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<p><b>HSA/FCS Policy Statement</b></p> <p><u>10/16/08</u> Date of Approval</p> <p><u>(signature on file)</u> Debby Jeter Deputy Director, FCS</p>	<p>The San Francisco Human Services Agency, (SFHSA) has the same obligations to non-US born dependents as it does to dependents born in the United States, including a legal obligation to search for relatives or Non Relative Extended Family Members (NREFMs) and to provide reunification services.</p> <p>If reunification efforts are not appropriate or have failed. then the minor may be eligible for Special Immigrant Juvenile Status (SIJS). It is SFHSA policy to assist in securing SIJS status for all eligible dependent minors in long-term placement. The minor's counsel or the court-appointed immigration attorney, not the Human Services Agency, files SIJS applications on behalf of the minor.</p>
<p><b>Synopsis</b></p>	<p>Special Immigrant Juvenile Status (SIJS) is a grant of lawful permanent residency for unaccompanied minors who are dependents of the juvenile court; for whom the court has declared that reunification of the minor with one or both parents is not viable due to abuse, neglect, abandonment, or other similar basis found under state law; and it is not in the minor's best interests to return to his or her country of residence or his or her parent's country of residence. The federal law that governs SIJS is found at <a href="#">8 USC 1101 (a)(27)(j)</a>. This new definition of SIJS was enacted on December 23, 2008 by The Trafficking Victims Protection and Reauthorization Act (TVPR) of 2008, Pub. L. No. 110-457, 122 Stat. 5044. It becomes effective on March 23, 2009 for any new SIJS applications filed. To go through the SIJS application process, a minor needs to submit two different applications – an initial SIJS application followed by an application for adjustment of status (the process to become a lawful permanent resident, otherwise known as a “green card”). For other immigration relief options, refer to <a href="#">HB Section XX-XX 'Immigration Options for Undocumented Children and Families'</a> [pending]</p> <p>Benefits of SIJS:</p> <ul style="list-style-type: none"><li>• Many of the grounds of inadmissibility and deportability--the bases for deporting or denying immigration benefits to non-citizens--are waived for immigrant juvenile SIJS applicants.</li><li>• Application for SIJS allows the minor to remain in the United States and be temporarily protected from deportation, until a determination to grant or deny the application is made.</li><li>• The application for adjustment of status can be submitted simultaneously with the application for SIJS.</li><li>• Employment authorization can be requested as soon as the application for adjustment of status is filed. This will allow a minor to work until the application is adjudicated, get an official picture identification, and obtain a social security number.</li></ul>

<b>Eligibility</b>	A minor from any country, who resides in the United States without current legal immigration status. In some cases, it may also benefit a minor who has current temporary legal immigration status, but this situation would be fact specific.
<b>Requirements for Special Immigrant Juvenile Status</b>	
<b>Requirements</b>	<ol style="list-style-type: none"> <li>1. The Court must either declare the minor to be a court dependent or must legally commit the minor to a state department or agency or to an entity or individual appointed by the Court. This includes minors in dependency proceedings, delinquency proceedings, and guardianship through a probate court.</li> <li>2. In order for a minor to be eligible and apply for SIJS, an order from the Court making certain required findings must be obtained. This special order signed by the Court must find that the court has jurisdiction to make the findings, the minor is a dependent of the court or of another agency or individual, that the minor cannot be reunified with one or both parents due to abuse, neglect, abandonment or similar basis under state law and that it is not in the minor's best interest to return to his or her country of residence or his or her parent's country of residence. The Court's order, or a PSW's report, must provide the specific findings of fact supporting the finding of abuse, neglect or abandonment. These specific findings of facts need not be overly detailed, but must reflect that the court made an informed decision. It is important that the juvenile court reports are not disclosed (i.e., included in the SIJS packet) as this would violate California confidentiality provisions under Welfare and Institutions Code § 827.</li> <li>3. The Court must find that it is not in the minor's best interest to return to her/his country of origin. This can be assessed through an interview with the minor, a home study in the home country, and/or other evidence acquired showing there is no known appropriate family in the home country.</li> <li>4. No minor can be denied SIJS on account of "age" as long as he/she was a child (under 21) when he or she applied for it. This means that the minor must be under the age of 21 when the initial SIJS application is filed. The minor's age can be proven with a birth certificate, passport or official foreign identity document issued by a foreign government. The minor can be a parent. A minor must be unmarried until the entire application is processed. The minor may, however, be a parent.</li> </ol>

<p><b>Requirements</b></p> <p><i>(Continued)</i></p>	<p>5. All minors should remain under court jurisdiction, whether in paid or non-paid placement, until the entire immigration application is finally decided and the minor receives the Permanent Resident Card (formally known as the “green card”). This is important to keep in mind because the immigration interview may not be scheduled until several months after the SIJS application is filed, depending on the local immigration office backlog and complexity of the case. The new law has changed this continuing jurisdiction requirement; however, until more information is known about immigration policy and practice, this precaution should be followed.</p> <p><b>NOTE:</b> In most cases, applications for SIJS status, adjustment of status (lawful permanent residence) and authorization to work are filed concurrently.</p> <p>A minor who qualifies for SIJS status must also qualify for adjustment of status. Some minors may not. It is important to consult with the minor's attorney prior to beginning the SIJS process.</p>
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<b>Roles and Responsibilities</b>
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<p><b>Protective Services Worker</b></p> <p>(CDU, FSU, TPU)</p>	<p>The process of obtaining appropriate documents and information for SIJS purposes begins with the Emergency Response Worker. Despite the unaccompanied minor's placement status, all other workers (CDU, FSU, TPU) have an ongoing responsibility to continue obtaining all appropriate documents and information until completed.</p> <p>Throughout the SIJS filing process, the following conditions must be met:</p> <ol style="list-style-type: none"> <li>1. The minor's identity has been determined and confirmed;</li> <li>2. Parent searches have been updated every 6 months;</li> <li>3. At 6-month intervals, the possibility of reunification with the minor's parents and family, extended family and non-relative extended family members, has been assessed and it is concluded that returning the minor home would place them at substantial risk; and</li> <li>4. Substantial evidence of the abuse/neglect/abandonment or similar basis continues to exist as described by the Welfare &amp; Institutions Code.</li> </ol>
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	<p style="text-align: center;"><b>CWS/CMS</b></p> <p>At all service levels throughout the process, information and critical fields in CWS/CMS must be completed. Specific attention must be paid to: demographic information, parents' names, place of birth, date of birth, ethnicity, primary and secondary language, and country of origin or birth, current immigrant status and attorney's information.</p>
<b>Hotline Worker</b>	<p>When a child abuse hotline referral is received, the worker, if deemed appropriate, should inquire as to whether the minor is unaccompanied and determine if the legal status is unclear. This should be indicated in the hotline report. The report should also indicate why the minor is in the United States and if they are in the United States to escape abuse, fear of persecution, etc. in their home country.</p>
<b>Emergency Response Worker</b>	<p><b>NOTE:</b> The procedures listed below may begin with the ERU worker but will continue when the case is transferred to CDU. These procedures may take approximately 20 to 30 days to insure a full investigation and assessment of the minor's situation and to determine eligibility for dependency.</p> <p><u>Upon receipt of a child abuse hotline referral or a referral from the juvenile probation department of an unaccompanied minor, the ER worker will:</u></p> <ul style="list-style-type: none"> <li>• Respond to the report as indicated (10 days or 2 hours) depending on the severity of the abuse.</li> <li>• Arrange an interview with the minor. The worker usually meets alone with the minor; however, the minor may request another person familiar with him/her to be present.</li> <li>• By contacting the reporting party, obtain and assess the following information: name, age, country of origin, how long reporting party has been working with the minor, has the reporting party had any contact with the minor's family or friends, does the minor have any family or friends in the United States, how long has the minor been in the United States, where and with whom has the minor been staying, and the reasons for the minor to have fled his/her country of origin.</li> <li>• Assess possible current or past history of child abuse, family history, education level, use of drugs or alcohol, migration history, juvenile justice history (if any), and current residence of family. Determine if the family knows the minor is in the United States.</li> </ul>

**Emergency  
Response  
Worker**

*(Continued)*

- Contact minor's parents, if available, relatives, friends and collaterals to obtain information and assess family situation.
- Inquire as to whether the minor has a passport, birth certificate or school records.
- Determine whether the minor has a history of abuse and is an unaccompanied minor with no provisions or adult supervision in the United States.
- If the PSW determines that the minor has suffered from abuse or neglect and that the minor has been left in the United States without provisions or adult supervision, the worker should begin the process to detain the minor.

Once the PSW has made this determination, the worker will:

- Contact a NREFM, if available, or the Children's Protective Center (CPC) to make arrangements and place the minor into foster care.
- Inform the minor of his/her rights and responsibilities while under the care and supervision of the SFHSA (placement, education, health and visitation).
- Arrange for a Team Decision Making (TDM) meeting regarding placement and include parents, relatives, or any adults or providers involved in the minor's life. If no parents or relatives are available, a TDM exemption may be requested.
- Initiate and file, within 48 hours, an initial detention/jurisdiction petition with the court;

The court report must indicate:

- The minor does not have lawful status in the U.S., e.g., is not a lawful resident or United States citizen;
- It is not in the best interest of the minor to return to the country of origin;
- The appropriateness of the family in the home country;
- The minor cannot be reunified with one or both parents because of abuse, neglect, abandonment and/or similar basis under state law and,
- The minor may be eligible for SIJS.

<p><b>Emergency Response Worker</b></p> <p><i>(Continued)</i></p>	<p>If parents are known, give notice to the parents of the initial hearing once the petition is filed. If the parents' whereabouts are unknown, the worker must complete a short search form (1026).</p> <p>Complete the Transfer Checklist (see page 16) indicating which documents have been acquired and which documents are pending prior to transferring to CDU.</p> <p><b>NOTE:</b> This checklist would continue throughout the life of the case, the Worker acquiring the documents needed would check and initial that the documents are now present in the case file.</p>
<p><b>Court Dependency Worker</b></p>	<p><u>When an unaccompanied minor case is transferred to CDU, the worker will:</u></p> <ul style="list-style-type: none"> <li>• Review the Transfer Checklist and case file for status of identification documents (birth certificate, passport, school records, etc.) and other pending issues regarding legal status and address what matters have not been finalized.</li> <li>• Apply for <a href="#">PRUCOL</a> status via the G-845S.</li> <li>• If the documents are not in the file or have not been received within 30 days of initial request, contact appropriate providers to determine status and to provide any additional information necessary to ensure timely receipt of the minor's documents. The worker should continue to check status of documents until all have been provided or until the case is transferred to another unit.</li> <li>• Provide notice to the respective consulate regarding the court detention procedures. This is for informational purposes only.</li> <li>• Assess the family situation and inquire about the minor's parents and all relatives in the United States and in the native country.</li> <li>• Assess if the case will go to Family Reunification or Transitions to Permanency.</li> <li>• Prior to transferring the case, ensure the transfer summary indicates the minor is unaccompanied and provide the status of obtaining documents. If the case goes to FSU, the minor is not eligible for special immigrant juvenile status (SIJS). If the assessment determines that the case will go to TPU, the minor may be eligible for SIJS.</li> </ul> <p><b>NOTE:</b> An Administrative Review will be required before a permanent plan is made.</p>

<p><b>Court Dependency Worker</b></p> <p><i>(Continued)</i></p>	<p><u>As is standard with all pre-permanent plan administrative reviews, it must be ensured:</u></p> <ul style="list-style-type: none"> <li>• That the PSW has completed relative searches, including relatives who reside outside the United States;</li> <li>• That the PSW has exhausted reunification efforts with parents and that the PSW has asked about relatives and NREFMs as possible placements; and</li> <li>• That the PSW has substantial evidence that the minor is being abused/neglected/abandoned or other basis according to the Welfare &amp; Institutions Code.</li> </ul> <p>Additionally, in the case of an unaccompanied minor, it must be ensured that the PSW has notified the Consulate of the minor's country of origin and verified the minor's identity by obtaining a birth certificate, passport, and/or identification card.</p> <p>Prior to transferring the case to FSU or TPU, the CDU worker must have identified the minor as unaccompanied and complete the Transfer Checklist designating the status of documents received and information still pending.</p>
<p><b>Family Services Worker</b></p>	<p><u>The FSU Worker will:</u></p> <ul style="list-style-type: none"> <li>• Review the Transfer Checklist and case file to reassess status of the minor and family situation.</li> <li>• Check the status of minor's identification documents. The worker must continue working on getting all required documents previously outlined under ER and CDU responsibilities.</li> <li>• Contact all parties involved in the case, including the consulate, if it is already involved, to inform them that the minor's case has been transferred to a new unit and a new PSW. The worker should also provide the parties with a case status update.</li> <li>• Contact the minor's parents or legal guardian in minor's native country to assess possible family reunification services.</li> <li>• Contact the minor to explore other relatives or NREFM possibilities in the United States for placement, if the minor does not want to go home or if the parent(s) does not want the minor to return home.</li> <li>• If parent(s) cannot be located, the worker must initiate a search by completing <u>Form 1027A</u> (if worker only has the parents' names, but no birthdates or social security numbers) or <u>1027B</u> (if worker has all the requisite information). The long search form is submitted to the search workers. Searches should be updated every six months.</li> </ul>



<p><b>Family Services Worker</b></p> <p><i>(Continued)</i></p>	<ul style="list-style-type: none"> <li>• If minor's parent(s) or sibling(s) are located, if appropriate, the worker should consider phone contact with the parents and/or siblings.</li> <li>• At the first 6-month hearing, if family reunification is not possible with the parents or a legal guardian, PSW may recommend the termination of services.</li> <li>• If the plan is TPU or for any minor for whom a permanency plan is being considered, an Administrative Review must be conducted. The review will take place prior to the PSW submitting the court report seeking termination of services. (See segment on Administrative Review under Court Dependency Worker Responsibilities.)</li> <li>• If termination of services is granted and the Court grants long-term placement (TPU) status, the case will be transferred to TPU.</li> <li>• The PSW has 30 days from the date of the court decision to transfer the case to TPU. NOTE: When TPU status is granted, the minor's attorney may proceed with the SIJS application.</li> <li>• Prior to transferring the case to TPU, the FSU worker must have identified the minor as unaccompanied and must provide a Transfer Checklist indicating the status of documents received and information still pending.</li> </ul>
<p><b>TPU Worker</b></p>	<p><u>Upon receipt of the case, the TPU worker will:</u></p> <ul style="list-style-type: none"> <li>• Review the Transfer Checklist and case file to determine status and continue to obtain all required documents, if necessary.</li> <li>• Contact the minor's attorney to discuss SIJS status.</li> <li>• Since the minor's attorney is filing the application, coordinate with the minor's attorney and caretaker on scheduling physical exams and HIV testing to ensure the minor is current on all immunizations. Current medical and immunization information and the minor's photo identification should be brought to the U.S. Citizenship and Immigration Services (USCIS) medical appointment, as further discussed in the Medical Exams section of this document.</li> <li>• Coordinate with the minor's attorney and the caretaker to arrange for passport pictures to be taken and LiveScan fingerprinting to be done (if necessary).</li> </ul>

**TPU Worker**

Coordinate with the minor's attorney and the caretaker to ensure the following documents are obtained:

- ✓ Government-issued ID (i.e. an official identification card issued by the Consulate or a passport);
  - ✓ An original birth certificate;
  - ✓ Medical and physical examination results (including immunization records) from a USCIS approved and/or authorized physician;
  - ✓ Passport photographs;
  - ✓ Fingerprints of minor (14 years or older) and
  - ✓ Certified copy of order signed by the judge required for application of SIJS and adjustment status. Note: it is advisable for the minor's attorney to have a copy of the most recent minute order at the time of the adjustment of status interview to show that the minor is still a dependent of the court. Note: this continuing jurisdiction requirement may change under the new law, but as a precaution it should be followed until further updates are provided.
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- Ensure that all forms are completed accurately, verify information on passport and other identification documents, and ensure that information is consistent in the different documents (check names and dates). Any incorrect or inconsistent information will delay and/or obstruct the process.

**NOTE:** In most cases, the SIJS, the adjustment of status (lawful permanent residence) and the work authorization applications are filed concurrently.

**Minor's Attorney**

The minor's dependency attorney or court appointed immigration attorney, not the Human Services Agency, is responsible for overall SIJS processing. The minor's dependency attorney/immigration attorney will file a motion requesting that the court declare the minor to be qualified for SIJS and will also be responsible for filling out all application forms and obtaining minor's signature.

The minor's dependency attorney may also ask the court to appoint an immigration attorney for the minor, if deemed necessary.

The PSW will provide the minor's attorney with all required documentation (i.e.; cover letter, case plan, reports, photos, summaries, court order regarding minor's eligibility for SIJS, identification, copies of medical/health exams, HIV tests, etc.) and any additional information to expedite the SIJS filing process.

It is helpful for the minor's attorney, especially an immigration attorney who may be appointed, if the PSW summarizes the case for him or her, e.g., what the case is about and what the court based its decision upon. It is also helpful for the minor's attorney in preparing the SIJS application to have copies of: (1) the petition/detention report; (2) disposition report; and (3) any order relating to finding dependent and eligible for long term foster care...Note: information about other siblings or other third parties not involved in the SIJS process should be redacted from reports.

**NOTE:** If the minor's attorney(s) requests the PSW to sign an Affidavit verifying the conditions of immigrant juvenile status for the minor, consult with the City Attorney's Office. Workers should never sign any legal document without consulting with the City Attorney.

## How to Obtain Required SIJS Documents

### Obtaining Birth Certificates & Other Identification

Birth certificates, passports and citizen identification cards are required documentation in processing the SIJS. Some foreign governments issue identification cards through their Consulates. It is important to make sure that the information contained in these documents are consistent. Watch out especially for names and dates, e.g., if the date of birth differs in the documents, it can be a credibility issue for the minor in the immigration process. All foreign documents are required to be translated. Translation may be done by someone who is competent to translate in the language(s) and does not require that the person be certified.

#### **A. Obtaining Birth Certificates and Other Identification**

It is important to start as early as possible to obtain the minor's passport as this takes time. To obtain an original birth certificate:

1. Request in writing a birth certificate from the consulate or embassy of the minor's country of origin. Include as much detailed information about the minor's birth as possible, such as, date of birth, name of parents, place of birth, and province, town and name of hospital where minor was born.
2. When applicable, send fees payable to the consulate/embassy of the minor's country of origin for the birth certificate or the identification card.

An original birth certificate is needed to obtain the passport.

A summary translation of the birth certificate is sufficient. The translation, however, must summarize the critical information.

**NOTE:** If a birth certificate cannot be obtained for an unaccompanied minor, the minor's immigration attorney may try to request a certificate referred to as a "delayed registration of birth document" from the state of California in Sacramento called the "California Office of Vital Records." In order to obtain this document, a court order will be needed to establish the facts of birth and stating that the birth certificate is unobtainable. This is used in lieu of a birth certificate. See attached pamphlet from the California Department of Public Health, "Court Order Delayed Registration of Birth (also available at [www.cdhs.gov](http://www.cdhs.gov))..

#### **B. Passports**

To obtain a passport, a request must be submitted in person and all of the listed documents below must be presented at the time of the appointment. If necessary, the PSWs may contact the appropriate consulate for an appointment and inquire about its specific requirements for obtaining a passport.

**Obtaining Birth Certificates & Other Identification**

*(continued)*

Usually the passport request will include:

- A letter from worker requesting passport;
- An original birth certificate;
- A school identification card or an identification card from the country of origin or issued by the consulate;
- If the minor has no form of identification, the PSW must write a letter providing the information about the minor, with a photo attached to the letter;
- A court order or findings supporting dependency; and
- The appropriate fees to pay for passport (contact the consulate for specific amounts and types of payment accepted).

**C. Photos**

It will be necessary for the minor to have at least four (4) “passport-type” color photographs. Most passport photo shops are familiar with immigration photo standards and specification. The photographs must be taken no earlier than 30 days before the SIJS application is submitted. The minor's name should be written lightly in pencil on the back of each photograph.

**D. Medical Exam**

Minors will be required to have a medical exam by an USCIS-authorized physician. It is important to start the medical exam early as the vaccinations can take time. PSWs should coordinate with the minor's attorney and the caretaker to make an appointment with an USCIS-authorized physician. A list of authorized physicians may be found by calling the USCIS National Customer Service Center at 1-800-375-5283 or by accessing via Internet at <https://www.uscis.gov/civilsurgeons> - click on “Civil Surgeon Locator” on the left hand column.

PSWs must ensure that the minor's attorney or another appropriate adult accompanies the minor to the appointment. The physician will record the results of the exam on a USCIS-approved form and provide the completed form in a sealed envelope. The sealed envelope must not be opened. It must be submitted to USCIS with the Adjustment of Status application and will only be accepted if it is sealed.

If the worker needs a copy of the form, the minor (or representing worker) can request a copy from the physician. There is no filing fee for this form, but a fee must be paid to the physician for this exam. Any current medical and immunization information, as well as, the minor's photo identification must be taken to the medical appointment.

<p><b>Obtaining Birth Certificates &amp; Other Identification</b></p> <p><i>(continued)</i></p>	<p><b><u>E. Biometrics/Live-Scan Fingerprints</u></b></p> <p>Minors, 14 years of age or older, are required to be fingerprinted at an approved immigration office, usually an Application Support Center. After USCIS receives the SIJS and adjustment of status applications, USCIS will send an appointment letter with the location of the nearest USCIS-authorized fingerprint site. PSWs should work with the minor's attorney to ensure that the fingerprinting appointment is kept. Any changes may delay the process.</p> <p>PSWs must also ensure that the minor is accompanied by either his/her attorney or an appropriate adult. The minor must bring a government-issued photo ID, the appointment letter, and the completed forms for testing to the appointment.</p> <p><b><u>F. Collection of Other Key Information</u></b></p> <p>The minor's attorney will have to submit a biographic information form called the G-325 for minors age 14 or older. It is helpful if the worker can start collecting key information that is in this form. The key information needed includes: all of the minor's residences in the U.S. in the last five years and the time periods which he/she lived there, the minor's last address outside the U.S. of more than one year, and employment in the last five years (name and address of employer, occupation, and time periods of employment).</p>
<p><b>Fees</b></p>	<p>PSWs will submit <a href="#">1015</a> forms to the rate setter after supervisor approval to request payment for all applications fees associated with SIJS. These forms are accessible through CWS/CMS. Immigration filing fees do change. Therefore, prior to filing the immigration forms with the USCIS, consult the USCIS website, <a href="http://www.uscis.gov">www.uscis.gov</a> for the current filing fees and policies. If you submit forms with the incorrect filing fee amount, they will not be considered properly filed.</p> <ul style="list-style-type: none"> <li>• The filing fee for the I-360 SIJS Application is \$375.</li> <li>• The filing fee for the I-485 Adjustment of Status (lawful permanent residence) application is \$930. There is no filing fee for the G-325A/Biographical Information (for minors who are 14 or older).</li> <li>• The filing fee for the I-765 Employment Authorization is \$340.</li> <li>• The filing fee for the biometrics (fingerprinting) is \$80.</li> </ul> <p>In most cases, all of these forms should be filed concurrently with their respective filing fees.</p>

<p><b>Fees</b></p> <p><i>(Continued)</i></p>	<p>A fee waiver for each of those filing fees may be requested for SIJS applicants who are unable to pay the fees. This option should not be pursued in cases where timing is critical – for example, where the minor may soon age out of dependency. This is because the forms are not considered properly filed until the fee amount is received or a fee waiver request is granted, and a fee waiver request may delay the process or ultimately be denied. Case workers should check with the minor’s attorney to determine if there is sufficient time to file a fee waiver in the case.</p>
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<b>SIJS Interview</b>
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<p><b>Appointment for Interview</b></p>	<p>Upon submission of all forms and documentation required for SIJS, the minor will have an interview with a USCIS officer or representative. The minor’s attorney will receive an interview letter with an appointment date from the U.S. Citizenship and Immigration Services (USCIS).</p> <p>The minor’s attorney should notify the worker of the interview date and may arrange a pre-interview meeting with the minor and the worker at least one or two weeks before the interview.</p> <p>The minor’s attorney shall accompany the minor to the interview.</p> <p>The interview appointment should not be cancelled or changed as this may delay the process. Failure to appear for this interview may result in denial of the application and the minor could be placed in removal proceedings.</p> <p>On the day of the interview, if residency is granted, USCIS may be able to stamp the minor’s valid foreign passport with proof of the minor’s residency. USCIS is moving away from this practice but will sometimes stamp the passport if USCIS is taking particularly long to process the actual lawful permanent resident card.</p> <p>In one to six months after the notification of the change in status, the USCIS will send the official documentation of permanent residency, a Lawful Permanent Resident Card. Legal permanent residency does not end when the minor ages out, unless the minor becomes deportable. The Permanent Resident Card itself must be renewed every ten years.</p>
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<p><b>Post-Interview Responsibilities for the PSW</b></p>	<p>Upon receipt of the Permanent Resident Card, the PSW will make copies and provide them to the minor, the minor's attorney and Foster Care (FC) Eligibility. The original card should be placed in the minor's file. Upon emancipation or earlier if the dependency is dismissed, the minor will receive all original paperwork from the PSW.</p> <p>The minor should be advised of his or her rights and responsibilities as a lawful permanent resident by the attorney. Caseworkers can also give them a rights and responsibilities guide entitled <i>Living in the United States: A Guide for Immigrant Youth</i> found at</p> <p><a href="http://www.ilrc.org/immigration_law/remedies_for_immigrant_children_and_youth.php">http://www.ilrc.org/immigration_law/remedies_for_immigrant_children_and_youth.php</a></p>
<p style="text-align: center;"><b>Obtaining Other Important Documents</b></p>	
<p><b>Social Security Card</b></p>	<p>Upon receipt of the Permanent Resident Card, FC Eligibility Workers will apply for a SSN card for the minor at the local Social Security Administration Office. If a dependent is over 18 years of age, the case-carrying worker will ensure that the dependent applies for a Social Security card.</p>
<p><b>Employment Authorization (Work Permit)</b></p>	<p>Applicants who file an adjustment of status application are eligible for employment authorization during the time it takes USCIS to make a decision on the application. Often the applicant files the application for employment authorization (Form I-765) at the time of submitting the adjustment of status application. The employment authorization application may be approved immediately or within a few weeks.</p> <p>Once the minor has the employment authorization (work permit), the worker must make a copy for the file and send a copy to the minor's attorney.</p>



<p><b>State Identification Card or Driver's Permit</b></p>	<p>Once the minor has a social security card, he or she can go to the Department of Motor Vehicles to get a state identification card or a driver's permit. Check with the DMV office for the current cost of a state identification card.</p> <p>The PSW should assist the minor in connecting with the Independent Living Skills Program (ILSP) to obtain a California Identification Card or a California Driver's License.</p> <ul style="list-style-type: none"> <li>• To obtain a state identification card, the minor must provide a social security number, legal presence document (permanent resident card, temporary resident card, or work permit), with the Driver's License or Identification Card application (DL-44) and the application fee.</li> <li>• To obtain a driver's permit, the minor must be at least 15 ½, but under 18 years of age. The minor must complete the (DL-44) form with the appropriate signatures. The minor must also provide a social security number, birth date, legal presence document (permanent resident card, temporary resident card, or work permit), proof of driver education completion and proof of driver training enrollment, and the application fee. If over 18 years of age, the applicant must provide a social security number, birth date, and legal presence document. Applicants must also take a written exam.</li> </ul>
<p><b>Forms, Information, Contacts, and Important Links</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Application Support Centers</a> provide biometrics, e.g., fingerprinting and related services.</li> <li>• <a href="#">United States Immigration and Citizenship Forms</a> – link to all forms and documents.</li> <li>• <a href="#">Asylum Offices</a> handle scheduled interviews for asylum-related issues only.</li> <li>• <a href="#">Service Centers</a> and the <a href="#">National Benefit Center</a> receive and process a large variety of applications and petitions.</li> <li>• <a href="#">Local Citizenship and Immigration Services Offices</a> handle scheduled interviews on other applications. They also provide limited information and customer services that supplement those we provide through our website and by phone.</li> </ul>

## APPENDIX – Sample Forms

### SPECIAL IMMIGRANT JUVENILE STATUS (SIJS) CHECKLIST

***This form is to accompany the case file when transferring a case with a minor who has SIJS status***

PSW Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PSW Unit: \_\_\_\_\_ Unit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Type of Placement:  NREFM  FH  FFA

Case Status:  ER  FR  TPU Date FR services terminated: \_\_\_\_\_

Last Parent Search: (date) \_\_\_\_\_ Dependency Attorney: \_\_\_\_\_

Immigration Attorney assigned: \_\_\_\_\_

Consulate Contacted:  Yes  No Name of Consulate: \_\_\_\_\_

DOCUMENTS	IN FILE (date)	PENDING (date)	N/A
<ul style="list-style-type: none"> <li>• Birth Certificates</li> <li>• Delayed Registration of Birth Requests</li> <li>• Passport/ID from Country Of Origin</li> <li>• Consulate Interview (if applicable; if minor does not place of birth or parent whereabouts: (check____))</li> <li>• SIJS Application submitted</li> <li>• Voucher forms and fees submitted (all fees subject to change):                             <ul style="list-style-type: none"> <li>✓ I-360 Special Immigration petition fee: \$375</li> <li>✓ I-485 Adjustment of Status fee: \$930</li> <li>✓ I-765 Work Auth. I.D. Card: \$340</li> <li>✓ G-325A (if child is 14 or over): no fee</li> <li>✓ Photos</li> <li>✓ Fingerprints (\$80)</li> <li>✓ Medical Examination</li> </ul> </li> <li>• Immigration Medical Exam</li> <li>• LiveScan Fingerprints</li> <li>• Immigration Interview occurred</li> <li>• Change of Immigrant Status</li> <li>• Social Security Card/Work Permit</li> <li>• Permanent Resident Card</li> <li>• Copies to minor/attorney</li> </ul>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____