

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: N/A</b> <b>CFOP: 175-44</b>
<b>Procedure Name:</b>	Services to Refugee and Entrant Unaccompanied Minors	
<b>Procedure Number:</b>	OP-1044	
<b>Reviewed Date:</b>	2/28/12, 06/30/16, 04/10/19 4/16/24	
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<b>Effective Date:</b>	07/01/08	

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**Applicable to:** All FPOCF Staff and Contract Providers

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**PURPOSE:** To establish minimum standards for services provided through Family Partnerships of Central Florida to refugees and unaccompanied minors.

**PROCEDURE:**

**References**

FPOCF Policies/Procedures: OP1054, OP1055

- a. 45 CFR 400, subpart H.
- b. 45 CFR, Part 401.

**Definition of Refugee and Entrant Unaccompanied Minor**

- a. An “unaccompanied minor” is defined as a person who has not yet attained 18 years of age, or has attained 18 years and is not over 21 years but is still enrolled in post-secondary education, a community college or a university; who entered the United States unaccompanied by and not destined to join a parent, or a close non-parental adult relative who is willing and able to care for the child, or an adult with a clear and court verified claim to custody of the minor; and who has no parent in the United States.
- b. No child may be considered unaccompanied unless the child was identified by the United States Department of Homeland Security (DHS) as unaccompanied at the time of entry or was classified as “unaccompanied” by the State in accordance with Action Transmittal SSA-AT-79-04 and official interpretations thereof by the Director of the Office of Refugee Resettlement.. Furthermore, once the child is legally adjudicated into state foster care, Family Partnerships of Central Florida will apply to the Office of Refugee Resettlement for case approval.

**General Requirements**

- a. Unaccompanied minor cases are managed by Family Partnerships of Central Florida case management component. The case management component is responsible for reporting requirements and complying with the requirements established under 45 CFR parts 400, 401. The department’s Office of Refugee Programs Administration monitors the case management component for compliance with the federal requirements. The same child welfare services and benefits are provided to the unaccompanied minor to the same extent as they are provided to other children of the same age under the State’s Title IV-B and IV-E plan.

- b. An unaccompanied minor must be identified by DHS as unaccompanied at the time of entry or classified as “unaccompanied” by the State in accordance with Action Transmittal SSA-AT-79-04 and official interpretations thereof by the Director of the Office of Refugee Resettlement.
- c. Once identified by DHS as an unaccompanied minor, the child is potentially eligible for benefits and services. A placement report, with court adjudication, must be submitted and approved by the U.S. Department of Health and Human Services, Office of Refugee Resettlement before any case management costs can be charged to the Refugee Program. Benefits and services are provided to eligible minor until the minor:
  - (1) Is reunited with his or her parent;
  - (2) Is united with a non-parental adult relative or non-relative willing and able to care for the child or to whom legal custody or guardianship is granted under state law; or,
  - (3) Reaches the age of 18 years. When over 18 years of age, the unaccompanied minor may continue to receive benefits if enrolled in a community college or a university.
- d. Legal Responsibility
  - (1) Within 30 days after the minor arrives at the location of resettlement, the state must initiate procedures to have the minor adjudicated dependent and placed in the custody of Family Partnerships of Central Florida.
  - (2) The unaccompanied minor’s parents will not be contacted in their native country since contact could be dangerous to the parents. See CFOP 30-7FPOCF, notification to consular officials.
  - (3) Pursuant to 45 CFR section 400.115(c), unaccompanied minors are generally not eligible for adoption. In certain rare cases, adoption may be permitted if a court finds that adoption would be in the best interest of the child, and there is termination of parental rights. For example, there may be situations in which the parents are dead or are missing and presumed dead. When adoption occurs, the child’s status as an unaccompanied minor terminates.
- e. Case Planning
  - (1) Pursuant to 45 CFR s. 400.118, a case plan must be developed and implemented for the child by Family Partnerships of Central Florida case management component. The objective of the Unaccompanied Minors program is family reunification, and the case plan should be developed toward such reunification. However, the minor’s natural parents should not be contacted in their native country since contact could be dangerous to the parents. The length of time for the plan will vary according to paragraph c above under General Requirements. Signatories of the plan should include the assigned dependency case manager, child, and the guardian ad litem if one has been appointed. At a minimum, the case plan must address the following elements and must be written in English as well as in the child’s native language:
    - (a) Social adjustment;
    - (b) English language training;
    - (c) Career planning, as appropriate given the child’s age;
    - (d) Education and training, as appropriate;
    - (e) Health and treatment (medical and dental) needs;

- (f) Suitable care in the least restrictive setting;
- (g) Development of socialization skills;
- (h) Family reunification;
- (i) Preservation of ethnic and religious heritage; and,
- (j) Mental health needs, if applicable.

(2) The continuing appropriateness of the child's placement and services must be reviewed no less frequently than every six (6) months. The same judicial and administrative review cycle that applies to non-refugee children applies to unaccompanied minor refugees.

f. Interstate Movement

After the initial placement of an unaccompanied minor, the same procedures that govern the movement of non-refugee foster care children to other states apply to the movement of unaccompanied minor refugees. [See FPOCF OP1054 and FPOCF OP1055]

g. Reporting Requirements

Family Partnerships of Central Florida must submit the following reports on each unaccompanied minor (see 45 CFR s. 400.120) to the Office of Refugee Resettlement:

- (1) An initial report within 30 days of the date of the minor's placement in the State (use Placement Report Form ORR-3).
- (2) A progress report every 12 months, beginning 12 months from the date of initial placement (use Progress Report Form ORR-4).
- (3) A change of status report within 60 days of the date that a minor's placement is changed or legal responsibility of any kind for the minor is established or transferred; or,
- (4) A final report within 60 days of the date the minor is reunited with the parent, is reunited with an adult caretaker, or is emancipated, in accordance with 45 CFR section 400.113(b) or section 400.115(c) (use Placement Report Form ORR-3).

h. Reporting Forms

The reporting forms identified in paragraph g above may be obtained from the Office of Refugee Resettlement. <https://acf.gov/orr/form/report-forms>.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 12/08/2025