- A flyer with contact information on organizations offering a Legal Orientation Program for Custodians (LOPC)
- A flyer with contact information for the UAC Sexual Abuse Hotline
- DNA Instructions
- Sponsor Handbook
- A flyer warning sponsors of potential fraud schemes

The care provider is available to help the potential sponsor complete the application packet. ORR may require certain sponsors to fill out the *Sponsor Application*, ARI, and o based on concerns related to safety, including sponsor motivation. ORR may in its discretion require the sponsor to submit their own *Sponsor Application* and ARI if there has concern identified that indicates that the sponsor should file the *Sponsor Application* and ARI without the **case manager's** assistance OR if the sponsor indicates that they pr *Sponsor Application* and ARI by themselves.

The care provider case manager or other care provider staff or volunteer may assist the sponsor by filling out the *Sponsor Application* and ARI with a sponsor over the phone.

The case manager or other care provider staff or volunteer must read the attestation of perjury that is found in the *Sponsor Application* to the sponsor. The completed *Sponso* ARI are sent to the sponsor for verification. Sponsors must verify and sign the *Sponsor Application* and ARI and submit the documents back to the case manager with any cor (including photographs) of the signed *Sponsor Application* and ARI and/or electronic signatures are accepted.

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2.2.4 Required Documents for Submission with the Sponsor Application for Release

In addition to completing and signing the *Sponsor Application*, and the *Authorization for Release of Information (ARI)*, potential sponsors must provide documentation of iden address, and relationship to the child they seek to sponsor.[3] Potential sponsors must also submit documentation verifying the identity of the children they seek to sponsor, evidence verifying the identity of all adults residing with the potential sponsor and all adult caregivers identified in a sponsor care plan.

Case managers must exhaust all available avenues to verify the authenticity of all documents submitted as proof of identity. This requirement applies to all potential sponso members, and adult caregivers identified in the sponsor care plan. Authentication may include, but is not limited to, reviewing documents for signs of tampering, confirming the documents through cross-checks with issuing authorities, or use of document authentication systems. Case managers must ensure that only authenticated documents a must document all authentication efforts in the ORR case management system.

In addition to their use as evidence of the foregoing, all documentation submitted under this section are used as part of the overall sponsor assessment process. See **Sectior Assessment Criteria and Home Studies**, **Section 2.7.4 Deny Release Request**. As a result of the information provided in the sponsor assessment process, ORR may in its c potential sponsors to submit additional documentation beyond the minimums specified below.

Proof of Sponsor Identity
To verify their identity, all potential sponsors must submit original, unexpired versions or legible full color photocopies, digital scans, or high-resolution digital photos of gov identification documents. They must present at least one (1) selection from list of acceptable identification documents below.[4]

LIST OF ACCEPTABLE DOCUMENTS

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant adm Compact of Free Association Between the United States and the FSM or RMI
- Driver's license or ID card issued by a U.S. state or outlying possession of the United States provided it contains a photograph or information such as a name, dat height, eye color, and address
- ID card issued by U.S. federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, l address
- Military card or draft record
- Military dependent's ID card
- Coast Guard Merchant Mariner Card
- Native American tribal document

- Driver's license issued by a Canadian government authority

Proof of Identification of Adult Household Members and Adult Caregivers Identified in a Sponsor Care Plan

As a general matter, ORR prioritizes the **placement** of unaccompanied alien children with parents and legal guardians available to provide care and custody in the United Sta sponsors). All potential sponsors must submit at least one (1) identification document that contains a photograph for all such adults. The document must be from the list of documents above and must be an unexpired original version or a legible full color photocopy, digital scan, or digital photo of a government-issued photo ID.

Proof of Address

All potential sponsors must submit at least one (1) form of documentation verifying their current address. Acceptable forms of documentation include original versions of:

- A current lease or mortgage statement dated within the last month before submission of the *Sponsor Application*;
- A valid, unexpired state ID with current address and photo;
- A utility bill, addressed in the sponsor's name and dated within the last month before submission of the *Sponsor Application*.
- A bank statement dated within the last month before submission of the *Sponsor Application*; or
- A payroll check stub issued by an employer, dated within the last month before submission of the *Sponsor Application*.

Additional Vetting Requirements for Individuals Seeking Exceptions to Identity or Address Verification -Category 1 Sponsor Cases Only

Verification of identify and address is a critical component of ensuring the safety of unaccompanied alien children in the sponsorship process. However, under certain circum grant exceptions to these requirements for Category 1 sponsors, their adult household members, or adult caregivers identified in Category 1 sponsor plans. Any deviation fro must be supported by clear justification and exceptions may be made on a case-by-case basis by the ORR Director or their designee.

Category 1 sponsors who meet eligibility criteria for an exception must undergo additional vetting measures to ensure child safety. The sponsor assessment process will rem ongoing, while the request for an exception is submitted and reviewed concurrently. During this time, both the FFS and Case Manager will continue to work closely with the s child throughout the exception process to ensure all requirements are met.

Category 1 sponsors who are unable to provide acceptable proof of identification or address, or who have household members who are unable to do so and are seeking an e undergo a home study to assess the safety and suitability of the sponsor's home. If the alternate caregiver identified in the sponsor care plan is unable to meet the identifica and resides in a separate home, the sponsor must identify a new alternative caregiver who is able to meet the ID requirements.

All exceptions requests must be supported by written justification and must be documented in the ORR case management system. The FFS and Case Manager must ensure th vetting measures are completed prior to release.

Proof of Income

The UAC Bureau requires all potential sponsors of children to provide proof of income to sponsor a child. This vetting process is consistent with ORR's statutory responsibility determination that the proposed sponsor is capable of providing for the child's physical and mental well-being **(8 USC 1232(c)(3)(A)** ; **45 C.F.R. 410.1202(b)** , **1205(a)** designed to help ensure child safety upon release from custody (e.g., by helping screen for potential indicators of exploitation, trafficking and forced labor).

The assessment includes reviewing all financial documents submitted alongside the *Sponsor Application* and information gathered from the *Sponsor Assessment*. The ORR D Administration — Federal Field Specialist(s) (DSA-FFS) must evaluate whether potential sponsors are capable of providing for the physical and mental well-being of the child evaluation if they are financially stable enough to support a child (i.e. that a sponsor is capable of providing for the child's physical and mental well-being).

For all sponsors, ORR considers the totality of the circumstances, including the proof of income submitted with the Sponsor Application and all other relevant and available i determine whether the release process may continue.

ORR accepts any of the following list of documents as proof of income, which must be submitted with the *Sponsor Application*. If needed, multiple documents may be submi total financial income. Unless updated, this list is comprehensive and any documents not reflected below will not be accepted or considered:

- Previous year's tax return (if in the United States during that year)
- Copy of paystubs for the past consecutive 60 days
- An original letter from the potential sponsor's employer, signed within the past 60 days, verifying employment and salary
  - The letter must be on company letterhead and contain verifiable contact information for the employer and supervisor.
  - An ORR Representative must speak with the supervisor or company Human Resources division to verify the information in the letter.

- As applicable, documentation of:
  - Income received from assets (for example, a 1099-INT tax form from the previous year or receipts from rental income received covering the last 60 d
  - Unemployment benefits
  - Strike pay
  - Gifts
  - Annuities
  - Alimony
  - Proceeds from a settlement
- As applicable, the following Public Assistance Records:
  - Temporary Assistance for Needy Families (TANF)
  - Supplemental Security Income (SSI)
  - Cash Assistance
- A balance page from the potential sponsor's most recent bank statement

UACB will also consider written affidavits of support from potential sponsors as well as individuals who financially support them. A potential sponsor may submit one or mo support with the *Sponsor Application*, whether in place of one of the documents listed above, or along with one of the listed documents when multiple verifications of incom show the sponsor is able to meet the child's needs. A privacy notice will be provided to any individual who is completing an affidavit of support.

Generally, if a potential sponsor's submitted proof of income does not sufficiently demonstrate that a sponsor is capable of providing for the child's physical and mental well documentation proving income may be required. DSA-FFS must work with all potential sponsors in obtaining financial support, income documentation, affidavits of suppor means the potential sponsor has to be able to financially support a child coming into their care.

Potential sponsors may meet 125% of the **HHS Poverty Guidelines** , using gross income, to demonstrate that a potential sponsor's income is sufficient to meet their expe (PDF) showing different multiples of the poverty guidelines for the most current year.

> Category 1 sponsors may produce proof of income documentation but are not required to meet the income threshold recommended of Category 2 or 3 sponsors.
>
> If a sponsor makes below 125% of the HHS Poverty Guidelines, a safety plan (see **Section 3.3.4 Safety Planning**) is created (see **Section 2.7.6 Issues Related to R and Decisions**) for the child. The child must be referred to Post-Release Services Level 2 or 3 (see **Section 6.2.1 Referrals and Eligibility**). Any deviation from this r supported by clear justification. Exceptions may be made on a case-by case basis by HHS ORR Headquarters.

Category 1 Sponsor	**MUST** submit income documents **MAY** have income meet their expenses **MAY** meet 125% of HHS Poverty Guidelines **MUST NOT** be denied solely based on income (i.e., having a lack of income meeting 125% of the HHS Poverty Guidelines)
Category 2 or 3 Sponsor	**MUST** submit income documents **MAY** have income meet their expenses **RECOMMENDED TO** meet 125% of HHS Poverty Guidelines **MAY** be denied based on a finding that the sponsor is unable to provide for the child's physical or mental well-being as a result of of the HHS Poverty Guidelines.

See **Section 2.7 Recommendations and Decisions on Release**, **Section 2.7.4**, **Section 2.8.1 After Care Planning** . Category 2 sponsors who are denied sponsorship on th may seek appeal of such denial pursuant to **Section 2.7.8 Appeal of Release Denial**. Category 1 sponsors will never be denied sponsorship on the basis of insufficient incom

Proof of Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

ORR requires all potential sponsors, household members (HHMs) age 18 and older, and alternate caregivers (ACGs) age 18 and older identified in the sponsor care plan or as a *Sponsor Application* to provide proof of SSN or ITIN. Sponsors, HHMs, and ACGs who cannot provide proof of their SSN or ITIN may request a new copy of their SSN card or provide their ITIN, as appropriate, to complete the *Sponsor Application* and vetting process.

Generally,a potential sponsor's, HHM, or ACG's failure to provide an SSN or ITIN will result in release denial. ORR may waive this requirement for Category 1 sponsors, on a ca where a waiver is supported by a clear justification.

If an individual is ineligible for a Social Security Number and has no recognized Federal Tax Purpose under United States Internal Revenue Service Code, they would not be r ITIN issued to them. In these circumstances, the individual must provide evidence to support the claim that they have no Federal Tax Purpose in lieu of the ITIN. Alternatively receive an ITIN during the pendency of their sponsorship application. If they apply to receive an ITIN, they must provide ORR with proof of their application and all IRS corres pertaining to the request **within 15 calendar days** of submitting their ARI, along with the IRS CP565 Notice letter confirming issuance of the ITIN, once received.

Proof of Child's Identity

The potential sponsor or child's family must provide the unaccompanied alien child's original birth certificate or a legible full color copy of the child's birth certificate. Federa all available avenues to verify the authenticity of birth certificates. All efforts and results should be documented in ORR's case management system.

Proof of Sponsor-Child Relationship

The potential sponsor must provide at least one (1) form of evidence verifying the relationship claimed with the child.[5] Acceptable documents include original versions or leg of:

- Birth certificates;
- Marriage certificates;
- Death certificates;
- Court records;
- Official government or court ordered guardianship records; and/or,
- Written affirmation of relationship from Consulate.

ORR requires DNA testing to support verification of the claimed relationship for potential sponsors who claim a biological relationship with a child,

DNA testing must be used to confirm the following biological relationships:

- Biological parent;
- Grandparent;
- Uncle or aunt (defined as full sibling to biological parent); and
- Sibling (full or half).

DNA test results must confirm the claimed biological relationship in order to establish the relationship for purposes of sponsorship. DNA testing is used as part of the overall and must not be the sole basis for denying release, unless the potential sponsor has intentionally misrepresented the relationship.

If a potential sponsor declines to participate in DNA testing, or if DNA results do not confirm the claimed biological relationship, ORR will reassess and may re-categorize the category consistent with **UAC Policy Guide Section 2.2.1 Identification of Qualified Sponsors**.

Exceptions to Proof of Sponsor-Child Relationship for Category 1 Sponsors

In limited circumstances where the required documentation for verifying a sponsor-child relationship is unavailable despite documented, diligent efforts, exceptions may be case basis by the ORR Director or their designee.

For proof of sponsor-child relationship, acceptable alternative documents may include,

- School or medical records listing the sponsor and child's names;
- DNA testing that confirms the relationship; or
- Other verifiable documentation that supports the claimed relationship.

All efforts to obtain the child's birth certificate and written justification must be documented in ORR's case management system.

Category 3 Potential Sponsors Without a Bona Fide Pre-Existing Relationship

Category 3 potential sponsors who are unable to provide verifiable documentation of a social relationship with the unaccompanied alien child must submit evidence that re sufficiently demonstrates a bona fide social relationship with the child and/or the child's family that existed before the child migrated to the United States. Care providers mu corroboration to be confident that they have received needed verification of the relationship between the potential sponsor and the child or child's family.

If a Category 3 potential sponsor does not submit evidence that convincingly demonstrates a bona fide preexisting social relationship between the potential Category 3 spor and/or the child's family, the sponsor will be treated as having no relationship with the child. The sponsor application will be subject to enhanced vetting procedures includi home study as the inability to furnish such evidence raises significant concerns of fraud and trafficking.

Criminal History

If a potential sponsor has been charged with or convicted of any crime or investigated for the **physical abuse**, **sexual abuse**, **neglect**, or **abandonment** of a child, they must court records and police records, as well as documentation of completed court-mandated or voluntary classes, counseling, or other required actions that were part of a plea agreement related to an alternative to conviction or incarceration.

Fraud

If a potential sponsor, household member, or alternate caregiver provides fraudulent documents, information, and/or statements during the sponsor assessment process fo obtaining sponsorship of the child, ORR will report the incident to the U.S. Department of Health and Human Services (**HHS**)/Office of the Inspector General (OIG).

Providing false information may include, but is not limited to, instances:

- Presenting fraudulent documents including documents in which the address, identity, identification number, likeness, issuing authority, expiration date, or othe information is false.
- Presenting another person's legitimate, unaltered documents as one's own.
- Presenting documents that have been manufactured or altered without lawful authorization.
- Making false statements regarding the sponsor, household members, adult caregivers, or an unaccompanied alien child which includes, but is not limited to:
    - A sponsor failing to disclose all household members;
    - A sponsor omitting prior sponsorship history or the welfare of previously sponsored unaccompanied alien children;
    - A sponsor failing to disclose criminal history, including gang affiliation; or
    - A sponsor who fails to disclose their prior placement as an unaccompanied alien child in ORR custody.

ORR will deny release if it is determined that fraudulent documents, information, or statements were provided during the *Sponsor Application* process, regardless of sponsor **Policy Guide Section 2.7.4 Deny Release Request**). Exceptions will only be made on a case-by-case basis and must be supported by clear justification and thorough docum justification must be documented and uploaded to ORR's case management system. Case-by-case exceptions must be approved by the Director or their designee.

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2.2.5 Legal Orientation Program for Custodians

All potential **sponsors** of children under the care of ORR should attend a presentation provided by the Legal Orientation Program for Custodians (LOPC). The purpose of this potential sponsors of their responsibilities in ensuring the child's appearance at all immigration proceedings, as well as protecting the child from mistreatment, exploitation provided under the Trafficking Victims Protection Reauthorization Act of 2008. The program also provides information about possible free legal counsel (pro bono legal servi during the immigration court process.

The Office of Legal Access Programs (OLAP), within the Executive Office for Immigration Review (EOIR) at the U.S. Department of Justice, manages the LOPC and contracts wi organizations around the country to provide LOPC services to potential sponsors in their local communities or in metropolitan areas served by the program. EOIR is the entit government that is also responsible for adjudicating immigration cases by fairly, expeditiously, and uniformly interpreting and administering the nation's immigration laws.

The unaccompanied alien child's case manager is responsible for informing potential sponsors about all procedures related to the child's case--including attendance at an L The Sponsor Application Packet (SAP) that goes to each potential sponsor includes an *Authorization for Release of Information (ARI)* that the sponsor must sign before the cas schedule an appointment for LOPC services. All potential sponsors should submit the ARI immediately and prior to submitting the complete SAP to ensure timely scheduling session.

Upon receipt of the ARI, the case manager schedules an appointment for a potential sponsor to attend a presentation with one (1) of the LOPC providers around the country case manager contacts the **LOPC National Call Center at (888) 996-3848** and arranges for the Call Center to schedule an LOPC appointment for the potential sponsor or ma Information Packet to the sponsor.

When evaluating family members and other potential sponsors, ORR considers whether they have attended an LOPC presentation. Attendance at an LOPC presentation is a f assessment.

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