

From: [UCPolicy \(ACF\)](#)
To: [UCPolicy \(ACF\)](#)
Subject: New Secure and Staff-Secure Release Procedure
Date: Friday, March 24, 2017 1:24:14 PM
Importance: High

Dear UC Program Staff and Care Providers,

I write to announce a new release procedure. Beginning Monday, Federal Field Specialists must notify Jonathan White, Deputy Director for UC Programs, before releasing UC from secure and staff secure facilities. **Federal Field Specialists may not approve a release from a secure or staff secure facility until they receive notification from Jonathan to approve the release.** Instructions are below.

Jallyn Sualog, Director of DUCO, will hold a meeting with the Federal Field Specialist Supervisors and Project Officers assigned to secure and staff secure facilities to discuss the change, the reasons for it, and its implementation. Please be on the lookout for the meeting invitation. In the meantime, if you have questions, please email: ucpolicy@acf.hhs.gov.

Thank you as always for learning and responding so quickly to changes in UC program processes. I will send a follow-up email on Monday.

Sincerely,

AnnaMarie Bena

Director of Policy and Procedures

Office of Refugee Resettlement

INSTRUCTIONS

For Federal Field Specialists Making Release Decisions for UC in Secure and Staff Secure Facilities

1. Send an email notification to Jonathan White that you have a UC in a secure or staff secure facility that you believe is ready for release
2. Attach to the email the following documents:

- Release Request
- Admission Assessment
- UC Assessment/UC Case Review
- FAST Tool
- SIRs/SA SIRs
- Complete *Family Reunification Packet* with supporting documents
- Home Study, if applicable

3. WAIT for approval in an email from Jonathan before finalizing approval of the release