

**LOCAL LAW 6 of 2010
ANNUAL REPORT
NEW YORK CITY ADMINISTRATION FOR CHILDREN’S SERVICES**

The New York City Administration for Children’s Services (ACS) is pleased to provide the second annual report on Local Law 6 of 2010. This annual report provides an update on the steps ACS has taken to comply with Local Law 6, which requires ACS to review strategies and develop a plan of action to protect children who qualify for Special Immigrant Juvenile Status (SIJS). As required by Local Law 6, the report provides information on:

- A. ACS ability to identify, track and coordinate immigration services for youth with whom ACS has had contact;*
- B. Indicators that show ACS’ progress toward achieving the goals of the plan; and*
- C. Programs, procedures, memoranda, or training materials addressing the implementation and goals of the plan.*

I. INTRODUCTION

On April 14, 2010, Mayor Bloomberg signed Local Law 6 “requiring the Administration for Children’s Services (ACS or Children’s Services) to review strategies and create a plan of action to protect children who qualify for Special Immigrant Juvenile Status.”

On May 2010, a SIJS work group comprised of representatives from ACS as well as a selection of foster care agencies, immigration legal providers and immigrant advocates began meeting monthly to discuss the law’s mandates and the specific components of ACS’ plan.

In January 2011, ACS submitted an implementation plan to the New York City Council, specifying the services that ACS will provide to immigrant children and youth who come into contact with ACS. The plan demonstrates ACS’ commitment to identify, refer to immigration legal service providers and track all immigrant children and youth who may need SIJS or other immigration services.

In April 2012, ACS issued a draft policy and procedure, “Special Immigrant Juvenile Status and Immigration Services” consistent with the SIJS implementation policy. The policy and procedure was approved in June 2013.

SUMMARY OF INITIATIVES TO ASSIST IMMIGRANT CHILDREN IN FOSTER CARE

In 2011, ACS began implementation of the SIJS plan (the Plan) in compliance with Local Law 6 of 2010. The Plan established the steps that ACS and foster care agencies are to take to assist immigrant youth in foster care with their immigration status, as well as policies and procedures to ensure services are provided in a timely manner. Children’s Services and foster care agencies, together with immigrant legal service providers, have

made significant progress in their collective effort to ensure that immigrant youth in care receive the assistance needed to secure SIJS or other immigration relief.

In 2011 and 2012, Children’s Services, foster care agencies, and immigrant legal service providers worked together to achieve the following:

- Implemented a system to screen and identify immigrant youth who are placed into foster care and to refer these youth to immigrant legal service providers;
- Developed a tracking system for immigrant youth who have been identified and referred to legal providers for services;
- Revised and finalized the SIJS policy to reflect the implementation plan developed pursuant to Local Law 6;
- Provided **17** cultural competency and immigration classes to a total of 415 ACS employees, primarily Division of Child Protection Services (DCP) staff;
- Trained an additional **127** ACS staff from other ACS divisions on SIJS and other immigration services;
- Partnered with The Door, and trained **610** staff from **20** foster care agencies on SIJS and immigration services for immigrant children and families;
- Developed a SIJS training video to provide information on how to assist immigrant youth and families who come in contact with ACS;
- Added “immigration services” and “SIJS” fields into CONNECTIONS (CNNX) with the cooperation of the New York State Office of Children and Family Services;
- Created two pamphlets for ACS and foster care staff to provide to their immigrant clients about SIJS and other immigration benefits;
- Developed and trained a network of 32 SIJS Liaisons representing 28 foster care agencies; and
- Revised the Provider Agency Measurement System’s cultural competency section and added immigration-related questions to capture the youth that qualify for and/or receive SIJS services.

II. SIJS ANNUAL REPORT

A. ACS’ Ability To Identify, Track And Coordinate Immigration Services for Youth With Whom ACS Has Had Contact

1. Identifying and Referring Youth in Care to Immigration Legal Services

Children and youth within ACS who may qualify for SIJS or other immigration benefits are initially identified through the child protective services investigation and the Title IV-E process. Foster care agencies are also responsible for identifying and referring to legal service providers all undocumented youth in foster care.

Division of Child Protection (DCP) Process

ACS Immigrant Services is working with DCP management to train DCP staff on the revised process for identifying and entering information related to immigration status into Connections (CNNX), the statewide child welfare information system. The revised policy instructs staff to identify immigrant youth who are placed into foster care and may qualify for SIJS or other immigration benefits. DCP staff have been trained to ask about the youth's country of birth during intake, and solicit from his or her parents the child's birth certificate to determine if a child is an immigrant and in need of immigration services. ACS staff are instructed to record information about immigration status and any need for services in the Progress Notes and Family Assessment and Service Plan (FASP) in CNNX, which are part of the case record for each family involved in a child abuse and neglect report, and for all youth in foster care.

In response to ACS' request, OCFS added "immigration services" and "SIJS" fields into CNNX. DCP staff will check immigration services when they are completing the Family Services Intake (FSI) and FASP. This section must be updated in the subsequent FASP reports to reflect the progress made, if any, to assist youth with their immigration issues.

For all other immigrant parents and children who come into contact with ACS, including those receiving preventive services, child care services, and those who come into brief contact with ACS, information about the availability of free or low cost immigration services and the benefits of securing legal status will be provided. ACS created the attached pamphlet, "*Immigration Assistance for Children and Families*," which describes the benefits of having legal status in the U.S., lists the types of immigration relief for which children and parents may be eligible, and includes contact information for immigration legal service providers that can assist them with their immigration status.

IV-E Process

A key component of identifying immigrant youth in foster care who may be eligible for SIJS is utilizing information from the IV-E eligibility process. IV-E is the federal funding stream that provides reimbursement for children in foster care. In order to be eligible for IV-E reimbursement, the foster care youth must be a United States citizen or legal permanent resident. The ACS Central Eligibility Unit (CEU) screens all youth entering foster care to determine if they are eligible for IV-E funding, which includes a review of the immigration status. Since ACS implemented the SIJS plan in January 2011, ACS Immigrant Services has been receiving monthly reports from CEU listing youth who entered foster care who do not appear to have citizenship or a legal immigration status.

ACS Immigrant Services sends the lists of the youth identified through the IV-E process to foster care agencies requesting that their case planners review these cases to find out more information about their immigration status so that they can be referred to legal service providers for services, if necessary. Foster care agencies that receive lists of youth who are identified as non-IV-E eligible based on immigration status have been forwarding the lists to the appropriate case planners handling the cases of identified

youth. Case planners first verify if a youth is a non-U.S citizen. As some of the youth from the list may have already been referred for immigration legal services, case planners check if the identified non-citizen youth have been referred to legal providers. If not, case planners refer these youth to immigration legal service providers listed in the attached pamphlet “*Special Immigrant Juvenile Status – Green Card for Youth in Foster Care.*” Agencies are requested to notify the ACS Immigrant Services Coordinator when they refer the cases to legal service providers.

Foster Care Agencies

The SIJS Implementation Plan requires foster care agencies to designate a SIJS/Immigration Liaison or point person who is the point of contact for ACS Immigrant Services. SIJS liaisons at foster care agencies have been trained on the SIJS implementation plan and draft policy and received additional training on the revised policy and procedures. Liaisons work with their agencies to modify the intake process and/or initial placement conference to include questions about the youth’s country of birth and immigration documents in order to identify youth who may need SIJS or immigration services. SIJS liaisons have been working closely with ACS Immigrant Services to ensure that all those identified are promptly referred to immigration legal service providers to receive appropriate services in a timely manner.

ACS has partnered with The Door, an immigration legal service provider, to train foster care agencies staff to assess and document, as part of the intake process, the country of birth and immigration status for every child in the provider agency’s care. Staff were trained to refer every child to immigration legal services that does not have proof of U.S. Citizenship or a valid Permanent Resident Card. Staff were also trained to be sensitive to the fact that youth may not wish to disclose their own immigration status for fear of jeopardizing their own and their families’ living situations. ACS recommended that providers inform youth and their parents (or the person legally responsible for the youth) that information about immigration status is confidential and is protected according to ACS and New York City policies.

Beginning in June 2013, ACS immigrant services, in partnership with immigration legal service providers, will provide additional training to foster care agency staff to reinforce the SIJS and Immigration Services revised policy and procedures, recognizing the issue of staff turnover.

Once the youth is referred to the legal service providers, the provider agency’s staff assist the youth’s attorney in collecting necessary documents. These documents include the youth’s birth certificate, foreign passport, court orders, medical examination, and other identification papers.

2. Tracking Youth in Care Who May Be Eligible for SIJS

Consistent with Local Law 6 of 2010 and the SIJS plan, ACS Immigrant Services has implemented a tracking system in cooperation with foster care agencies and immigration legal service providers. The tracking system includes:

- Names of children entering foster care who may qualify for SIJS or other immigration benefits;
- Foster care agencies' referrals to legal service providers;
- Status of the referral; and
- Outcome of the legal service providers' work with the youth, including the status of the SIJS application filed with the United States Citizenship and Immigration Services (USCIS).

Prior to requesting updated information from foster care agencies, ACS Immigrant Services reviews the progress notes and FASP in the case records of identified immigrant youth to determine their SIJS or immigration case status.

3. Coordinating Immigration Services for Youth

ACS Immigrant Services has been working closely with stakeholders, including immigrant youth, ACS staff, foster care agencies and legal service providers, to implement the SIJS policy and Plan. ACS has designated its Immigrant Services Coordinator to be the liaison between foster care agencies, legal service providers and ACS, and manage the overall Plan's schedule. In addition, the ACS Immigrant Services Coordinator responds to and assists legal service providers and foster care agencies that report problems with delays in receiving documents or other issues with the legal process.

On a monthly basis, ACS Immigrant Services receives reports from the ACS CEU regarding the citizenship or legal immigration status of all children who have entered care as part of the process to determine the IV-E eligibility. ACS Immigrant Services notifies the foster care agencies that a child in foster care may be eligible for SIJS or other immigration relief.

ACS has created a reporting chart that the providers are asked to complete after assessing the identified youth's immigrant status. The checklist includes the following items:

- Whether a child has a U.S. Birth Certificate;
- Whether a child has a Green Card or other immigration legal status;
- Whether a child is receiving legal assistance for immigration issue(s) with an agency; and
- Whether a child is undocumented and needs legal assistance.

ACS emails requests to the provider agency's SIJS Liaison requesting that the case planner(s) review the case(s) of the youth included on the lists issued by CEU to determine if they have a U.S. birth certificate and proof of U.S. Citizenship or Lawful Permanent Residency. For those youth that do not have a U.S. birth certificate, the case planners must verify their immigration status by determining if they have foreign birth certificates, foreign passports and/or "Green Cards," or other immigration documents. If the foster care youth is foreign born and does not have proof of lawful permanent residence in the U.S., case planners are required to promptly refer them to legal service providers who assist the youth with their immigration status.

ACS has partnered with a number of immigration legal service providers, including the Legal Aid Society, The Door, and Lawyers for Children, who have extensive experience working with immigrant youth in care and have made it a priority to accept cases that are referred by ACS and our contracted agencies. They meet with the identified foster care youth and confidentially inquire regarding the child's background and history to assess eligibility for SIJS or other immigration benefits. For tracking purposes, legal service providers share with ACS Immigrant Services information pertinent to the child's immigration background, the status of the ACS or foster care agency's referral, and the outcome of the application filed with the USCIS.

ACS Immigrant Services works with the foster care agencies to collect the necessary documents for filing the SIJS application with the USCIS. These documents include the youth's birth certificate, passport, court orders, medical examination, and other identification papers. To obtain a copy of a foreign birth certificate, ACS has instructed the agencies to either request assistance from the ACS Office of Shared Response or directly contact the consulate of the youth's home country. ACS Immigrant Services has completed a guide to securing key documents from the ten consulates that represent the largest number of immigrant families that come into contact with ACS. This guide has been made available through the ACS Intranet.

B. Progress Indicators

1. Training ACS Staff on SIJS And Immigration Services for Immigrant Youth and Families

The James Satterwhite Academy (JSA) offers training on immigration and cultural competency for ACS front-line and supervisory staff. The training focuses on cultural competency by enhancing staff awareness of diverse populations in New York City and their understanding of basic immigration laws, restrictions and the impact of immigration status on the services ACS can provide to families and children. ACS staff receive training on the SIJS implementation process and are introduced to other immigration remedies such as the Violence Against Women Act (VAWA), and the U-Visa and T-Visas.

In calendar year 2011, JSA offered 17 cultural competency and immigration classes to a total of **415 ACS employees**. Of those who attended, 380 were Child Protective Specialist (CPS), 31 CPS Supervisors, 2 Program Evaluators and 2 Investigative Consultants.

In addition, ACS Immigrant Services provided training on SIJS and immigration services to the following ACS programs and departments during CY 2011 and CY 2012:

- Provider Agency Measurement System (PAMS): 20 PAMS staff
- Family Court Legal Services: 111 new staff attorneys
- Family Permanency Team Conferencing (FPTC): 20 conference facilitators

2. Training SIJS Liaisons and Foster Care Agencies' Staff

Thirty-two SIJS Liaisons representing 28 foster care agencies and programs were trained on SIJS and immigration services in CY 2011 and 25 Liaisons were trained in May 2013, representing 22 agencies (some of the larger agencies sent multiple representatives). Training materials were sent to the liaisons for the remaining agencies and the ACS Immigrant Services Coordinator is following up with these liaisons.

ACS partnered with The Door's Legal Services Center to train foster care agency case workers to better identify and assist immigrant children and teens in foster care, to refer them to legal services providers and to properly track the progress made. **Twenty foster care agencies**, some of them have more than one program, were trained on SIJS. A total of **610 foster care staff members**, most of whom are frontline staff, were trained. Beginning in June 2013, ACS immigrant services in partnership with immigration legal service providers will train additional staff in foster care agencies to reinforce the SIJS and Immigration Services revised policy and procedures.

3. SIJS Training Video

To supplement the training described above and in recognition of staff turn-over in foster care agencies, as well as the logistical challenges of on-going classroom training of staff located throughout New York City, ACS developed a SIJS/immigration services video. The video, which is to be used as a resource for ACS and foster care staff, as well as immigrant youth in foster care, includes interviews with former foster care youth who received SIJS. This segment will be used to encourage immigrant youth in foster care to go through the SIJS process. The video will be available on-line and will be provided as a DVD as well. A PowerPoint presentation was developed to accompany the video. The use of the video and the PowerPoint training tools will enable staff to access the training when they are actually working with an immigrant youth or as a "refresher".

4. ACS's Identification of Potentially SIJS Eligible Youth

Children in the custody of ACS who may qualify for SIJS or other immigration benefits are identified initially through the Title IV-E process conducted by the ACS CEU. The CEU unit prepares monthly reports to ACS Immigrant Services of youth who entered foster care and are potentially eligible for SIJS. The ACS Immigrant Services tracking system found:

- Since January 1, 2011, CEU has identified **165 foster care children** as potentially eligible for SIJS or other immigration benefits.
- More than half of the identified children (**85**) were referred to legal service providers.
- **33** were granted SIJS and obtained a permanent resident card, commonly called a "Green Card".

- **6** youth have had their SIJS applications submitted to USCIS and **35** youth are in the process of having their SIJS applications submitted.
- Immigrant legal service providers found that **11** youth already had legal status or US citizenship and did not need SIJS status.
- Foster care agencies are in the process of reviewing **53** youth that have been referred to foster care agencies, primarily youth who have been identified in the past 3-4 months. Immigrant Services is following up with the foster care agencies responsible for the case planning of these youth to ensure that any of these youth that need immigration services are referred promptly.
- Lastly, **27** youth had left foster care. ACS Immigrant Services will review these cases to determine what the circumstances were for the youth leaving care.

The following chart shows the results of ACS’s tracking system for youth identified through the Client Eligibility Unit (CEU) system:

CEU-IDENTIFIED CASES: SUMMARY	
Total # of cases identified	165
Referred to legal services (see chart below for detail)	85
In process of having cases reviewed	53
Discharged and no longer in care	27

CEU-IDENTIFIED CASES: REFERRED TO LEGAL SERVICES	
Total # of cases referred to legal services	85
Granted SIJS and received green card	33
Submitted SIJS application, waiting for immigration interview	6
In process of preparing SIJS application	35
Already a US Citizen or Lawful Permanent Resident	11

5. SIJS Eligible Youth Identified by the Foster Care Agencies and the Attorneys for the Children

ACS has been working with foster care agencies and attorneys for children in foster care to identify youth who may be eligible for SIJS or other immigration benefits. Most of these youth entered care prior to the implementation of the SIJS plan in January 2011. ACS has been tracking these youth and has found that:

- A total of 175 children and youth have been identified by foster care agencies and by attorneys representing youth in foster care. Of those 175:
 - 146 youth have been referred to immigrant legal services;
 - 23 cases are being reviewed by foster care agencies to determine citizenship and/or immigration status;
 - 6 youth are no longer in care;

- 60 have been granted SIJS and granted a permanent resident card, commonly called a "Green Card;”
- 10 youth have had SIJS applications submitted to USCIS and are waiting for an interview date;
- 53 youth are in the process of having SIJS applications filed;
- 14 youth are receiving a different form of immigration relief, rather than SIJS
- 9 youth were determined to already have US citizenship or legal immigration status.

FOSTER CARE AGENCY OR LEGAL PROVIDER-IDENTIFIED CASES: SUMMARY	
Total # of cases identified	175
Referred to legal services (see chart below for detail)	146
In process of having cases reviewed	23
Discharged and no longer in care	6

FOSTER CARE AGENCY OR LEGAL PROVIDER-IDENTIFIED CASES: REFERRED TO LEGAL SERVICES	
Total # of cases referred to legal services	146
Granted SIJS and received green card	60
Submitted SIJS application, waiting for immigration interview	10
In process of preparing SIJS application	53
Pursuing other immigration relief	14
Already a US Citizen or Lawful Permanent Resident	9

6. Mechanisms Developed by ACS to Monitor Contract Agencies’ Compliance

- **Provider Agency Measurement System (PAMS)**

PAMS is the evaluation tool used for foster care and preventive service programs that contract with ACS. The section on cultural competency, with input from ACS Immigrant Services, was revised to include immigration related questions in CY 2011, and subsequently revised in CY 2013. PAMS utilizes a sample of 50 cases for each foster care agency. As only about 1% of youth in foster care are estimated to be eligible for SIJS and other immigration benefits, the sample may not include any cases involving immigrant youth. However, including the questions in PAMS communicates to providers that ACS views assisting immigrant youth receive SIJS or other immigration benefits as critical, and helps to ensure that foster care agencies focus attention on the issue. The following immigration/SIJS related questions are included in the revised PAMS questionnaire:

P12	During the review period, was the birth parent/discharge resource provided with the services necessary to achieve permanency for the child?	Yes
		Yes Partially, Some of the necessary services were provided but not all
		N/A, Birth parent/discharge resource(s) refused services or referrals for services
		N/A, Child is freed; Birth parent is unavailable; No discharge resource identified
		No, Appropriate service or referrals were not provided
P13	If no or only some of the appropriate services or referrals were provided, what services should have been provided? Please check all that apply.	Mental health
		Medical services
		Substance abuse
		Housing Services
		Legal services, not including immigration services
		Immigration services
		Other services (Please specify)
P14	During the review period, was the child provided with the services necessary to achieve permanency?	Yes
		Yes Partially, Some of the necessary services were provided but not all
		N/A, Child refused services or referrals for services
		No, Appropriate service or referrals were not provided
P15	If no or only some appropriate services or referrals were provided, what services should have been provided? Please check all that apply	Mental health
		Medical services
		Substance abuse
		Housing Services
		Legal services, not including immigration services
		Immigration services
P16	During the review period, was the foster parent provided with the services necessary to achieve permanency for the child?	Yes
		Yes Partially, Some of the necessary services were provided but not all
		N/A, Foster parent refused services or referrals for services
		No, Appropriate service or referrals were not provided
P17	If no or only some appropriate services or referrals were provided, what services should have been provided? Please check all that apply.	Mental health
		Medical services
		Substance abuse
		Housing Services
		Legal services, not including immigration services
		Immigration services
		Other services (Please specify)
WB1	Does the case record contain documentation about the child/family's cultural background, traditions, and beliefs?	Yes, Parent/child's country/region of origin
		Yes, Immigration status
		Yes, Proficiency in English language/literacy
		Yes, Racial/ethnic nationality/background
		Yes, Cultural practices/traditions/beliefs
		Yes, Religion/spirituality/faith
		Yes, Family dynamics/relationships/values
		Yes, Parent/caregiver's upbringing or childhood experiences
		Yes, Parental disciplinary styles

		Yes, Gender identity
		Yes, Sexual orientation
		Yes, Experience with discrimination or prejudice
		Yes, Disability related challenges
		Yes, Stigmas associated with receiving services
		Yes, Resources/support within the family or community
		Yes, Other (Please specify)
		No documentation of cultural background, traditions, or resources
WB2	Did the caseworker have discussions with the child/family about their cultural background, traditions, and beliefs?	Yes, Parent/child's country/region of origin
		Yes, Immigration status
		Yes, Proficiency in English language/literacy
		Yes, Racial/ethnic nationality/background
		Yes, Cultural practices/traditions/beliefs
		Yes, Religion/spirituality/faith
		Yes, Family dynamics/relationships/values
		Yes, Parent/caregiver's upbringing or childhood experiences
		Yes, Parental disciplinary styles
		Yes, Gender identity
		Yes, Sexual orientation
		Yes, Experience with discrimination or prejudice
		Yes, Disability related challenges
		Yes, Stigmas associated with receiving services
		Yes, Resources/support within the family or community
		Yes, Other
		No documentation of cultural background, traditions, or resources
WB5	Did the agency provide the child/family with services that support the child/family's cultural background, traditions, and beliefs?	Yes, Connected child/family to a community group/leader
		Yes, Connected child/family to English as a Second Language classes
		Yes, Connected child/family to services in their primary language and/or serves individuals/families of similar backgrounds
		Yes, Assisted child/family in completing documents in their primary language
		Yes, Connected child/family to immigration services, including an immigration attorney or agency, to obtain legal status for the child
		Yes, Connected child/family to socialization activities
		Yes, Connected child/family to alternative medical practices
		Yes, Connected child/family to a support group specific to concerns related to child/ family's background, traditions, or beliefs (e.g. gender identity, family dynamics, disciplinary styles, etc.)
		Yes, Connected child/family to other appropriate services
		N/A, Agency did offer services to the child/family but the child/family was not interested
		No, Agency did not discuss services that support the child/family's cultural background, tradition, and beliefs

- **Preparing Youth For Adulthood (PYA) Immigration Checklist**

As part of the transition planning for youth who are 17 years and older, foster care agencies must complete the Preparing Youth for Adulthood (PYA) checklist during the permanency conference, which is held every six months. This check list includes a number of specific questions related to immigrant youth, including whether the youth has a Green Card, and if not, whether the youth has been referred for immigration legal services and has received legal status through those efforts. The ACS Office Policy and Planning shares the PYA checklist data with ACS Immigrant Services. This data is then entered into the SIJS tracking system and used to ensure that all SIJS eligible youth have been identified and referred to legal service providers.

C. Programs, Procedures, Memoranda, and Training Materials

1. Training Material

ACS has developed SIJS training materials for ACS and foster care staff, including SIJS/immigration services' pamphlets, guidelines on how to document services for immigrant youth in care, and contact information of legal service providers and ACS staff. The training materials, which are attached, include the following:

- **“Special Immigrant Juvenile Status: Green Cards for Youth in Foster Care” Pamphlet:** Provides an overview about SIJS, eligibility criteria and a list of legal service providers who can assist youth to apply for SIJS or other immigration benefits. This pamphlet is intended for both ACS and foster care staff. It has been translated into Spanish and made available to staff and is in the process of being translated into eight additional languages: Russia, Korean, Chinese, Arabic, French, Haitian-Creole, Bengali and Urdu.
- **“Immigration Assistance for Children and Families” Pamphlet:** This is intended for immigrant parents and children who come into contact with ACS, including those receiving preventive services, child care services and juvenile justice services. The pamphlet provides a brief description of the benefits of securing legal status in the U.S., a list of free or low-cost immigration services in the New York City and tools to avoid scammers when receiving immigration assistance. It has been translated into Spanish and made available to staff and is in the process of being translated into eight additional languages: Russia, Korean, Chinese, Arabic, French, Haitian-Creole, Bengali and Urdu.
- **List of Immigration Legal Service Providers:** ACS has compiled a list of immigration attorneys who work with immigrant youth and can assist them to apply for SIJS or other immigration benefits. The list has been provided to the appropriate ACS and foster care staff.
- **Intake Screening for Youth’s Immigration Status:** ACS developed a process for how to screen immigrant youth who may need SIJS or immigration services. Both ACS and foster care staff are instructed to obtain a birth certificate as soon as the youth enters care and ask questions related to the country of birth and

immigration documents. Staff are advised to refer an immigrant youth to an immigration attorney as soon as they find out that they are foreign born and/or do not have documents that indicate their immigration status in the U.S.

- **Procedure to Document Immigrant Youth:** ACS developed a procedure on how to document in CNNX youth who need immigration services. This procedure has been shared with ACS and foster care staff during trainings.
- **PowerPoint Presentation: SIJS - An Introduction for Foster Care Caseworkers:** ACS Immigrant Services, with input from The Door, developed a PowerPoint Presentation that has been used to train ACS and foster care agencies' staff. This presentation provides an overview of SIJS, eligibility requirements and resources for staff to refer immigrant youth for services. This presentation also addresses the requirements of Local Law 6 and the issues that staff need to keep in mind when working with immigrant youth.

2. SIJS Policy

ACS has revised its existing SIJS policy (the previous one was issued on August 28, 2009) to reflect Local Law 6, which requires ACS to develop a comprehensive plan, to address the identification of immigrant youth in foster care and the provision of SIJS or other immigration benefits for such youth. A draft policy was sent out for comments in April 2012 and was approved by the State Office of Children and Family Services and approved and finalized by ACS in June 2013.

3. PYA Checklist

Attached are the immigration-related PYA checklist questions that are asked of all foster care youth 17 years of age and older.