must not be authorized until eligible alien status is verified.

A non-citizen eligible for federal or non-federal Foster Care is:

• Lawfully admitted for PERMANENT residence (may meet the federal requirements), or

• Permanently Residing in the U.S. under Color of Law (PRUCOL) (will always be non-federal).

[Refer to EAS 42-431.2.]

6.3 Unaccompanied Refugee Minors (URM) Program

The URM Program provides culturally and linguistically appropriate child welfare, foster care, and independent living services to minors who do not have parents in the United States (U.S.), or who enter the U.S. unaccompanied by a parent, an immediate adult relative, or an adult having documentable evidence of custody of
the minor. These minors enter the U.S. several different ways, but are designated into the URM Program by the Federal Office of Refugee Resettlement (ORR) and are eligible for the URM Program based on their status as a refugee listed below.

Unaccompanied refugees are minors who:

- Meet the age requirements (under the age of 18). However, it must be noted that these youth may participate in the Extended Foster Care (EFC) Program as Non-minor Dependent (NMD) through one of the contracted agencies.

- Entered the United States unaccompanied by and not destined to:
  - A parent; or
  - A close nonparental adult relative who is WILLING AND ABLE to care for the child; or
  - An adult with a clear and court-verifiable claim to custody of the minor.

- Has no parent(s) or other adult relative in the United States.

There are five type of unaccompanied minors eligible for the URM Program:

1. **Refugee Minors**: These are refugee children who are identified overseas and enter the U.S. prior to their 18th birthday, without a parent or appropriate caregiver to provide for them.

2. **Asylee Minors**: Minors who are granted as asylum in the U.S. and have no family to care for them. This includes minors granted asylum by an immigration judge, as well as minors granted asylum by USCIS.

3. **Amerasians and Cuban/Haitian Entrants**: Minors who enter the U.S. as entrants or Amerasians (aliens fathered by U.S. citizens). The Cuban/Haitian minors are known as Unaccompanied Cuban/Haitian Entrant Minors or (UEMs) but follow the same placement requirements as URM.

4. **Victims of Severe Form of Trafficking**: Minors who are involved in severe form of trafficking which involves some form of forced labor or prostitution. This population may be granted a “T-Visa” with the ORR approval letter.

5. **Inaccurate Age Cases**: Minors sometimes enter the U.S. with documents erroneously identified as adults. Through established procedures by ORR these minors are eligible for the URM program.
Special Immigrant Juvenile (SIJ) Status for URMs

Some children in the U.S. without legal immigration status may be in need of protection because they have been abused, abandoned, or neglected by a parent. SIJ is an immigration classification that may allow these vulnerable children to immediately apply for lawful permanent resident (LRP) status. This population is awarded a U-Visa and are eligible for services under the URM Program.

Reclassification of Refugee Minor to URM

Refugee minors may be reclassified as URM by ORR for various reasons such as:

- The refugee is detained by the county Child Welfare Department (CWD) or Juvenile Probation Department (JDP). The SW/PO later determines the minor is a refugee. The SW/PO must refer the refugee minor to ORR to be reclassified as a URM.
- The refugee is not sent directly to ORR when admitted to the U.S.

The URM reclassification process is completed by ORR.

Providers for URMs

California has two URM Program service providers who contract with the California Department of Social Services (CDSS) and the Department of Health Care Services (DHCS): Catholic Charities of Santa Clara County (CCSCC) and Crittenton Services for Children and Families (Crittenton) in Orange County. These agencies operate under the same policies and regulations as state (domestic) FC with additional expertise working with refugees. Although the URM Program is not state FC, CDSS & DHCS considers children and youth in the URM Program to be in a FC program, even when legal responsibility is established through guardianship and with a private agency.

Care and Custody of URMs

Unlike domestic foster care, ORR regulations do not require URMs to be placed in the care and custody of the state. ORR regulations require states to ensure legal responsibility, including legal custody. Legal custody is granted through legal guardianship which is established for each URM in accordance with applicable state law. Legal Guardianship differs from domestic foster care in that ORR must become the Legal Guardian for all URMs.
In California, legal responsibility for URMs is established with the two contracted providers. The providers may place URMs with licensed or certified foster parents, licensed group home or any the various domestic FC placements at the expense of the contracted agencies. Social Service Agency (SSA) is only required to provide full scope Medi-Cal coverage for URMs regardless of their immigration status.

**Continued Eligibility for URMs**

An unaccompanied minor continues to meet the criteria and is eligible for child welfare services through ORR and foster care payments under the authority of the ORR until the minor:

- Is reunited with a parent; or
- Is reunited with a nonparental adult, either relative or nonrelative, willing and able to care for the child to whom legal custody and/or guardianship is granted, or
- Although adoption is discouraged, if the URM is adopted, URM services must be terminated, or
- No longer meets the age requirements.

**Note:**
When anyone of the above situations occur, CCSCC will notified FCE to discontinue the Medi-Cal case. Continuous Eligibility for Children (CEC) and Former Foster Youth (FFY) Medi-Cal policies apply.

**Placements for URMs**

Placement of URMs in foster care follows the same regulations as domestic FC and shall be made in accordance with Foster Care regulations Division 30 of the MPP, and eligibility for Foster Care payments shall be made in accordance with MPP Division 45, Chapter 200.

In addition to the case planning requirements of Division 30, the ORR shall plan for the provision of the following services to unaccompanied minors:

- Orientation, assessment, and counseling to facilitate the adjustment of the child to American culture; and
• Preparation for participation in American society with special emphasis on English language instruction and occupational as well as cultural training as necessary to facilitate the child’s social integration and to prepare the child for independent living and economic self-sufficiency.

After the initial placement of an URM, the procedures for interstate movement, MPP Section 30-366, that govern the movement of other foster care cases to other states also apply to the movement of URMs to other states (SCC is not responsible for this process).

6.3.1 Verification of Immigration Status and Forms

URMs receive FC benefits the same as domestic FC children and therefore are eligible for full-scope Medi-Cal coverage regardless of their immigration status. While attempting to validate their immigration status, full scope Medi-Cal under the presumed Aid Code must be authorized. URMs who are not in a satisfactory immigration for full-scope Medi-Cal must be granted full-scope Medi-Cal eligibility and tracked as a state-funded full-scope immigrant in MEDS. Their alien status may be reviewed in MEDS on the “Other Client Eligibility Information” INQE window.

The following verifications for immigration status provided by CCSCC will include:

• “Unaccompanied Refugee Minor Placement” (ORR-3), or

• “Letter of designation from the Refugee Program Bureau” (RPB) ORR, and

• Letter of Guardianship which provides CCSCC the authority for placement, and

• USCIS Form I 94 - Welcome to the U.S. Arrival/Departure Record.

Along with above verifications CCSCC must provide the following DHCS forms:

• “Application And Statement of Facts For Child Not Living With A Parent or Relative And For Whom A Public Agency Is Assuming Some Financial Responsibility” (MC 250) for youth under the age of 18 or youth participating in EFC.

• “Application for Medi-Cal for Former Foster Care Youth” (MC 250A) for youth eligible for FFY MC.

• “Statement of Citizenship, Alienage, And Immigration Status (MC 13),

• “Authorized For Release of Information” (MC 220), and
6.3.2 Medi-Cal Aid Codes and MEDS

Current and former URMs must be approved in Medi-Cal Aid Codes 45 or 4M. URMs under the age of 18 years old must have their Medi-Cal benefits established using Aid Code 45. When the URM is 18 years old but under 21 and is participating in EFC, Aid Code 45 must remain in effect until the youth is no longer participating in EFC. Former URMs 18 years old but under 26 must have Medi-Cal benefits under Aid Code 4M when meeting the requirements for FFY MC, [Refer to “Eligibility for FFY Medi-Cal,” page 34-29].

The Aid Codes must be coded with appropriate Citizen/Alien indicator of “2” in MEDS. This is used for Special Immigrant Juvenile Status with the URM program Approval Letter from ORR and Non-Citizen victims of domestic violence and serious crimes (U-Visa) with the URM Program Approval Letter from ORR. In addition, all URM Program beneficiaries must be tracked in MEDS with the appropriate Citizen/Alien indicator code for their particular immigration status on the “Other Client Eligibility Information” INQE window.

To update CalWIN to include the correct ALIEN-ELIG status see CalWIN Announcement 323.

Note:
EWs must validate the “Alien-Elig” status. When MEDS does not reflect the appropriate “Alien-Elig” status the EWs must submit a completed the SCD 1296 to the appropriate MEDS operator.

6.3.3 Benefits and Services for URMs

All benefits and services are funded by ORR through the CDSS/DHCS administered contracts with the two URM Program providers. URMs do not receive assistance payments through the county. URMs are eligible for the same services as domestic FC which include the following:

- ORR-funded maintenance payments equal to domestic FC rates,
- Face-to-Face monthly visits,
• Participation in EFC,

• Eligibility for Medi-Cal until the age of 26 regardless of whether or not they elect to participate in EFC. Their eligibility for FFY Medi-Cal follows the same policy as domestic FFY [Refer to “Eligibility for FFY Medi-Cal,” page 34-29].

• URM version of Independent Living Plans (ILP), and

• May participate in URM's version of THP Plus.

### 6.3.4 Social Security Numbers (SSN)/Alien Cards

ORR will apply for a SSN after the URM is in the U.S. for at least one week. ORR must apply for a green registration card after the URM has been in the U.S. for one or more years depending on their alien status. When the social security cards and green registration cards are received by CCSCC a copy will be sent to the foster care bureau to update CalWIN. When the green registration card is received a request for SAVE must be sent. To send a SAVE request refer to the Common Place Handbook Chapter 14 "Primary Request Procedure," page 14-11.

### 6.3.5 Redeterminations

Annual redetermination follows the policy for domestic FC. The CCSCC must complete the MC 250 for youth under 18 or under 21 when the youth is participating in EFC. CCSCC must be notified when benefits are going to discontinue due age. Youth eligible for FFY Medi-Cal do not require annual redeterminations, however, when the youth is approaching 26, the FFY must be notified 120 days before benefits are terminated (refer to FC Hand Book Chapter 34.“Redeterminations (RD)” on page 34-39).

Annual redetermination letters must be sent at least 45 days before the due date, however, Medi-Cal must remain open unless notified by ORR the child/youth is no longer a part of the URM Program. Additionally, 25 year old URMs eligible for FFY must follow same the process for outlined in CalWIN Announcement 326, and the redetermination date must be aligned with their 26th birthday.

### 6.3.6 Notice of Actions (NOA)

All NOAs generated for approvals, changes, or discontinuances must be sent to CCSCC and the provider. This includes any additional documents that may be generated through the CalWIN system.
6.3.7 Inter County Transfers (ICTs)

When a URM moves outside of Santa Clara County (SCC), the URM must apply for Medi-Cal in the new county of residence. Currently, there is no intercounty protocol for URMs to transfer as a FC case. When SCC is notified from the county residence the URM has applied for Medi-Cal benefits, the case may be closed in SCC.

6.3.8 URM Cases Outside Of Foster Care Eligibility (FCE)

Prior to the direction from CDSS & DHCS the URM cases were approved and maintained outside of FCE. Under the direction of CDSS & DHCS all URM cases must be treated and maintained by FCE. Therefore these cases must be established and maintained at FCE while under the supervision of ORR.

Cases there were established outside of FCE must be re-assigned and maintained at the FC bureau. The existing cases must use the same case number established outside of FCE. In CalWIN the FC clerical must change the case assignment to the E9MC caseload. All documents sent to IDM must follow the assigned case number.

Note:
If the case is closed it must be re-opened and assigned to E9MC.

The out-stationed EWs to FCE will monitor the existing cases. All new URM cases will be established at FCE through the current intake process. URM requests will be sent by mail or e-mail.

6.3.9 URM Procedures for Foster Care

The following procedures must be followed when establishing and redetermining URMs:

<table>
<thead>
<tr>
<th>Step</th>
<th>WHO</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ORR</td>
<td>ORR will forward the following documents to FCE:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ORR 3 or RPB,</td>
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<td></td>
<td></td>
<td>• Letter of Guardianship,</td>
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<td></td>
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<td>• USCIS Form 1 94,</td>
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<tr>
<td></td>
<td></td>
<td>• MC 250 or MC 250A,</td>
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<td></td>
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<td>• MC 13,</td>
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<tr>
<td></td>
<td></td>
<td>• MC 220, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MC 306.</td>
</tr>
<tr>
<td>Step</td>
<td>WHO</td>
<td>ACTION</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.</td>
<td>FC Clerical</td>
<td>• ID the documents,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• When the CalWIN URM case is assigned outside of FCE, changes the case assignment to E9MC (Refer to “URM Cases Outside Of Foster Care Eligibility (FCE)” on page 6-10).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• When no Medi-Cal case exists, creates a new Medi-Cal case,</td>
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<tr>
<td></td>
<td></td>
<td>• Assigns New Case to Intake FC EW.</td>
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<tr>
<td></td>
<td></td>
<td><strong>For new cases</strong></td>
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<td></td>
<td>• Forwards new case number, and</td>
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<td></td>
<td>• Forwards documents received from ORR to the assigned Intake FC EW.</td>
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<td><strong>Note</strong>: URM cases do not have to go through Triage as they are Medi-Cal only cases.</td>
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<tr>
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<td><strong>For established cases</strong></td>
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<tr>
<td></td>
<td></td>
<td>• Forwards documents to the out-stationed EWs assigned to E9MC caseload.</td>
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</tbody>
</table>
### Foster Care Handbook

**Residence/Refugee/Alienage/PRUCOL**

<table>
<thead>
<tr>
<th>Step</th>
<th>WHO</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 3.   | Intake FC EW | - Reviews the documents.  
- Completes the intake process established in CalWIN Announcement 323 beginning with Step 2 and includes the additional information as noted.  
- The **Collect Authorized Representative Detail** Window must always have the assigned SW from the MC 306 and the address will always be  
  
  2625 Zanker Road  
  San Jose, CA 95134.  
- Under Step 7; the **Collect Non-Citizen Detail** “Status” select one of the following:  
  - Amerasians from Vietnam, or  
  - Asylee, or  
  - Cuban-Haitian Entrant, or  
  - TCVAP Approve U Visa, or  
  - **Unacmpnd Refugee Minor**.  
  
  Note: When unable to determine the “Status” use **Unacmpnd Refugee Minor**.  
- Update the **Collect Individual Demographic Detail** Window,  
  - On the DRA Detail Tab be sure that “Remote Identification Process Verification Complete [Y/N] is “No”,  
  - On the **Collect Individual Address Detail**, The “Home Address” is where the URM lives and the “Mailing Address” is **always**  
    
    2625 Zanker Road  
    San Jose, CA 95134.  
  
  - On the **Maintain Address** under Care of (c/o) include the SW name taken from the MC 306. If multiple names exist, add all names.  
  
  - Authorize Medi-Cal under Aid Code 45 or 4M refer to “Medi-Cal Aid Codes and MEDS” on page 6-8.  
  
  Note: The Intake FC EW must **not** delay approving Medi-Cal when awaiting immigration documents or when attempting to determine immigration status. |
### Foster Care Handbook

#### Residence/Refugee/Alienage/PRUCOL

<table>
<thead>
<tr>
<th>Step</th>
<th>WHO</th>
<th>ACTION</th>
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</thead>
</table>
| 4.   | Out-Stationed EW | - Reviews the documents.  
- Completes the re-determination or updates the case.  
- Updates the **Collect Authorized Representative Detail** if there is a change. The window must always have the assigned SW from the MC 306 and the address will always be:  
  
  2625 Zanker Road  
  San Jose, CA 95134.

- Updates the **Collect Individual Demographic Detail** Window,  
- On the **DRA Detail** Tab be sure that “Remote Identification Process Verification Complete [Y/N]” is “No”,  
- On the **Collect Individual Address Detail**, The “Home Address” is where the URM lives and the “Mailing Address” is **always**  
  
  2625 Zanker Road  
  San Jose, CA 95134;  

- On the **Maintain Address** under Care of (c/o) include the SW name taken from the MC 306. If multiple names exist, add all names.  
- If the youth is 25 years old follow the process outlined in **CalWIN Announcement 326**.  
- When the Alien Number is Received, sends a “Forced Add to SAVE” in **CalWIN “Primary Abstract” on page 14-13**.  
  
  - When CalWIN Alert 072 “Save Report Received” review the “Search IVES Applicant Reports” for validation.  
  - Authorize Medi-Cal under Aid Code 45 or 4M refer to **“Medi-Cal Aid Codes and MEDS” on page 6-8**.  
  - Forwards document to the appropriate IDM case.  
  
  **Note:** To access the IDM case the EW may need to “Change Search Template” from Foster Care to DEBS. The documents that are in IDM may be accessed through either FCE or DEBS Template. |
| 5.   | All EWs | Forwards documents to clerical to IDM. |
6.4 PRUCOL for FC Children

When the USCIS is aware of the presence of an undocumented immigrant and has done nothing to deport; her or he may be considered a Permanent Resident Under Color of Law (PRUCOL). This commonly occurs when an undocumented person applies for lawful status before obtaining an alien registration green card. PRUCOL is not a lawful status but allows for children entering the U.S., to receive Medi-Cal and non-federally funded AFDC-FC benefits.

6.4.1 United States Citizenship and Immigration Services (USCIS)

USCIS does not recognize PRUCOL as a real or implied legal alien status, so no immigration benefits result from it. A PRUCOL response from USCIS is for entitlement purposes only.

USCIS no longer responds to requests to verify whether a non-citizen falls under a PRUCOL category. Thus, FC EWs will not receive a response regarding the submission of the USCIS G-845 and G-845 Supplement forms. Furthermore, it is no longer necessary to verify PRUCOL status at annual redetermination for beneficiaries who claimed the last PRUCOL category on the MC 13.

USCIS will not deport aliens on the basis that a claim for PRUCOL status was subsequently denied by the INS (the former name for USCIS). USCIS, however, reserves the right to seek deportation action when a case warrants it for reasons unrelated to the PRUCOL request, such as an open warrant for the applicant's arrest.

6.4.2 Verification Requirements

To be eligible for non-federal AFDC-FC, children who are not U.S. citizens are required to present documentation which clearly identifies that they have been granted legal status in one of the eligible categories.

USCIS Verification Request (USCIS G-845) and Form G 845 Supplement Verification Request (USCIS G-845 Supplement)

The assigned SW/PO must complete questions 2, 4, 7 and 16 on the USCIS G-845 and questions 2, 4 and 10 on the USCIS G-845 Supplement form. Question 16 on
the USCIS G-845 and question 10 USCIS G-845 Supplement form serve as the case summary. There are several areas that need to be addressed as concisely as possible i.e. Medical problems, no likelihood of family reunification with either parent, no one to return child to in country of origin, prospects for adoption are slim, minor will remain a dependent, until the age of majority, etc. When the USCIS G-845 and USCIS G-845 Supplement is not fully completed the request for PRUCOL will not be processed.

When at all possible the SW/PO should provide birth certificates and identification from all available sources, i.e. minor, school records, parents and relative, etc. However, lack of those documents must not prohibit the Intake FC EW from processing the case.

**Statement of Citizenship, Alienage, and Immigration Status (MC 13)**

An MC 13 must be completed for all noncitizens. A copy of the MC 13 must be retained in the IDM. When requesting PRUCOL status the MC 13 is completed by the Intake FC EW.

**Re-determinations**

Redetermination of the PRUCOL status is not necessary therefore the redetermination process follows the FC eligibility policy outlined in "Foster Care Redeterminations" on page 19-1". 
6.4.3 PRUCOL Procedure for Foster Care

The following procedure shall be used to apply for PRUCOL status:

<table>
<thead>
<tr>
<th>STEP</th>
<th>WHO</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SW/PO</td>
<td>• Completes questions 2, 4, 7 and 16 on the USCIS G-845 “Verification Request” form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Completes questions 2, 4 and 10 on the USCIS G-845 Supplement form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Question 16 on the USCIS G-845 and question 10 USCIS G-845 Supplement form serve as the case summary. There are several areas</td>
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<tr>
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<td>that need to be addressed as concisely as possible i.e. Medical problems, no likelihood of family reunification with either</td>
</tr>
<tr>
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<td></td>
<td>parent, no one to return child to in country of origin, prospects for adoption are slim, minor will remain a dependent,</td>
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<td></td>
<td>until the age of majority, etc.</td>
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<tr>
<td></td>
<td></td>
<td>• Retains copies of the USCIS G-845, the USCIS G-845 Supplement and all supporting documents for the SW file.</td>
</tr>
<tr>
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<td></td>
<td>• Secure necessary information such as birth certificates and identification from all available sources, i.e. minor, school</td>
</tr>
<tr>
<td></td>
<td></td>
<td>records, parents and relative, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Send originals of the USCIS G-845 and USCIS - 845 SUPPLEMENT and all supporting documents to FC Clerical for assignment.</td>
</tr>
<tr>
<td>2.</td>
<td>FC Clerical</td>
<td>• Reviews the documents and assigns them to an Intake FC EW.</td>
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<tr>
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<td><strong>Note:</strong> These documents do not go to Triage.</td>
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<tr>
<td>3.</td>
<td>Intake FC EW</td>
<td>• Completes the USCIS G-845 and USCIS G 845 Supplement at the same time.</td>
</tr>
<tr>
<td></td>
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<td>• Completes addresses for USCIS and registered agency and items (8 when applicable, 9, 11-15) of the Form G-845 “Verification Request.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Completes addresses for USCIS and registered agency, items (2,3,5,6,8,9) of the Form G-845 Supplement (6a is always selected).</td>
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<td></td>
<td></td>
<td>• The following address <strong>must</strong> be on both documents:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>373 W. Julian Street, 5th Floor,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>San Jose, CA 95110.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Make two copies of the completed Form G-845 and Form G-845 Supplement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sends one set to the SW/PO and submits the other set to IDM.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> No sections can be left blank. “Information Unknown” or “Info Not Available” must be entered when appropriate.</td>
</tr>
</tbody>
</table>
4. **Intake**

<table>
<thead>
<tr>
<th>WHO</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FC EW</td>
<td>• Send the originals of the USCIS G-845 and USCIS G-845 Supplement, and all supporting documents to:</td>
</tr>
<tr>
<td></td>
<td>U.S Citizenship and Immigration Services</td>
</tr>
<tr>
<td></td>
<td>300 N. Los Angeles Street, B120</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 90012-3494</td>
</tr>
<tr>
<td></td>
<td>Attention: Immigration Status Verification Unit</td>
</tr>
<tr>
<td></td>
<td>• Completes the MC 13.</td>
</tr>
<tr>
<td></td>
<td>• Approve Medi-Cal with Aid Code 45 while awaiting the placement order.</td>
</tr>
<tr>
<td></td>
<td>• Forwards documents to clerical to be IDM’d.</td>
</tr>
</tbody>
</table>