Chapter 6: Immigration Documents and Eligibility

This chapter gives information on different immigration documents and how to use them to determine client eligibility. ORR requires that all refugee program service providers determine the eligibility of each applicant prior to providing services, including the fact that the applicant has an immigration status that qualifies for ORRfunded services. The first step in determining eligibility is to examine an applicant's immigration documents.

Who is eligible?

- Refugees
- Asylees
- Cuban/Haitian "entrants"
- Amerasians
- Certain victims of severe forms of trafficking in humans
- Legal permanent residents who previously held one of above statuses
- Certain special immigrants of Iraqi or Afghan nationality

As noted in Chapter 5, the Office of Refugee Resettlement (ORR) has suggested that agencies first ask each client to sign a declaration attesting that he or she holds an immigration status that makes him or her eligible for refugee assistance and services. This declaration, if requested, and legible copies of any documentation accepted for the eligibility determination must be included in each client's case file, according to ORR and contract requirements.



Note: For eligibility of an individual previously held in "indefinite detention" who originally came to the U.S. and held one of the above statuses, see ORR State Letter #05-03. This State Letter replaces State Letter #02-03.

Determining an applicant's immigration status is not always easy. Applicants with similar documents may have different immigration statuses. Persons who arrived illegally in the United States may have many different types of DHS documents that do not clearly state their immigration status. Because the law requires that all noncitizens carry DHS documentation regarding their arrival and status in the United States, however, most applicants will have some type of DHS documentation. The charts in this chapter will help you determine whether an applicant has acceptable documentation to determine eligibility for refugee services.



Note: Undocumented individuals are ineligible for refugee program services.

DHS Documentation of Immigration Status

- All aliens must carry DHS documentation with them at all times.
- The most common documentation for recently arrived aliens is the I-94 Arrival/Departure Record.
- Many who have been here longer have received an I-551 Permanent Resident Card.
- Many applicants will have an Employment Authorization Document, Form I-766.



Note: Alien numbers (A#) are DHS file numbers, assigned to each person approved or denied an immigration benefit. These numbers should be documented in each client's file but are not part of the process of determining eligibility. Providers may see new series of numbers, including ninedigit numbers assigned to some refugees arriving from overseas. Contact the Refugee Services Program if questions arise regarding the validity of A#s.

Examine all documentation for authenticity, codes that designate or suggest refugee program eligibility, and dates of issuance and expiration. The applicant must show proof of **identity**, **immigration status**, **date of status that confers eligibility**, and **nationality** (for Cuban and Haitian entrants). Providers should also ask the applicant to confirm the date shown on the documents is the initial date of status (or entry into the United States if that is the date status was granted), as DHS may have issued a replacement document. Many ORR-served clients initially possess no photo identification, and their first photo ID is often the Employment Authorization Document (EAD).

Though the USCIS-issued EAD meets REAL ID requirements for both identity and proof of lawful presence, delays frequently occur in the processing of initial, replacement, or renewal EADs.

According to <u>ORR State Letter #07-07</u> (April 12, 2007), refugee service providers may continue to accept drivers licenses and other proof of identity from clients that fail to meet all of the security requirements of the REAL ID Act. The REAL ID Act set minimum identification security standards for federal agencies.

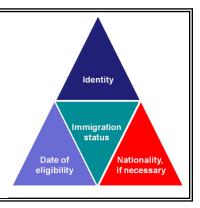
See also Chapter 7: Frequently Asked Questions (FAQs), especially Questions 49 and 50.

Examine differences in documentation and dates. Be alert to the fact that an applicant may have more recent documentation that supersedes earlier documentation. An applicant, for instance, might have documentation showing he or she made an asylum application after arriving as a temporary visitor. If the applicant is a Cuban or Haitian, he or she would be eligible for refugee program services. If another nationality, that individual would not be eligible unless he showed a court order granting asylum.

Determine:

- Identity
- Immigration status or prior immigration status
- Date of status that confers eligibility
- Nationality (Cuban or Haitian, or Iraqi or Afghan, if applicable

You will see this eligibility pyramid to remind you of the four criteria you must document in your client files.



Refer to the diagrams on page 6-4 and 6-5 for help on the eligibility determination process.

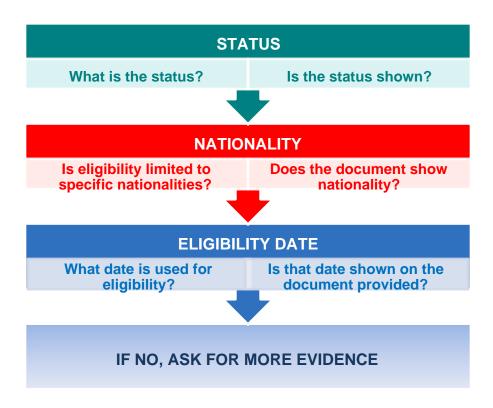
Use the most current documentation to determine eligibility, unless the client's eligibility must be based on a previously held status. In those cases, you will need evidence of the earlier immigration status before determining eligibility. This evidence may consist of expired documents. Providers should also ask the applicant to confirm the date shown on the documents is the initial date of eligibility (or entry into the United States if that is the date status was granted), as DHS may have issued a replacement document. If no evidence is available, see Chapter 5 regarding Freedom of Information Act (FOIA) requests.

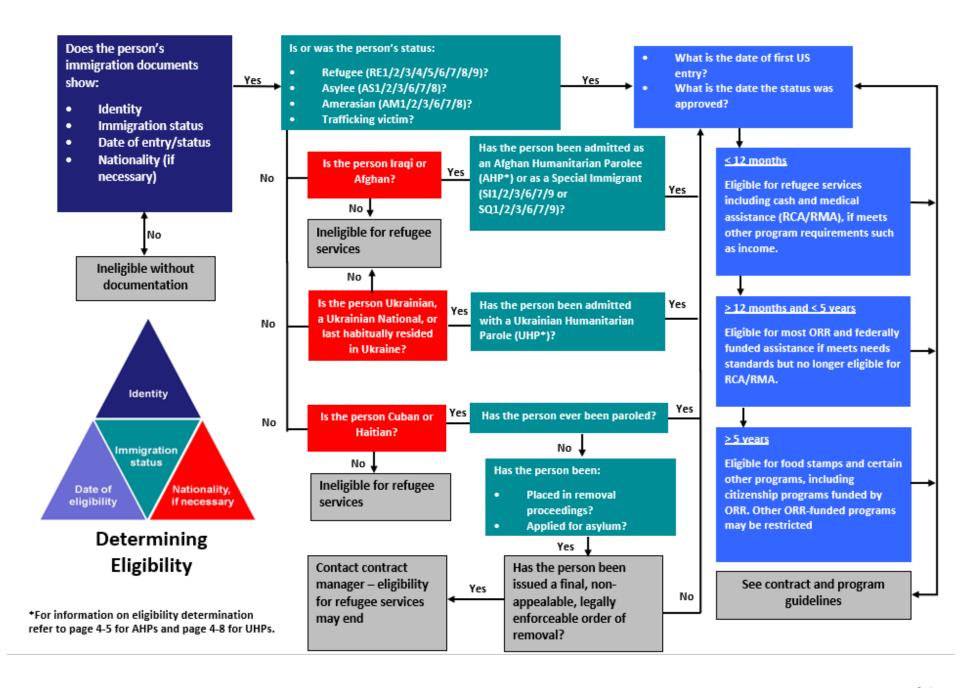
Use SAVE information for *current* immigration status; use FOIA to request documentation of *prior* status(es). See Chapter 5 for guidance.



Note: Many providers have developed standard intake questionnaires or procedures to ensure that determinations are done consistently and to help train new employees. This practice also helps ensure that employees are aware of the sensitivity of asking about immigration status and dealing with refugee program clients, who have often experienced traumatic events related to their status. This is especially important for providers of health services and schools that serve people outside the refugee program.

ELIGIBILITY DETERMINATION PROCESS





Reference Charts and DHS Documents Commonly Presented

We have provided reference charts and document samples for common types of DHS documentation (Form I-94, Permanent Residence Card, Employment Authorization Document, for example), organized as shown below. These examples and charts will help you in determining whether the applicant has an immigration status that would make him or her eligible for refugee services, along with notes on the eligibility information each document provides. Examples of immigration documentation used to show eligibility in the past are included next. Also see ORR Policy Letter #16-01 entitled "Documentation Requirements for the Refugee Resettlement Program," or State Letter #00-17 entitled "Status and Documentation Requirements for the Refugee Resettlement Program." These letters provide basic guidance to program providers who must determine and document eligibility.

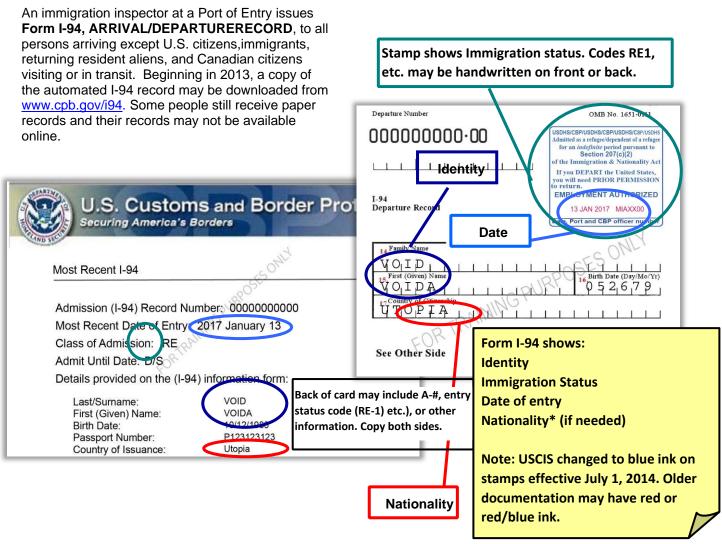
Chart/Document	Page Number
I-94 Arrival/Departure Record	6-6
I-551 Resident Alien/Permanent Resident Card	6-8
I-766 Employment Authorization Document (EAD)	6-10
INS Asylum Letter	6-12
Order of Immigration Judge	6-13
I-571 Refugee Travel Document (Used by refugees and asylees)	6-14
I-327 Reentry Permit (Used by permanent residents)	6-15
Cuban Lottery Parolee—Cuban/Haitian entrant	6-16
I-797C USCIS Notice of Receipt (Asylum Application)	6-17
I-862 Notice to Appear	6-18
I-220A Order of Release on Recognizance	6-19
I-797A USCIS Notice of Approval	6-20
Amerasian Documentation (Vietnamese Passport)	6-21
ORR Letter for Trafficking Victims	6-22
Family Member Eligibility—Trafficking Victim	6-23
Special Immigrants of Iraqi or Afghan Nationality	6-24
Documentation for Iraqi or Afghan Nationality Special Immigrants	6-25

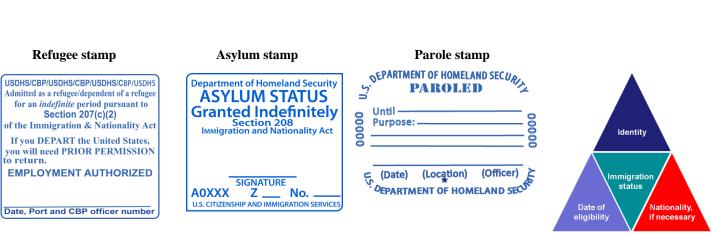
Form I-94 Arrival and Departure Record

Status Code or Annotation	Other Notations	Nationality*		Status	Other Evidence Needed to Determine Eligibility
REFUGEE STATUS GRANTED PURSUANT TO SECTION 207 OF THE IMMIGRATION AND NATIONALITY ACT RE1 RE2 RE3 RE4 V-93		Any		Refugee	No
RE5		Haitian			
ASYLUM STATUS GRANTED INDEFINITELY PURSUANT TO SECTION 208 OF THE IMMIGRATION AND NATIONALITY ACT AS1 AS2 AS3 V-92		Any		Asylee	No
Citation of INA 212(d)(5) or the word "PAROLE" Automated I-94 CH/CP HF/HR/HT HQRAP PARCIS*	Stamp may also have other info, such as: "public interest," "to file I-589," "pending final asylum hearing," "pursuant to Commissioner's memo dated 4/19/99," "Cuban/Haitian Entrant (status pending)," "exclusion proceedings," "pending removal hearing" CM (CMPP) CP/HP/	Eligible <u>only</u> <u>if</u> Cuban or Haitian*	Cuban/Haitian Entrant	Parolee	No, as long as the parole was the first status granted to the individual
EWI				In removal proceedings	
AM2				1	
AM3					

^{*}Note: Only Cubans and Haitian nationals are eligible for refugee program services as parolees, asylum applicants, or individuals in removal/exclusion proceedings. These are the codes commonly used by refugee program clients but many parole codes exist. Contact Refugee Services if you have questions about the citation or status codes. For I-94 information for T-visa holders, see page 6-23.

Form I-94 Arrival/Departure Record





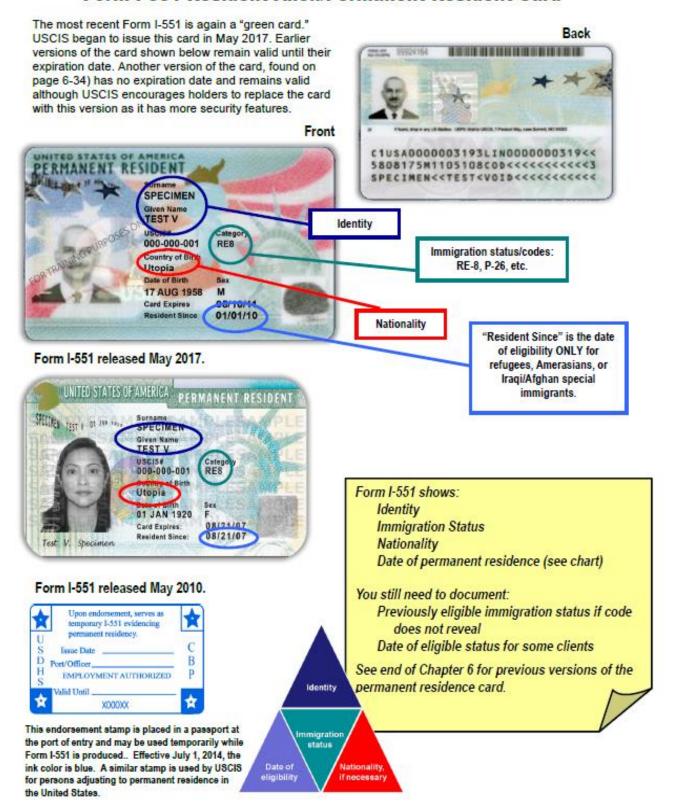
Form I-551 Resident Alien/Permanent Resident Card

Status Code	Nationality	Status		Eligible Immigration Status*	Other Evidence Needed to Determine Eligibility	
RE6/7/8	Any	Permanent resident who was former refugee		Yes		
AM1 or 6 AM2 or 7 AM3 or 8	Vietnamese	Permanent resident who was admitted as Amerasian		Yes	Use "resident since" date as date of entry	
AS6/7/8	Any		resident who was ner asylee	Yes	Date asylum granted ¹	
CU6	Cuban	Permanent resident who adjusted under Cuban Adjustment Act		Only if held eligible status prior to adjustment	Former status conferring eligibility as Cuban-Haitian entrant and date of that status	
CU7	Not Cuban	Permanent resident who adjusted under Cuban Adjustment Act		No	Ineligible. Non-Cuban dependent of a CU6.	
СН6	Cuban or Haitian	Permanent resident who was former Cuban entrant		Yes	Date of entry	
GA6/7/8	Iraqi	Permanent resident who was admitted as Iraqi asylee processed in Guam		Yes	Date asylum granted	
NC6	Only if Cuban	Permanent resident adjusted under NACARA		Only if held eligible status prior to adjustment	Date of entry and former status conferring eligibility as Cuban-Haitian entrant	
HA6	Haitian	Formerly Haitian asylum applicant Formerly Haitian Formerly Haitian Formerly Haitian Parolee Yes	Yes	Date of former status conferring eligibility as		
НВ6	Hartian		•	105	Cuban-Haitian entrant	
SI1 or 6		Permanent re	sident admitted as	Yes	Date of entry or status	
SI2 or 7	Iraqi or Afghan	-	Afghan special			
SI3 or 8	Aighan	1m	migrant			
SQ1 or 6		Permanent resident admitted as Iraqi or Afghan special immigrant		Yes	Date of entry or status	
SQ2 or 7	Iraqi or Afghan					
SQ3 or 8	711511411					
SL1 or SL6	Any	Permanent resident admitted as Juvenile Court dependent		Only if Cuban or Haitian	Date of entry or status	
ST6/7/8/9/0	Any	Permanent resident who was former trafficking victim/family member		Yes	Date of entry or status	

^{*}Note: Indicates applicant has an immigration status that may be eligible, depending on other criteria including period of eligibility.

¹ "Residence since" date for asylees is one year prior to date USCIS approved application for adjustment.

Form I-551 Resident Alien/Permanent Resident Card

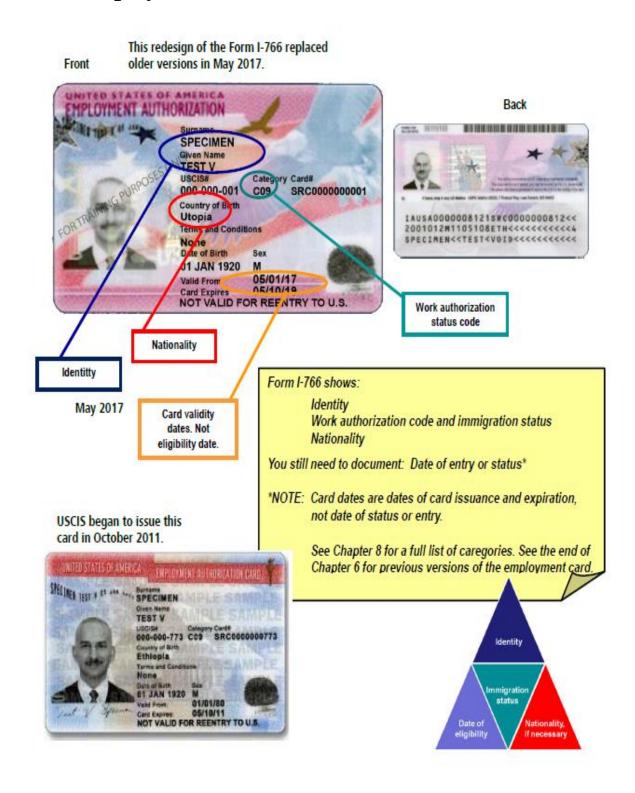


Form I-766 Employment Authorization Document (EAD)

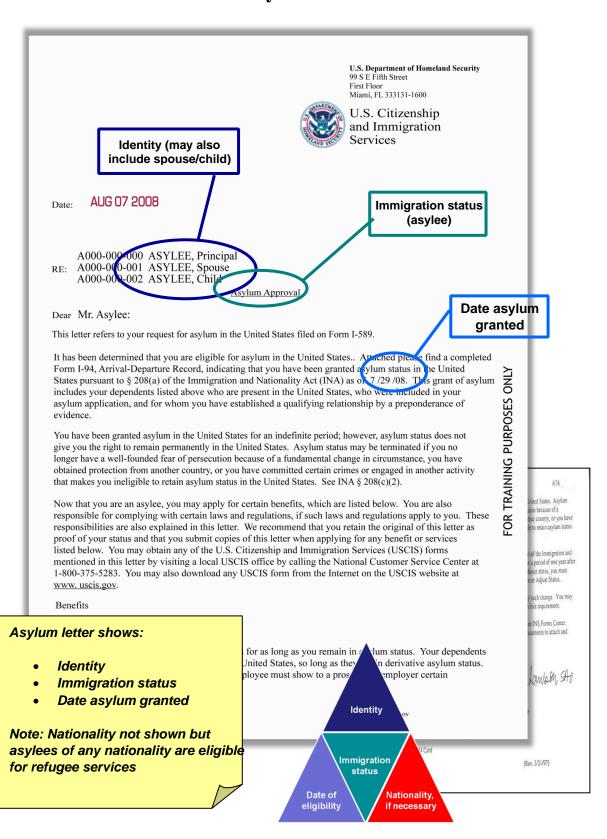
Regulatory Citation	Nationality	Eligible Immigration Status Status*		gration	Other Evidence Needed to Verify Eligibility		
A03	Any	Refugee	Yes		Yes		Date of entry
A04	Any	Refugee parolee (not in current use)	Yes		Date of entry		
A05	Any	Asylee	Yes		Date asylum granted		
A12	Haitian	Granted temporary protected status (TPS)	No*		Determine if applicant has ever been paroled or had a pending asylum application or removal proceeding administratively closed when granted TPS		
C08		Asylum applicant	aitian				
C10	Only if Cuban or Haitian	Pending application for suspension of deportation	Only if Cuban-Haitian Entrant	Yes	Date of status; whether applicant has received final, non-appealable, legally enforceable order of deportation or removal (except for parolee)		
C11		Parolee	Only				
C18	None	Final order of deportation; under order of supervision	No		Ineligible unless previously paroled (refer ineligible cases to contract manager for final determination)		
C19	Haitian	Has pending application for temporary protected status (TPS)	No*		Determine if applicant has ever been paroled or had a pending asylum application or removal proceeding administratively closed when applying for TPS		

*Note: Indicates applicant may have a previous or underlying immigration status that might meet eligibility criteria and you need further information. See Chapter 8 for a full list of employment codes.

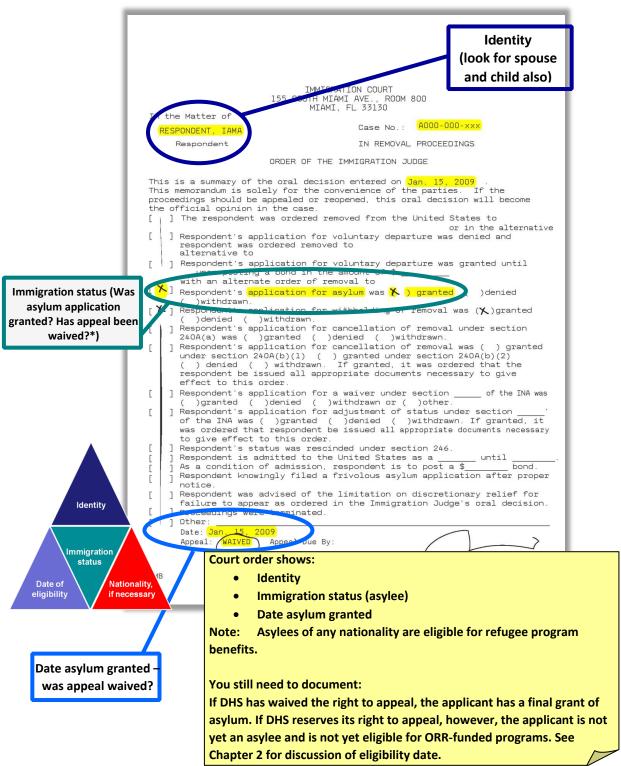
Form I-766 Employment Authorization Document (EAD)



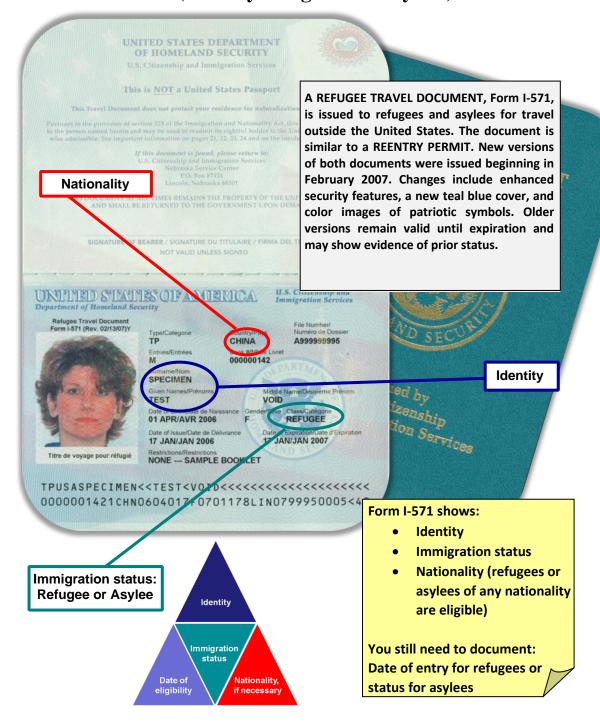
USCIS Asylum Letter



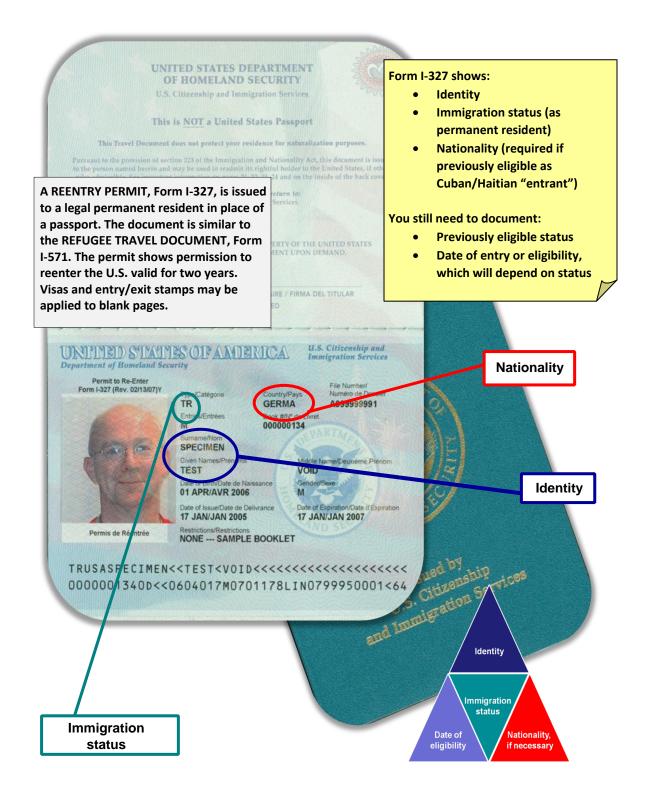
Order of Immigration Judge



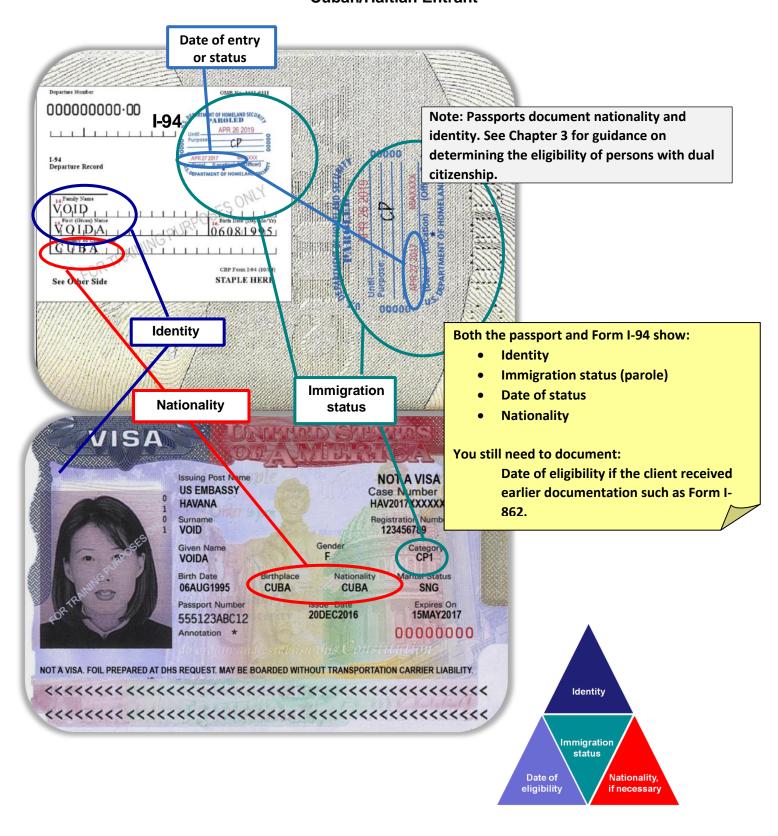
Form I-571 Refugee Travel Document (Used by refugees and asylees)



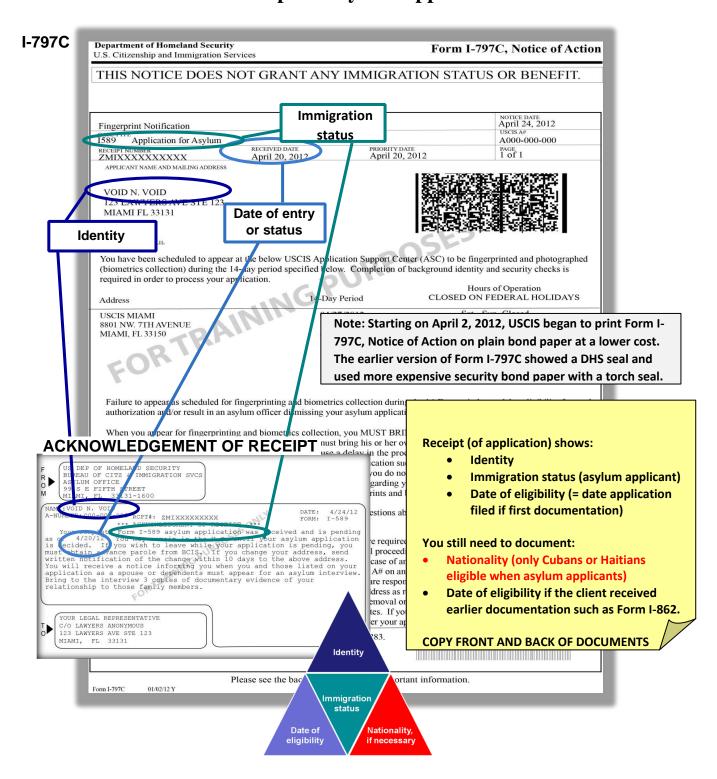
Form I-327 Reentry Permit



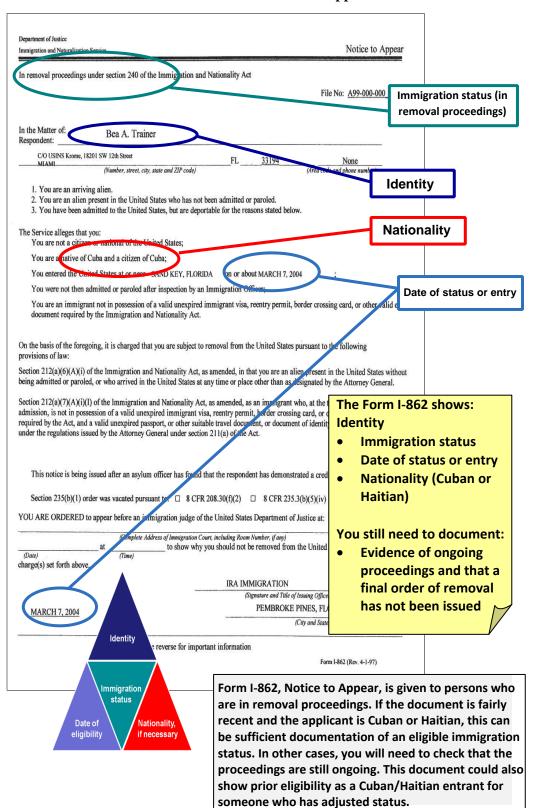
Cuban Parolee Cuban/Haitian Entrant



Form I-797C USCIS Notice of Action Receipt of Asylum Application



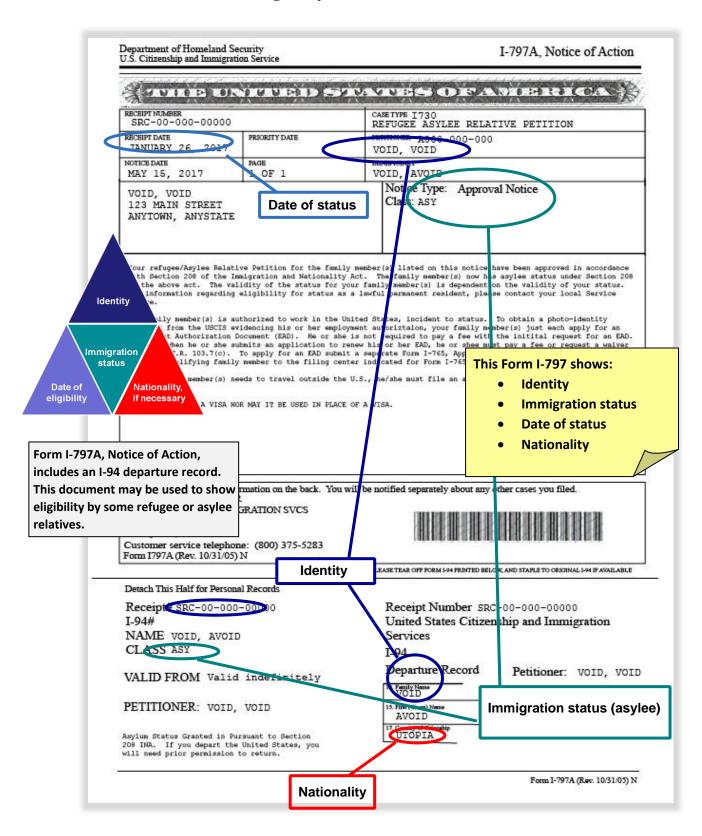
Form I-862 Notice to Appear



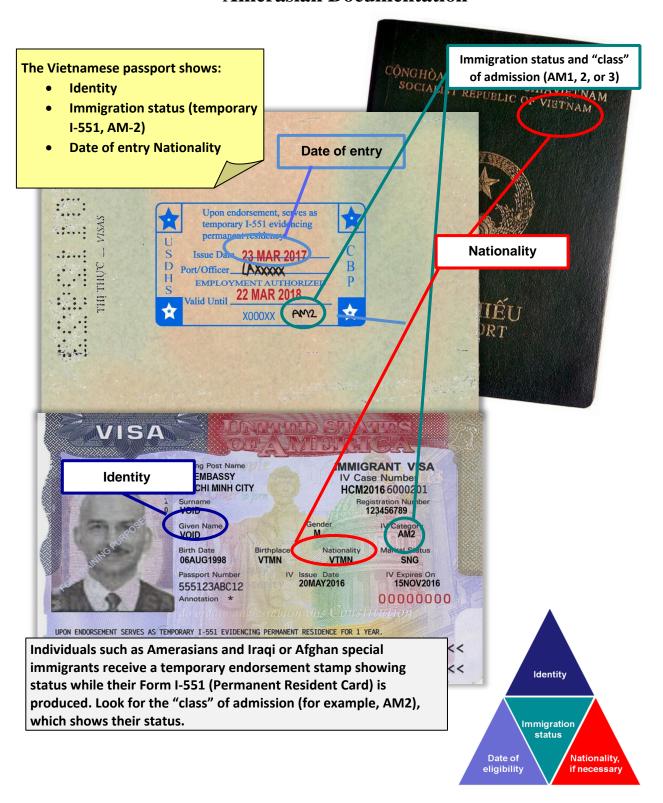
Form I-220A Order of Release on Recognizance

Form I-220A, Order of Release on Recognizance, sometimes is issued to persons placed in removal proceedings and released from detention under Section 236 without an I-94. Department of Justice Order of Release on Recognizance **Immigration and Naturalization Service** File No: A99-000-000 Date: 01/03/2004 Name: praced in removal proceedings. In accordance with section 236 of the Immigration and Nationality Act and the applicab al Regulation, you are being released on your with the foll provided you con X You mus ng or interview as directed by the Immigration and Naturalization Service or e Executive Office for Immigration rrender for removal from the United States if so ordered. X Date of status st report in (writing) (person) to ED ROMAN, DEPORTATION OFFICER X SISCAYNE BLVD, 8TH FLOOR, MIAMI FL 33138 on FIRST DAY OF JAN 2005 at 9:00AM at 7880 ting the report must contain your name, alien registration number, cur Form I-220A shows: re allowed to report in w information as required by the officer listed above. ment, and other pertinen Identity ace of residence without first securing written permission from the office You must not change your **Immigration status** You must not violate any local, State, or Federal laws or ordinances. You must assist the Immig ation and Naturalization Service in obtaining any necessary travel docum Date of status See attached sheet containing other specified conditions (Continue on separate sheet if required) You still need to document: NOTICE: Failure to comply we the the conditions of this order may result in revocation of your release an by the Immigration and Natura ization Service. Nationality as Cuban or Haitian (not on document) Immigration status (in removal Identity ature of INS C Evidence of ongoing proceedings) ED ROMAN, DEPO proceedings and that a final order of removal has Alien's Acknowledgement of Conditions of Release on Recognizance not been issued I hereby acknowledge that I have (read) (had interpreted and explained to me in the and understand the conditions of my release as set forth in this order. I further understand that if I do n conditions, the Immigration and Naturalization Service may revoke any release without further action. Cancellation of Order I hereby cancel this order of release because: The alien failed to comply with the conditions of release. The alien was taken into custody for removal. Signature of INS Official Canceling Order Date Identity FORM I-220A (Rev 4-1-97) N *Note 1: Evidence of nationality may sometimes obtain from a "Notice to Appear" (see page 6-19) or by calling SAVE. Note 2: This document can serve as identity document (with photo mmigration and fingerprint) and has A-# for verification, as well as information Date of Nationality. that applicant is in removal proceedings. eligibility if necessary

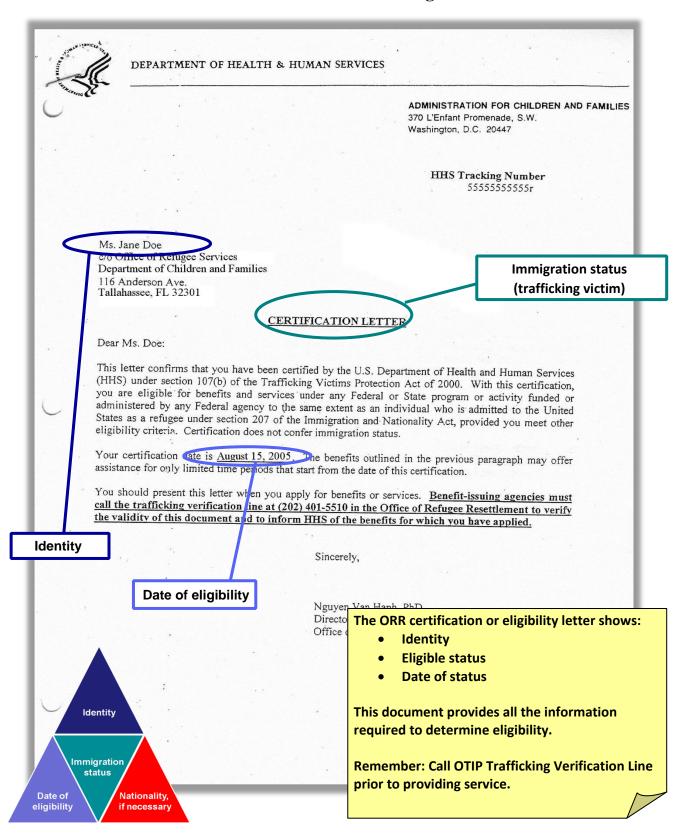
Form I-797A USCIS Notice of Approval (Refugee/Asylee Relative)



Vietnamese Passport Amerasian Documentation

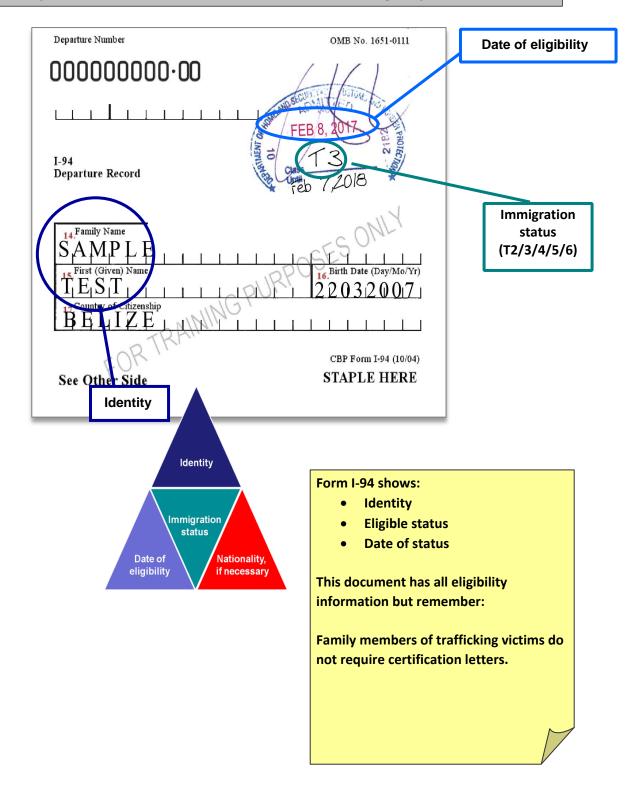


ORR Certification Letter – Trafficking Victim



Family Member Eligibility -Trafficking Victim

"T" visa holders already in the United States at the time of the approval of their status may present Form I-797A, Notice of Action, rather than this I-94. See page 6-22 for an example of this Form I-797A. The Notice Date is the date of eligibility

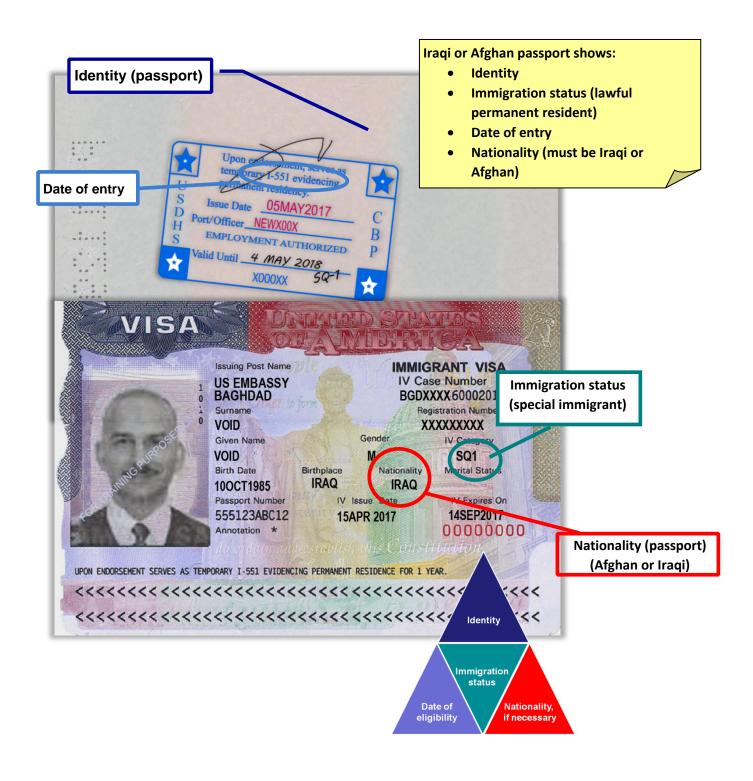


Special Immigrants of Iraqi or Afghan Nationality

Status Code or Annotation	Status	Other Notations	Nationality*	Other Document Needed to Determine Immigration Status or Eligibility
SII	Special immigrant under Section 1059 of the National Defense Act, 2006, P.L. 110-28, as amended	Stamp with "Processed for I- 551, temporary evidence of lawful admission for permanent	Only if Iraqi or Afghan	
SI2	Spouse of SI1	residence valid until		
SI3	Child of SI1	or endorsed visa with annotation "Upon		
SQ1	Special Immigrant under Section 1244 of the National Defense Authorization Act, 2008, P.L. 110-181, as amended	endorsement serves as temporary I-551 evidencing permanent residence for 1 year Only if Iraqi or	Note: All Iraqi and Afghan special immigrants are	
SQ2	Spouse of SQ1	See also I-551	Afghan	eligible from their date of entry or status
SQ3	Child of SQ1	Chart 2		for the same period as a refugee.
SI6*	Adjustment code for SI1			
SI7*	Adjustment code for SI2		Only if Iraqi or Afghan	
SI9*	Adjustment code for SI3	See I-551 Chart 2		
SQ6*	Adjustment code for SQ1	Churt 2		
SQ7*	Adjustment code for SQ2		Only if Iraqi or Afghan	
SQ9*	Adjustment code for SQ3			

^{*}Adjustment codes are used when the special immigrant or family member is in the United States at the time his/her special immigrant status is approved.

Documentation for Iraqi or Afghan Special Immigrant



Afghan Parole Sample



The OAR classification means Operation Allies Refuge

Immigration Documents Not in Current Use

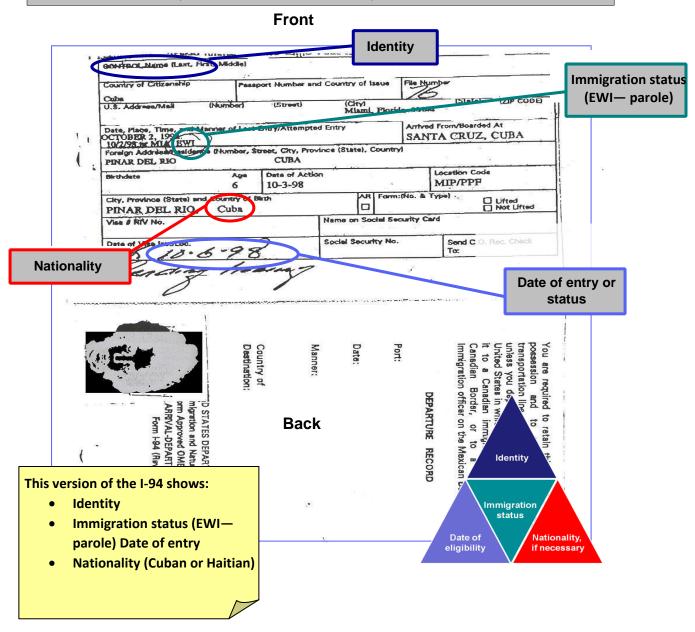
The examples of immigration documents in this section are sometimes presented by applicants for refugee program services. DHS no longer issues these documents, but they show an immigration status eligible for refugee program services. In order to familiarize service providers with these documents and help them find the information they need to document prior eligibility; we have annotated each example with the type of information the document provides in determining eligibility. Please note that some of these documents provide only some of the information you will need.

Document	Page Number
Entered Without Inspection (EWI)—Cuban/Haitian entrant (Not in current use)	6-28
"Status Pending"—Cuban/Haitian entrant (Not in current use)	6-29
I-551 Previous Versions of Alien Resident Card (Not in general use)	6-30
I-688B and Previous Versions of Employment Authorization Document	6-31

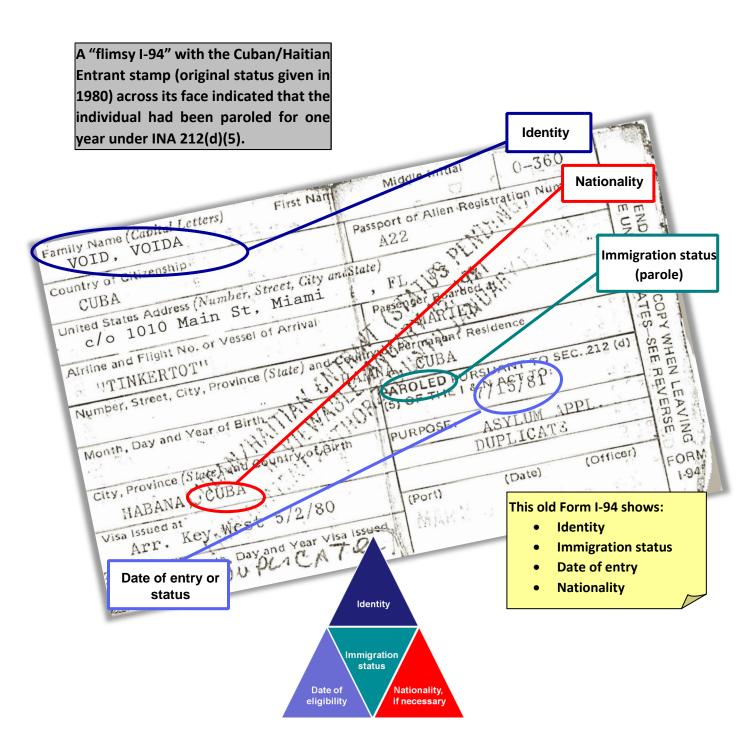
Entered Without Inspection (EWI) Cuban/Haitian entrant

(Not in current use)

A "flimsy I-94" or document control card was sometimes used to document parole of Cuban who arrived without inspection (EWI) in the period form 1997-1999. The document issued at that time has been accepted as evidence of release and parole.



"Status Pending" Cuban/Haitian entrant (Not in current use)



Earlier Versions of Permanent Resident Cards

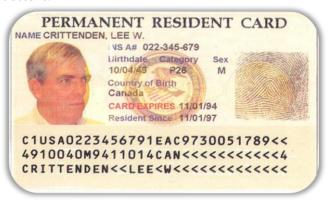




This version of the Form I-551 was called a "Resident Alien Card" and was introduced in January 1977. The card had no expiration date and remains valid. USCIS has encouraged card holders to replace this card with the current version which is more secure.



Form I551 released November 2004, valid until expiration.



Form I551 released December 1997.



In August 1989 Form I-551 was changed to include an expiration date, usually after ten years. Although the card expires, the status does not. In January 1992 the card was revised to add a white box behind the fingerprint.

Earlier Versions of Employment Authorization Documents (EAD)

Form I-688B

As of September 2006, USCIS phased out issuance of this version of the Employment Authorization Document. Codes for this card are in Chapter 8.

Form I-688B issued 1989.



Form I-688B issued 1995.



Previous Versions of Form I-766

This version of the Form I-766 was in use from October 2011.



INS began issuing this version of Form I-766 as the Employment Authorization Document in January 1997.



