



TO: **RSS-Employment Services Providers**

FROM: Bojana Zoric Martinez, Director
Bureau of Refugee Programs
Division of Family and Economic Security
Department of Children and Families

BRP OPERATIONS MEMO			
No:	21-01		
DATE:	03/11/2021		
RCA	<input type="checkbox"/>	RMA	<input type="checkbox"/>
RMS	<input type="checkbox"/>	RSI	<input type="checkbox"/>
RSS	<input checked="" type="checkbox"/>	RYM	<input type="checkbox"/>
SOR	<input type="checkbox"/>	RHP	<input type="checkbox"/>

SUBJECT: *Refugee Support Services Family Self-Sufficiency Plan Requirements*

CROSS REFERENCE: [Office of Refugee Resettlement \(ORR\) Policy Letter 19-07](#)
[Code of Federal Regulations Title 45; Part 400; Subparts F, I](#)

EFFECTIVE DATE: March 31, 2021

PURPOSE

The purpose of this memo is to communicate updated requirements for the contents of Family Self-Sufficiency Plans (FSSPs) created for participants of employment services funded by the Refugee Support Services (RSS) program. These updated requirements establish a consistent baseline to be used by all RSS employment services providers in the development and implementation of FSSPs for refugees and other eligible RSS participants.

BACKGROUND

By contractual agreement with DCF and pursuant to [45 C.F.R. § 400.156\(g\)](#), RSS employment services providers must develop and implement FSSPs for all participants of RSS employment services, and their families. FSSPs are defined by [45 C.F.R. § 400.71](#) as “a plan that addresses the employment-related service needs of the employable members in a family for the purpose of enabling the family to become self-sufficient through the employment of one or more family members.”

[Policy Letter 19-07](#) introduced updated requirements of FSSPs that provide detail regarding the content of the plan and expand the scope to include all members of the family, not only those who are employable. According to Policy Letter 19-07, “Defining standards for (FSSPs) will strengthen program oversight and ensure that refugees accessing services are advancing on their path to self-sufficiency and longer-term integration, provide a better indication of refugee successes and challenges, and support more informed resource mapping and program management at the local, state, and federal levels.”

REQUIREMENTS:

Every FSSP must include:

1. Assessment

FSSPs must include a documented assessment of each individual member of the family in the household, including children and any other member of the family in the household that can benefit from RSS services in order to facilitate the family's economic self-sufficiency, family stability and community integration.

For each member of the family in the household, the FSSP assessment must identify the specific goals, barriers, and needed services to assist the family to overcome barriers pertaining to economic self-sufficiency, family stability, and community integration.

2. Budget

FSSPs must include a household budget. Household budgets must reflect the family's real monthly costs including but not limited to rent, utilities, telephone/internet, transportation, food, clothing, and household supplies. The household budget must also reflect the family's current and prospective income through public assistance or the employment of one or more members of the family. The household budget should be considered in the establishment of the family's goals for economic self-sufficiency.

3. Referrals

FSSPs must include documented referrals to needed services, including but not limited to ORR funded programs or other state or federally funded programs that reduce barriers and facilitate the achievement of goals pertaining to economic self-sufficiency, family stability, and community integration.

4. Follow-Up

FSSPs must include documented and appropriate follow-up that re-assesses the family's progress towards each member's individual goals at least every six months for as long as the family continues to participate in RSS. During these follow-ups, all components of FSSPs (including the budget) must be reviewed and either revised or renewed in order to continue each family member's progress towards their goals and to refer them to additional services, if needed.

5. Assurance of Translation or Interpretation

Every FSSP must be translated into a language that at least one adult member of the family can fluently read; or if written translation is not available, the FSSP must be read aloud and explained to the family by an interpreter in a language that at least one adult in the family understands fluently. In either case, the FSSP must include documentation of whether it was translated, interpreted, or both.

REPORTS

The development, revision, or renewal of FSSPs must continue to be reported on RSS Monthly ORR-6 Data Reports as "Complete EP and/or FSS Plan(s)." As the ORR-6 report must only include adults and children over the age of 16, any updates to children's FSSPs must be reported under the name of the adult who is enrolled in RSS services. DCF reserves the right to request additional information regarding the content of FSSPs in future reports.

TRAINING

Upon release of this memo, the Bureau of Refugee Programs (BRP) will request all RSS program providers attend a virtual meeting during which BRP will provide technical assistance on the content of this memo and answer questions on the requirements described herein. RSS program providers are encouraged to reach out to their Contract Manager in BRP for additional guidance on how to comply with the requirements described in this memo.

AGENCY ACTION

Effective March 31, 2021, RSS program providers must ensure that all FSSPs that are developed, revised, or renewed on or after April 1, 2021 meet all requirements described in this memo.

All RSS program providers should be advised that BRP plans to release a database during the current RSS contract period for the collection of all RSS program data, as well as data pertaining to all other programs administered by BRP. At that time, all RSS providers will be required to use the FSSP tool that is built into this database, and to discontinue use of all other FSSP formats. Thus, it is advised that the providers understand that the immediate actions they take to comply with this memo are temporary and will be replaced by the database when it is released.

Additionally, the requirements described in this memo will be incorporated into contract language for all RSS program providers via an amendment to every RSS provider's 2021-2022 contract in Exhibit 1: Scope of Services.

CONTACTS

Questions regarding these requirements should be directed to BRP, care of:

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