

CALIFORNIA GROUP REPATRIATION PLAN

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CALIFORNIA GROUP REPATRIATION PROGRAM

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CALIFORNIA GROUP REPATRIATION PLAN

INTRODUCTION

PURPOSE

This document defines the role of the California Department of Social Services (CDSS) and its relationship with Federal, state and county agencies during emergencies which necessitate the mass evacuation of United States citizens from foreign countries to California.

This plan is designed to encourage the cooperation and assistance of other State agencies and Operational Areas (OAs) in which Ports of Entry (POE) are located and/or are the evacuee's final destination.

AUTHORITY

National Group Repatriation Plan

Title XI, Section 1313 of the Social Security Act

Federal Privacy Act 1974

Title 45, Chapter II, Part 212, Code of Federal Regulations

Civil Code, Section 1798

Government Code, Section 8550, 26620

Welfare and Institutions Code, Sections 10600, 10609, 10613, 10800

Executive Order 11490, Section 1104(4) of Part II

Administrative Order with Governor's Office of Emergency Services (OES)

CALIFORNIA PORTS OF ENTRY

1. Travis AFB (Solano County)
2. Unknown – awaiting notification from the Department of Defense (DOD)

BACKGROUND

A large number of U.S. citizens and their dependents live, visit, and/or travel in countries throughout the world. They may be employed by the U.S. Government, businesses or international agencies, or may be tourists or students at foreign schools, colleges and universities. Many may have dependents with them. Certain emergencies may occur which will necessitate the rapid evacuation of such persons to the continental U.S. This may happen following the Declaration of State of National Emergency by the President, and/or the Congress, or there may be no such declaration. Precipitating factors may be an increase in international or internal tension, the outbreak of hostilities, or some similar occurrence.

CONDITIONS INVOLVING A GROUP REPATRIATION

1. Evacuations Under a Declaration of National Emergency

If the situation is serious enough as to warrant the Declaration of a State of National Emergency, the California Group Repatriation Plan (CGRP) will automatically be implemented. The federal Department of Health and Human Services (DHHS) has responsibility for arranging for reception, temporary care and onward transportation for noncombatant U.S. citizens returned from a foreign country. DHHS enters into agreements with states to provide such temporary assistance to repatriates. In California, counties with POE's are responsible for provision of temporary assistance to repatriates with assistance from the CDSS.

2. Evacuations Not Involving a Declaration of National Emergency

It is possible that a situation may arise in a foreign country that would necessitate the immediate evacuation of U.S. citizens and dependents, even though a Declaration of National Emergency is not declared. In this situation, the U.S. military and other government agencies will assume responsibility for providing services. If the scope of the emergency is such that government agencies are unable to provide necessary services, DHHS may be asked to provide assistance. DHHS will be responsible for assisting evacuees as in a situation of national emergency and the CGRP will be activated as under a formal Declaration of a State of National Emergency.

SCOPE

This plan is not intended to provide a detailed picture of how repatriation will be carried out in California. It is meant to provide an overview of California's approach to the return of large groups of U.S. citizens evacuated from a foreign country due to an emergency or disaster.

The CDSS is tasked with coordinating the social services aspects required in a group repatriation. The primary responsibility for the implementation of group repatriation is the local POE counties as designated by the DOD with assistance from CDSS.

Extended services to repatriates who arrive through any POE and choose a California county as their final destination are covered in the Individual Repatriation Plans administered by that particular California county.

PLANNING AND PREPAREDNESS

The following planning and preparedness activities will be completed on an annual basis:

- All appropriate Federal, state and county agencies will participate in CGRP planning meetings and exercises.
- Schedule and participate in tabletop and functional exercises with all agencies involved in order to evaluate and test procedures.
- Work with POE counties to update plans, checklists and procedures.
- Revise CGRP plans, phone rosters and procedures.
- Training will be provided by Federal, state and county agencies to all staff required to participate in the CGRP.
- Send annual estimate of repatriation funds and listing of possible administrative costs to DHHS.

BASIC PLANNING ASSUMPTIONS

Repatriates will not have been held at Emergency Processing Centers (EPC)'s for more than 72 hours.

In all probability, there will not be a Declaration of National Emergency.

Evacuees may arrive in the U.S. with little or no money or possessions.

Children may arrive without adult supervision.

Some evacuees may arrive with pets.

California will be notified at the point that an evacuation is being considered, which will ensure that California has between 48 hours and one week in which to activate this Plan before flights start to arrive.

Group repatriation operations will begin prior to the Declaration of a National Emergency.

Operations will be carried out on a 24-hour per day basis.

The media will be involved from the beginning of the repatriation.

The DHHS will have large supplies of all essential program forms at various locations throughout California so that they will be readily accessible prior to need.

Under the California Disaster and Civil Defense Master Mutual Aid Agreement and Section 26620 et seq., California Government Code, the OA's Office of Emergency Management (OEM) Director may request additional personnel and other assistance deemed necessary in carrying out the provisions of this plan. Such assistance shall be rendered in accordance with the above noted Agreement and applicable provisions of State Law.

ROLES AND RESPONSIBILITIES

FEDERAL ROLE

The U.S. State Department determines when the group repatriation plan will be activated. DOD selects the POEs, and arranges transportation to the U.S. DOD is also responsible for providing specific resources to POEs during a group repatriation including:

- Travel Office personnel to provide onward transportation services
- Ten computers loaded with the federal tracking system software
- Training for data entry operators
- Coordination with other Federal agencies as needed at the POE

Upon arrival at the POE, all repatriates are processed through the Federal Inspection Service (FIS):

- Immigration and Naturalization Service (INS)
- U.S. Customs
- Public Health Services
- FBI
- Department of Agriculture

DHHS provides cash and banking services to repatriates and provides personnel to assist with registration.

The Federal Emergency Management Agency (FEMA) will coordinate all communications with federal, state and county public information officers (PIO).

NOTE: A complete list of the federal Roles and Responsibilities may be found in the NGRP.

STATE ROLE

Governor's Office of Emergency Services (OES)

The OES coordinates to ensure the State's resources are fully utilized for the implementation and operation of the CGRP.

OES assists the directors of OAs with POEs, to develop local group repatriate plans. Local plans shall be compatible with the CGRP.

In cooperation and coordination with CDSS, DOD and DHHS, develops and implements the CGRP training program.

Activates the Regional Emergency Operations Center (REOC), Department Operations Center (DOC) and/or State Operations Center (SOC), as appropriate for coordination.

California Department of Social Services (CDSS)

The CDSS shall develop and maintain a standing request with DHHS that shall be updated yearly for program funding and immediate reimbursement.

The CDSS and OES shall request such reimbursement based on appropriate cost estimates. (See Attachment B)

CDSS shall include a listing of categories of reimbursable administrative expenses that meet the requirements of 45 CFR Part 92 and OMB Circular A-122. (See Attachment C)

The CDSS and OES shall establish a joint and/or separate fund distribution system.

The CDSS shall assign primary and alternate representatives at the OES REOCs.

CDSS and/or OES shall also be responsible for the maintenance of records in accordance with State and Federal laws.

Other state agencies may be involved in CGRP once activated. This is dependent on the needs identified by OES, CDSS and the POE counties.

COUNTY ROLE

The POE counties have the primary responsibility for local implementation of group repatriation with assistance from CDSS and OES. County roles and responsibilities are clearly outlined in Attachment A. (See Attachment A Sacramento County Repatriation Plan)

NOTE: Although the POE county for Travis AFB is Solano County, the civilian evacuees will be transported by Solano County staff from Travis AFB to Sacramento International Airport for processing. All Federal clearances and processing will have taken place prior to transport to Sacramento International Airport. Sacramento County staff will then process the repatriates using the attached plan. This procedure was implemented because Sacramento International Airport is the closest airport to Travis AFB and Sacramento County has agreed to process the repatriates with assistance from Solano County staff.

A second POE county has not been selected as of this date.

CONCEPT OF OPERATIONS

The POE counties have overall responsibility for activating the plan and ensuring readiness of the facility and the departments that have a response role. The Standardized Emergency Management System (SEMS) will be used to manage group repatriation. If for any reason the POE county is unable to fulfil the group repatriation responsibilities, mutual aid agreements will be developed with counties that had previously been designated as POEs. If no county is available to handle the repatriates, CDSS will assume responsibility with assistance from OES. The same roles and responsibilities as outlined in the attached county plan will be followed by CDSS with all required modifications for the particular POE. (See Attachment A – Sacramento County Repatriation Plan)

NOTIFICATION

Notification should occur as follows:

- The Department of Defense (DOD) will notify OES that U.S. citizens in a foreign country will be evacuated to California and will give the date the operation will be initiated, an estimate of the number of evacuees, the POE(s) to be used and approximate time of arrival.
- OES will notify all impacted state agencies, county OES offices, the county POE's and all appropriate internal contacts and request the activation of the CGRP.

ACTIVATION

Office of Emergency Services (OES)

When the CGRP is implemented, assures that each involved element of State Government has been alerted and positioned to carry out the specifications of the State and County POE plans.

OES will establish contact with a pre-designated official at each California POE to insure that there will be pre-notification of incoming evacuees' flights.

OES notifies CDSS as to which POEs will be used; estimated times of arrival (ETAs) of planes and other pertinent information needed to assure that flights will be met, and evacuees receive immediate attention.

OES will use the Standardized Emergency Management System (SEMS) to coordinate efforts of participating agencies at all levels and to assure that all needs and requirements are met.

The activation shall include, but not necessarily be limited to: OES personnel, ARC, CDSS, and other State agency personnel as may be deemed essential in effective program coordination and operations.

OES shall ensure that direct communications are available between the SOC, REOCs, DOCs (*if activated*) and the county POE EPCs.

When the OES Director has been notified that the CGRP is to be implemented, the OES Director may request that the Governor proclaim a "State of Emergency."

If a proclamation of a "State of Emergency" is declared, OES will alert State supporting agencies as delineated in the California Emergency Plan.

OES in coordination with State and County POE's will develop agreements as indicated for the use of necessary facilities. Whenever possible, such should be located prior to program implementation.

Upon implementation of the above, OES shall notify CDSS of the location of the EPCs.

OES coordinates the implementation of the State level emergency public information program.

Upon implementation of the CGRP, OES provides staff for each POE/FIS/EPC to act as primary liaison with County POE's, and other state agencies, or as otherwise indicated.

If the Governor has proclaimed a State of Emergency, the OES Director or a designee may call upon staff and/or resources from State Agencies or Departments or any OA to assist in the implementation of this plan. It shall be the duty of public officials to cooperate to the fullest extent in carrying out such duties.

California Department of Social Services (CDSS)

In accordance with CGRP, CDSS shall serve as the Lead State agency for the coordination of social service response and will assist POE county staff with the social services aspects, including identifying the need for temporary cash assistance, lodging, ongoing transportation; the registration and identification process; and the care of unaccompanied minors and all other functions as outlined in the county POE plan(s).

CDSS will request the drawdown of program funds from DHHS, in accordance with the estimates included in this Plan as Attachment B.

CDSS will coordinate the disbursement and tracking of program funds.

CDSS will process requests for reimbursement of the eligible administrative costs incurred by the POE county and state agencies. See Attachment C for a list of the eligible administrative costs.

Assists county POE's as needed or if a county POE is unable for any reason to carry out their responsibilities, CDSS will handle all processing of the evacuees.

CDSS will assign representatives to the REOC and keep the representatives informed on a regular basis of the status of the CGRP.

CDSS will notify OES of the PIO assigned to CGRP.

CDSS (Refugee Services Bureau) will notify all 58 county Individual Repatriation Officers (IRO) of the activation of the CGRP. Each county IRO may then prepare to receive those repatriates needing ongoing temporary assistance who declare that county as their final destination. The county IROs and CDSS' Refugee Services Bureau will implement their standard procedures for individual repatriation.

PROGRAM ELIGIBILITY/ASSISTANCE

General Eligibility

For those U.S. citizens and dependents that request assistance and are without resources, temporary assistance through the CGRP may be provided.

Temporary assistance includes money payments, medical care, temporary lodging, transportation, and other goods and services necessary for the health and welfare of individuals, including guidance, counseling, and other social services.

Eligibility Criteria

To qualify for CGRP assistance, the repatriate must:

- Be a U.S. citizen or dependent;
- Return from a foreign country because of war, threat of war, invasion or a similar crisis; and
- Be without immediately accessible resources.

Citizenship

INS will verify citizenship. Dependents of U.S. citizens include spouse, unmarried minor children, including adopted and stepchildren, unmarried handicapped adults whose dependency is related to the handicap, and grandparents, parents, and minor siblings of the U.S. citizens and spouse.

Without Available Resources

Resources to be considered will be only those which are immediately accessible for use at the time temporary assistance and services are required at the POE or when arrangements are made for onward transportation to final destination. Resources are considered as immediately accessible only when they are in the possession of and under the control of the evacuee, and they can be drawn upon to meet immediate or temporary needs. The individual's declaration that he/she is without available resources will be accepted unless the interview reveals that resources are available. Many of the evacuees will have their own resources at their final destination or through their public or private employing organizations or agencies, which are not immediately accessible to them at the port of entry. Such persons will be eligible for temporary assistance as needed at the port of entry and for onward transportation but such individual will be required to repay to the United States the costs of such assistance and services after their arrival at final destination and arrangements have been made for evacuation allowances, per diem, transportation, and other expenses from their public or private employer, or their own resources become accessible to them.

Temporary Assistance

Cash Assistance

Cash assistance will be provided to evacuees at the POE when it is determined that they have no such resources immediately available to them. If the evacuees needs for food and temporary shelter are being met, the amount should be nominal. The cash should be for personal items. If no congregate temporary food and shelter is being provided, the amount should not exceed a prudent local standard for such services. If it is necessary to use commercial facilities to provide temporary lodging, the OA may negotiate payments directly to pay for these services. Cash needed for meals and lodging, while en route to their destination, will be provided to eligible evacuees.

Medical Assistance

It is expected that most evacuees will have hospitalization insurance that will pay for medical care needed at the POE. If the evacuee does not have insurance and does not have sufficient available resources to pay for medical care, arrangements will be made and paid for by the program.

Temporary Assistance and Social Services at Community of Destination

Temporary cash assistance, medical assistance, and related social services will be provided to eligible evacuees under established standards and policies of the OA's Human Services Agency serving the community of destination.

Temporary assistance will be provided to all individuals without sufficient resources under the State standard without regard to age, disability, or families with children with an absent or incapacitated partner. Such temporary assistance may be continued for a period of 90 days following arrival in the U.S.

Repayment

Repayment will be required for assistance provided through the NGRP. The Human Services Agency is responsible for informing the individual of the repayment requirement and the amount of the repayment. In addition, the Human Services Agency will recommend to the DHHS whether repayment or a waiver is warranted. The DHHS is responsible for seeking repayment.

Safeguarding Information

The operation of this plan is subject to the provisions of the Privacy Act of 1974 (Public law 93-579).

No eligible persons shall, because of race color, religion, gender, or national origin, age or disability will be excluded from participation, denied any benefits or otherwise be subject to discrimination under this plan. All physical facilities and access to program information and/or eligibility shall comply with the Americans with Disabilities Act (ADA) to the extent possible.

FUNDING AND FISCAL PROCEDURES

PROGRAM IMPLEMENTATION

Section 1313 of the Social Security Act authorizes Federal funding for the provision of evacuee reception, temporary care and onward transportation for U.S. citizens and their dependents from a foreign country due to destitution, illness, war, threat of war, or a similar crisis. In case of increasing world tensions when implementation of the group repatriation plan appears imminent, the DHHS will request an emergency apportionment from the U.S. Office of Management and Budget. Under such a situation, funds will be made available to the DHHS so that States can be advanced funds to cover group repatriation activities.

In conjunction with the development of the CGRP, CDSS in cooperation with County POEs or State Government agencies has developed a cost estimate for plan implementation. This estimate should identify both program and administrative costs and shows the basis for projected costs. The DHHS will submit such cost estimates with this CGRP for review. This estimate is to be updated on an annual basis and forwarded to the DHHS. Estimates submitted by the CDSS and approved by the DHHS will serve as the basis for a request for an advance of funds to implement CGRP.

At the time of notification to the OES of an impending evacuation, the CDSS *will* request an advance of funds from DHHS to cover estimated program expenditures. The U.S. Treasury's Financial Communication System (TFCS) shall be utilized for rapid transmission of funds to the CDSS.

Repatriation program funds will cover all assistance provided to evacuees. Temporary assistance includes cash assistance, medical care, temporary lodging, transportation, personal communications and other goods and services needed for the health and welfare of repatriates including guidance, counseling and other social services. In addition, the CDSS can claim administrative expenses on behalf of the POE counties and state agencies provided the following conditions have been met: (1) the time spent has been identified, (2) identified time has been converted into an equivalent amount of money, (3) this amount has been deducted from staff providing services in connection with other programs, and (4) regular procedures for the allocation of joint expenses have been followed.

All money provided for assistance to repatriates is to be considered as loans which must be repaid. The DHHS will actively pursue collection of these debts.

ACCOUNTING FOR FUNDS – REQUIRED REPORTS

Processing Check Sheets (DD-2585)

This form will be used to record all information applicable to individual's or family's repatriation. The check sheet will be completed at the repatriate's EPC and will document expenditures made on behalf of the evacuee. This form will be submitted to the DHHS to substantiate repatriation expenditures.

Report on Advance of Funds (At the discretion of CDSS in accordance with Federal guidelines)

If the CDSS has received an advance of funds, the CDSS shall submit to the DHHS, within thirty days following the completion of repatriation activities, a summary report on expenditures which will show the amount of funds advanced, the amount expended, an estimate of outstanding debts, and the balance to be returned to the ACF or the amount due to the CDSS. All applicable processing check sheets must be attached to substantiate expenditures.

If there is a balance of funds to be returned to the ACF, the CDSS shall submit a check made payable to the ACF, at the time the report is forwarded to the DHHS.

Report on Referral (ACF Form 2061)

The form ACF-2061 will be used by the CDSS to report repatriation expenses incurred subsequent to POE expenditures i.e., expenses not reported on the processing check sheets. If CDSS plans to claim reimbursement for such, the CDSS will submit the ACF-2061 to the DHHS within forty-five days of the initial contact with the repatriate. Instructions for the completion of the form are included on the back. The report on the referral is the basis for the obligation of repatriation funds, and the ACF must process the form before claims for reimbursement can be paid.

This form is of primary importance in the provision of assistance and services for repatriates following arrival at the final destination in California, and will be used by the county human services departments in making primary determination of costs involved in carrying out local programs for the provision of aid to evacuees.

The Regional DHHS office will provide sufficient ACF-2061s to CDSS upon information that the CGRP is to be activated.

Expenditures Statement and Claim for Reimbursement (ACF-3955)

For each expenditure reported on an ACF Form 2061, the CDSS shall submit an Expenditures Statement and Claim for Reimbursement (ACF Form 3955). This form serves as the basis for reimbursement to the CDSS and for accounting for funds advanced. Claims are to be submitted monthly, not later than fifteen days after previous month's close. Instructions for completion of this form are attached.

The DHHS Regional office will supply CDSS with an adequate supply of these forms when the NGRP is likely to be activated.

CASE RECORDS

An individual or family case record will be maintained by the local public *human or social* services agency for each individual or family of evacuees provided cash assistance, medical aid, or onward transportation from the POE. Under emergency conditions, this record may be confined to such items as personal and family identification, essential eligibility verification and type, purpose, and amount and nature of assistance provided.

COMMUNICATIONS

FEMA, in cooperation with OES, will coordinate provision of emergency communications services for CDSS at the primary EOC and at POEs. The FEMA Regional Director will be the coordination point between the GSA Regional Emergency Communications Coordinator and the offices of federal, state and local agencies within the GSA region.

Public Information Services

State Level

Timely public information is essential to understanding the situation at each POE and to public confidence in the reception and processing operations. In California, the responsibility for collection and dissemination of emergency public information is with the OES and its supporting agencies at the state level. OES will appoint a State Emergency Information Coordinator (SEIC). During the implementation of the CGRP, the SEIC will coordinate with FEMA, and the PIOs from other state agencies and the county POEs prior to the any information releases. In all cases, the SEIC and associated personnel will coordinate press releases with designated federal, state and county PIOs.

ATTACHMENT A

SACRAMENTO COUNTY EMERGENCY GROUP REPATRIATION PLAN

ATTACHMENT B

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

REPATRIATION PROGRAM COST ESTIMATE

The maximum program costs per person will be \$691.00. CDSS estimates that to begin the repatriation process, a minimum of \$6,910,000.00 will be needed. This figure is based on at least 10,000 repatriates entering California from any of the Pacific Rim countries.

ATTACHMENT C

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

ADMINISTRATIVE EXPENDITURE CATEGORIES

CDSS will identify time spent and convert this time into equivalent costs when repatriation has been implemented. Because we are unable at this time to provide a dollar estimate, we have listed all categories in which reasonable, allocable and allowable administrative expenses may be incurred.

- Salaries and wages for permanent employees
- Staff benefits
- Overtime
- Temporary help
- Travel for employees
- Per diem
- Facilities
- Office supplies
- Equipment rental
- Communications
- Security

If CDSS provides assistance to the POE, additional categories (i.e., translation or banking services) may be added to this list based on the list of reimbursable administrative expenses included in the POE plan.