

LOCAL LAW 6 of 2010
2013 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 third annual report on Local Law 6 of 2010. This annual report presents 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 may qualify for Special Immigrant Juvenile Status (SIJS) or other immigration benefits. As required by Local Law 6, the report provides information on:

- A. *ACS’s ability to identify, track, and coordinate immigration services for youth with whom ACS has had contact;*
- B. *Indicators that show ACS’s progress toward achieving the goals of the agency’s Local Law 6 implementation plan; and*
- C. *Programs, procedures, memoranda, or training materials addressing the implementation and goals of the plan.*

I. INTRODUCTION: ACS IMPLEMENTATION OF LOCAL LAW 6

A. Timeline

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

May 2010: The Local Law 6 work group (also known as the “SIJS” work group) comprising representatives from ACS and selected foster care agencies, immigration legal providers, and immigrant advocates began meeting monthly to discuss the mandates of Local Law 6 and the specific components of ACS’s implementation plan.

January 2011: ACS submitted an implementation plan to the New York City Council, and subsequently commenced carrying out the plan’s initiatives. The implementation plan specified the services that ACS will provide to immigrant youth who come into contact with ACS, established steps that ACS and foster care agencies will take to assist immigrant youth in foster care with their immigration status, and set forth policies and procedures to ensure that immigration services are provided in a timely manner.

April 2012: ACS issued a draft Policy and Procedure on Special Immigrant Juvenile Status and Immigration Services consistent with the agency’s Local Law 6 implementation plan.

June 26, 2013: ACS issued the finalized Policy and Procedure on Special Immigrant Juvenile Status and Immigration Services.

B. Key Accomplishments

ACS and foster care agencies, together with immigration legal services 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 2013, ACS, foster care agencies, and immigration legal services providers:

- **finalized** the ACS Policy and Procedure on SIJS and Immigration Services;
- **trained** a network of **30** SIJS Liaisons, representing **27** foster care agencies, on the above-mentioned policy;
- **expanded** screening protocols to ensure that all youth in ACS care who may be in need of immigration legal services, including U.S. lawful permanent residents who need legal assistance, are identified and referred for services;
- **updated** and **enhanced** training materials to reflect policy developments and staff feedback;
- **provided** immigration training for **234** ACS staff and **469** foster care agency staff;
- **educated** community stakeholders about Local Law 6 implementation initiatives, as well as other ACS immigrant services programs;
- **collaborated** with the Mayor's Office of Immigrant Affairs on its *Family and Child Welfare Blueprint*.

In 2011-2012, ACS and its foster care and immigration legal services partners:

- **implemented** a system to identify youth in need of immigration assistance in foster care and refer these youth to immigration legal services providers;
- **developed** a tracking system for immigrant youth who have been identified and referred to legal providers for services;
- **improved** tracking capacity by adding "Immigration Services" and "SIJS" fields to Connections, the New York State child welfare information system, with the cooperation of the NYS Office of Children and Family Services;
- **established** and **trained** a network of SIJS Liaisons from 28 foster care agencies;
- **provided 30** cultural competency and immigration classes to **746** ACS employees, primarily front-line staff from ACS's Division of Child Protection;
- **trained** an additional **127** ACS staff from other ACS divisions on SIJS and other immigration services;
- **partnered** with the Door's Legal Services Center to train **610** staff from **20** foster care agencies on SIJS and immigration services;
- **developed** a SIJS training video to provide information on how to assist immigrant youth and families who come in contact with ACS;
- **augmented** compliance monitoring capacity by revising the Provider Agency Measurement System's cultural competency section to capture information about youth who qualify for and/or receive immigration legal services; and
- **created** two pamphlets about SIJS and other immigration benefits for ACS and foster care agency staff to provide to their immigrant clients.

II. LOCAL LAW 6 ANNUAL REPORT

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

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

Youth in ACS care who may qualify for SIJS or other immigration benefits are initially identified by ACS through the child protective investigation and the Title IV-E funding eligibility determination process. Foster care agencies are also responsible for identifying any foster care youth who may need immigration legal services, and connecting them with immigration legal services providers. The relevant aspects of each of these three processes are discussed below.

a. Child Protective Investigation

ACS's Local Law 6 implementation plan and the ACS Policy and Procedure on SIJS and Immigration Services require the participation of front-line child protective investigators in identifying youth they encounter who may be in need of immigration legal services. These staff are part of ACS's Division of Child Protection (DCP). Pursuant to ACS policy, DCP staff conducting child protective investigations must make efforts to identify youth in need of immigration services by asking about the youth's country of birth and citizenship status during intake, and soliciting from the youth's parents the child's birth certificate and any documentation of U.S. citizenship or lawful permanent residence. DCP staff must record this information and any immigration-related service needs in Connections, the New York State system for child welfare information and case records. If the youth is to be placed in foster care, DCP staff must discuss his or her immigration services needs with the ACS Division of Family Court Legal Services' attorney and foster care agency caseworker assigned to the case, to ensure that these needs will be addressed going forward. Furthermore, when any member of a family is identified as possibly needing immigration services, ACS staff must provide the family with the ACS pamphlet *Immigration Assistance for Children and Families*. This pamphlet describes the availability of free or low cost immigration legal services and the benefits of securing legal status. The pamphlet is currently available in English and Spanish, and in Spring 2014 will be translated into eight other languages commonly used by the families ACS serves.

b. Title IV-E Process

A key tool for identifying immigrant youth in foster care who may be in need of immigration legal services is the Title IV-E eligibility determination process. "Title IV-E" refers to the federal funding stream that provides reimbursement for expenditures related to children in foster care. In order for ACS to receive Title IV-E reimbursement for a particular child in foster care, the child must be a U.S. citizen or lawful permanent resident. To determine whether a youth's case is eligible for reimbursement, ACS's Central Eligibility Unit (CEU) reviews case records for relevant information about the

youth's immigration status. CEU then generates a list of youth whose cases are deemed ineligible for Title IV-E funding due to immigration status, and since January 2011, has provided this to ACS Immigrant Services, on a monthly basis. ACS Immigrant Services sends lists of youth identified through this process to the relevant foster care agencies' SIJS Liaisons and case planners (please see Section II.A.1.c. below for a description of the SIJS Liaison role). Along with the lists, ACS requests that the assigned foster care agency case planner review each youth's documentation of immigration status and connect the youth with immigration legal services if the foster care agency does not have documentation of U.S. citizenship or lawful permanent residence. Foster care agencies are requested to notify ACS Immigrant Services when they refer the cases to legal services providers for tracking purposes.

c. Foster Care Agencies

Pursuant to ACS's Local Law 6 implementation plan and related ACS policy, ACS-contracted foster care agencies must designate an Immigrant Services Liaison ("SIJS Liaison") who serves as the point of contact for ACS Immigrant Services. SIJS Liaisons at foster care agencies were trained extensively on the SIJS implementation plan and draft policy in 2011-2012, received additional training on the revised policy and procedures in 2013, and are provided with technical assistance by ACS Immigrant Services on an ongoing basis. SIJS Liaisons work with their agencies to maintain compliance with ACS policy on providing services to immigrant youth, and since 2011 have been working closely with ACS Immigrant Services to ensure that all youth in need of immigration legal services are identified and promptly referred to immigration legal services providers to receive the appropriate services in a timely manner.

In addition to following up on immigration services for youth identified in the child protective investigation and Title IV-E funding eligibility determination process as discussed above, foster care agencies must also screen youth placed in their care for immigration legal needs. Like ACS DCP staff, foster care agency workers must inquire about a youth's country of birth and citizenship status, and solicit from the youth's parents or caretakers the child's birth certificate and any documentation of U.S. citizenship or lawful permanent residence. If a youth does not have an original, physical document establishing U.S. citizenship or lawful permanent residence, he or she is considered in need of immigration legal services and will be connected by the case planner to an approved immigration services provider. Additionally, certain youth who are lawful permanent residents will also be referred to immigration legal services providers, as discussed below in Section II.B.2. To make certain that older youth who may be in need of immigration legal services receive those services before leaving care, the "Preparing Youth for Adulthood" tool – a checklist/questionnaire used by foster care agencies with youth who are 17 years and older – has been modified to include immigration needs screening questions (see Attachment 1).

Once a youth has been connected with immigration legal services, foster care agency case workers must assist with certain aspects of the immigration case, including obtaining necessary documents (e.g., fees for birth certificates, passports, court orders and

dispositions, immigration medical exams) and issuing payment from the foster care agency for certain non-waivable immigration application-related fees which ACS will reimburse (e.g., immigration medical exams, passport photos, copies of documents). For tracking purposes, the foster care agency case worker communicates case status information to ACS Immigrant Services at the point of identification of immigration legal needs, referral to legal services, and as the immigration case progresses. As a means of verifying that foster care agencies are in compliance with the above-described aspects of ACS's Local Law 6 implementation plan and policies, ACS has modified its Provider Agency Measurement System (PAMS) tool – which facilitates an annual review of a sample of 50 cases from each foster care agency – to include immigration-related questions (see Attachment 2). As only about 1% of youth in foster care are estimated to be in need of immigration legal services, the PAMS case review sample may not include any cases involving immigrant youth. However, including immigration-related questions in PAMS reiterates to foster care agencies ACS's view that assisting immigrant youth is a critically important aspect of foster care service provision.

2. Tracking Youth in Care Who May Be Eligible for Immigration Benefits

Consistent with Local Law 6 of 2010, ACS Immigrant Services (in cooperation with foster care agencies and immigration legal services providers) has implemented a tracking system to maintain information about youth identified as needing immigration legal services, through the completion of their immigration cases. 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 services providers;
- status of referrals; and
- outcome of the legal service providers' work with the youth, including the status of applications for immigration benefits or relief filed with the U.S. immigration agency.

Prior to requesting updated information from foster care agencies, ACS Immigrant Services reviews the Connections case records of foster care youth to determine the status of their immigration legal needs, referral, and/or case status.

3. Coordinating Immigration Services for Youth

ACS Immigrant Services worked closely with stakeholders, including immigrant youth, ACS staff, foster care agencies, and legal services providers, to develop the ACS Local Law 6 implementation plan and related Policy and Procedure on SIJS and Immigration Services. ACS has designated its Immigrant Services Coordinator to be the liaison between foster care agencies, legal services providers, and ACS to ensure the coordination of immigration services for youth.

To safeguard immigrant youth in ACS care, ACS is committed to connecting those youth with high-quality immigration legal services. To that end, ACS has partnered with a

number of immigration legal services providers that specialize in working with youth. Legal Services organizations including Atlas DIY, Catholic Charities Community Services, Catholic Migration Services, the Door, Lawyers for Children, the Legal Aid Society, Lutheran Social Services of New York, the New York Law School Safe Passage Project, Safe Horizon, Sanctuary for Families, and the Urban Justice Center provide immigration legal representation for youth in ACS care, as well as technical assistance on immigration questions to ACS and foster care agency staff. These valuable partnerships are essential to ACS's capacity to serve immigrant youth and families.

B. Progress Indicators

1. ACS Policy and Procedure on Special Immigrant Juvenile Status and Immigration Services

In June 2013, ACS issued a Policy and Procedure on Special Immigrant Juvenile Status and Immigration Services (see Attachment 3). This policy, which replaces ACS's previous policy (issued August 28, 2009), was developed in collaboration with representatives of all relevant divisions of ACS, foster care provider agencies, immigration legal services providers, and immigrant advocates. It formalizes ACS's Local Law 6 Implementation Plan, and explains in detail the processes ACS and foster care provider agencies will utilize to ensure that all youth in ACS care, including youth in non-secure juvenile justice placements, who have immigration legal needs will be given the opportunity to obtain legal services and pursue immigration relief for which they may be eligible.

2. Expanding Screening Protocols to Ensure that All Foster Care Youth in Need of Immigration Legal Services are Identified

In the first stage of implementing initiatives under Local Law 6, ACS focused on the most vulnerable immigrant youth: those who were undocumented, or without any proof of lawful immigration status in the U.S. Now that policies and procedures to meet the urgent immigration needs of undocumented foster care youth are firmly established, ACS is expanding its screening protocol to ensure that *any* youth who may have immigration legal needs will be identified and referred to a qualified immigration legal services provider. The expanded screening, described below, also reinforces ACS's long-standing practice of referring immigrant youth who have had criminal justice contact to immigration legal services providers, which is of critical importance due to the serious risks such contact may pose to a non-citizen's immigration status.

Under the expanded screening protocol, youth who have documentation of lawful permanent residence (i.e., an unexpired 10-year green card), *and* who meet any one of three additional criteria indicating the need for immigration legal assistance, will be identified and referred to approved immigration legal services providers. The additional criteria reflect ACS's recognition that certain circumstances may present risks to immigration status for *any* non-citizen, even a lawful permanent resident.

The three criteria for referring a lawful permanent resident for immigration services are:

- youth has criminal justice contact;
- youth seeks to submit any type of immigration application (e.g., green card renewal or replacement, citizenship, family member sponsorship); or
- youth seeks to travel.

This expansion has resulted in an increase in the number of referrals of lawful permanent resident youth to ACS's approved immigration legal services provider partners.

3. Identifying Youth in Need of Immigration Legal Services

a. Youth Identified by ACS

As described above in Section II.A.1., children in ACS care who may qualify for SIJS or other immigration benefits are initially identified through the child protective investigation and the Title IV-E funding eligibility determination process conducted by the ACS CEU. ACS Immigrant Services also tracks youth who are identified by other ACS divisions. In terms of youth identified by ACS, the tracking system reflects the following:

- Since January 1, 2011, CEU has identified **209 foster care children** as potentially eligible for SIJS or other immigration benefits.
- The majority of identified children (**148**) were referred, or are currently in the process of being referred, to immigration legal services providers.
- **47** youth have been granted SIJS and obtained lawful permanent residence.
- **10** youth have had their SIJS applications submitted to the federal immigration agency, and **33** additional youth are in the process of having their SIJS applications submitted.
- Immigrant legal services providers found that **20** youth already had U.S. citizenship or lawful permanent residence and did not need to pursue SIJS.
- Foster care agencies are in the process of reviewing **25** youth (primarily youth who have been identified in the past 3-4 months) who have been identified by ACS as possibly needing immigration legal services. ACS Immigrant Services is following up with these children's foster care agencies to ensure if immigration services are needed, the youth are referred promptly.
- Finally, **36** youth were found to have 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 Title IV-E eligibility determination, and by other ACS staff:

ACS-IDENTIFIED CASES: SUMMARY	
Total # of cases identified	209
Referred to legal services (see chart below for detail)	148
In process of having cases reviewed	25
Discharged and no longer in care	36

ACS-IDENTIFIED CASES: REFERRED TO LEGAL SERVICES	
Total # of cases referred to legal services	148
Granted SIJS and received green card	47
Submitted SIJS application, waiting for immigration interview	10
In process of preparing SIJS application	33
Pursuing other immigration relief	2
Referral or legal services provider intake in progress	36
Already a US Citizen or Lawful Permanent Resident	20

b. Youth Identified by ACS-Contracted Foster Care Agencies or by Children’s Legal Services Providers

Where possible, ACS works with foster care agencies and attorneys for children in foster care to identify youth who may be eligible for SIJS or other immigration benefits. ACS has been tracking these youth and has found that:

- A total of **245** children have been identified by foster care agencies or by attorneys representing youth in foster care.
- Of the 245 youth identified, **225** youth have been referred, or are in the process of being referred, to immigration legal services.
- **101** youth have been granted SIJS and obtained lawful permanent residence.
- **13** youth have had SIJS applications submitted to the federal immigration agency, and an additional **34** are completing SIJS applications for future submission.
- **19** youth are pursuing a form of immigration relief other than SIJS.
- Immigration legal services providers found that **17** youth already had U.S. citizenship or lawful permanent residence and did not need to pursue SIJS.
- **10** cases are being reviewed by foster care agencies to determine whether immigration legal services are needed.
- **10** youth are no longer in care.

The following chart shows the results of ACS’s tracking system for youth identified by foster care agencies or the youth’s legal services provider:

FOSTER CARE AGENCY OR LEGAL PROVIDER-IDENTIFIED CASES: SUMMARY	
Total # of cases identified	245
Referred to legal services (see chart below for detail)	225
In process of having cases reviewed	10
Discharged and no longer in care	10

FOSTER CARE AGENCY OR LEGAL PROVIDER-IDENTIFIED CASES: REFERRED TO LEGAL SERVICES	
Total # of cases referred to legal services	225
Granted SIJS and received green card	101
Other immigration relief granted	3
Submitted SIJS application, waiting for immigration interview	13
In process of preparing SIJS application	34
Pursuing other immigration relief	19
Referral or legal services provider intake in progress	38
Already a US Citizen or Lawful Permanent Resident	17

4. Updating and Enhancing Training Materials

In 2013, ACS collaborated with immigration legal services provider partners to update and enhance the *Introduction to Working with Immigrant Youth* training presentation (see Attachment 4). Providers who made valuable contributions to this effort include the Catholic Charities Community Services Immigration Services Department, the Door’s Legal Services Center, the Lawyers For Children Immigration Rights Project, the Legal Aid Society Immigration Law Unit, and the Sanctuary for Families Immigration Intervention Unit.

In response to developments in federal immigration agency policies and practices, the following material was added to the training presentation:

- points of risk for non-citizens, including lawful permanent residents;
- steps to take if a non-citizen youth in foster care is arrested; and
- expanded discussion of common immigration remedies for youth, including Deferred Action for Childhood Arrivals (DACA).

Following the issuance of the ACS Policy and Procedure on SIJS and Immigration Services in June 2013, the following material was added:

- expanded explanation of the policy and requirements pertaining to ACS and foster care agency staff; and

- expanded screening tool (designed to help ACS and provider agency staff identify all youth with immigration legal needs, including lawful permanent residents who may need immigration assistance to maintain that status).

To incorporate frequently asked questions and other feedback from ACS and provider agency staff, the following material was added:

- background on the federal immigration system
- description of New York City Confidentiality Policy as it concerns immigration information of youth and families in contact with ACS and ACS-contracted provider agencies;
- information on immigration help for other family members, including the NYC Family Justice Centers, operated by the Mayor’s Office to Combat Domestic Violence; and
- interactive “Question & Answer” section.

5. Conducting Training for ACS and Foster Care Agency Staff

a. Training for ACS Staff

ACS provides training on Immigration and Cultural Competency through its internal training unit, the James Satterwhite Academy. Over the three-day Immigration and Cultural Competency course, staff are trained on SIJS and other forms of immigration relief, as well as the impact of immigration status on a person’s eligibility for benefits and services, including certain key safety net programs ACS frequently uses to support and protect the welfare of children and families. In 2013, the Satterwhite Academy trained **149** staff on both Immigration and Cultural Competency (including 148 front-line Child Protective Specialists and one Child Protective Supervisor). An additional **five** ACS staff participated in the Immigration training (one Child Protective Supervisor, one Child Family Specialist, and three Protective Agents); **three** other ACS staff participated in the Cultural Competency training (two Community Coordinators and one Social Services Supervisor).

Additionally, in 2013, staff from ACS Immigrant Services and the ACS Division of Family Court Legal Services trained **33** new ACS staff attorneys on immigration topics, using the *Introduction to Working with Immigrant Youth* training. ACS Immigrant Services also provided *Introduction to Working with Immigrant Youth* training presentation to approximately **35** managerial team members in the ACS Division of Child Protection, and **9** staff members in the ACS Office of Advocacy.

b. Training for Foster Care Agency Staff

SIJS Liaisons at foster care agencies, who were trained extensively on the SIJS implementation plan and draft policy in 2011-2012, received additional training on the revised policy and procedures in 2013. In addition, Liaisons are provided with ongoing technical assistance by ACS Immigrant Services and immigration legal services providers.

Beginning in July 2013, ACS Immigrant Services partnered with immigration attorneys from Catholic Charities Community Services Immigration Services Department, the Door's Legal Services Center, the Lawyers For Children Immigration Rights Project, the Legal Aid Society Immigration Law Unit, the Lutheran Social Services of New York Immigration Legal Project, and the Sanctuary for Families Immigration Intervention Unit to provide *Introduction to Working with Immigrant Youth* training presentations on-site at ACS-contracted foster care agencies. From July 2013 through February 2014, a total of **16** such training presentations were conducted, with **469** foster care agency personnel trained. These trainings will continue to be offered on an ongoing basis.

In addition, ACS Immigrant Services conducted **two** *Introduction to Working with Immigrant Youth* presentations for a total of **23** foster care caseworkers as part of an ACS-led legal issues training program at the Council of Family and Child Caring Agencies (COFFCA). These trainings will continue to take place approximately once every two months.

6. Educating Community Stakeholders about ACS Immigrant Services Initiatives

Recognizing the importance of disseminating information about SIJS and other common forms of immigration relief as widely as possible, ACS has pursued opportunities to educate community stakeholders about its Local Law 6 and other Immigrant Services initiatives. In 2013 and early 2014, this included:

- collaborating with the Mayor's Office of Immigrant Affairs on its *Family and Child Welfare Blueprint* (available online at <http://www.nyc.gov/html/imm/downloads/pdf/Blueprints/BII-Family-and-Child-Welfare.pdf>);
- contributing an article, "Best Practices for Connecting Clients with Immigration Legal Assistance," for the ACS Division of Family Support Services' forthcoming quarterly magazine for preventive services agencies;
- teaming with the ACS Office of Community Partnerships in ongoing "Demystifying ACS" presentations hosted by community groups; and
- conducting a networking presentation on ACS Immigrant Services for the Queens Borough President's Immigration Task Force.

C. Programs, Procedures, Memoranda, and Training Materials

1. Programs, Procedures and Memoranda

a. ACS Policy and Procedure on SIJS and Immigration Services

Please see Section II.B.1. above.

b. ACS Commissioner Letter to Foster Care Agencies

On February 11, 2011, ACS's former Commissioner John Mattingly sent a letter (see Attachment 5) to the Executive Directors of foster care provider agencies requesting their cooperation with ACS's Local Law 6 implementation plan.

c. ACS U Visa Certification Program

Recognizing that some immigrant youth – as well as other members of families ACS serves – may not qualify for immigration relief through SIJS, ACS also works to meet the mandate of Local Law 73 through its U Visa Certification Program. Pursuant to federal immigration law, local child protective agencies may provide a U visa certification to individuals who are victims of a qualifying crime and who assist ACS in the investigation or prosecution of criminal activity. The certification allows crime victims to proceed with an application to federal immigration authorities for U visa status. If granted, the U visa generally allows the victim to remain in the U.S. for four years, obtain work authorization, eventually apply for lawful permanent residence, and sponsor the immigration of certain family members. In order to ensure that requests for U visa certification are processed in a timely manner, ACS has designated multiple staff members to review these requests. Moreover, ACS and provider agency staff are trained on U visas so they can provide basic information about this option to undocumented families.

2. Training Material

ACS has developed extensive training and informational materials on SIJS and other immigration benefits and services, including:

- ***Special Immigrant Juvenile Status: Green Cards for Youth in Foster Care Pamphlet:*** This pamphlet provides an overview of SIJS, including eligibility criteria and a list of local legal service providers who can assist youth in applying for SIJS or other immigration benefits. This pamphlet is intended for both ACS and provider agency staff, as well as youth and families with whom staff come in contact. It has been translated into several languages and made available to staff. The pamphlet is available in English and Spanish, and will be translated into ACS's eight other priority languages.
- ***Immigration Assistance for Children and Families Pamphlet:*** This pamphlet provides a brief description of the benefits of securing lawful immigration status in the U.S., a list of free or low-cost immigration services in the New York City, and tools for avoiding unethical providers when seeking immigration assistance. It is intended for immigrant families who come into contact with any division of ACS, including foster care, preventive, child care, and juvenile justice services. The pamphlet is available in English and Spanish, and will be translated into ACS's eight other priority languages.

- ***Introduction to Working With Immigrant Youth PowerPoint Presentation:*** As discussed above in Section II.B.4., ACS developed this presentation in collaboration with immigration legal experts. The presentation was updated and enhanced in 2013, and going forward will be used to train ACS and foster care agency staff on Local Law 6 and related ACS policy, the importance of connecting youth with immigration legal services, best practices for working with immigrant youth, and common immigration remedies.
- ***Procedure for Documenting Immigration Services Needs for Youth in Foster Care:*** In order to maintain accurate records of a foster care youth's immigration services needs, facilitate case status tracking, and ensure the consistency of service provision through staffing changes, ACS developed a procedure on how to document immigration services in Connections, the New York State system for child welfare information and case records. This procedure has been shared with ACS and foster care agency staff, including SIJS Liaisons, during trainings.
- ***SIJS Training Videos:*** In response to the frequency of staff turnover at foster care agencies and the logistical and resource challenges presented by in-person trainings, ACS developed a set of videos on SIJS and other immigrant services issues to supplement live training presentations. One video presents an overview of SIJS and resources for connecting youth with immigration legal services. A second video features interviews with immigrant youth who have received green cards through SIJS, and is appropriate both for staff training and for youth who may be in need of immigration services to better understand the SIJS process from the perspective of an applicant. The videos are available online via the ACS website (<http://www.nyc.gov/html/acs/html/translation/video.shtml>) and YouTube ("Resources for Immigrant Children" on <https://www.youtube.com/user/childservices>).

D. List of Attachments

1. "Preparing Youth for Adulthood" Questionnaire
2. Provider Agency Measurement System Tool
3. ACS Policy and Procedure on Special Immigrant Juvenile Status and Immigration Services
4. *Introduction to Working With Immigrant Youth* PowerPoint Presentation
5. ACS Commissioner Letter to Foster Care Agencies
6. *Special Immigrant Juvenile Status: Green Cards for Youth in Foster Care* Pamphlet
7. *Immigration Assistance for Children and Families* Pamphlet
8. How to Document a Youth's Immigration Needs and Services Procedure