



THE STATE OF FLORIDA EMERGENCY REPATRIATION ANNEX

To The State of Florida Comprehensive Emergency Management Plan

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EXECUTIVE SUMMARY

This Annex to the State of Florida Comprehensive Emergency Management Plan (CEMP) is the state's plan to assist the federal government in the repatriation of United States citizens through a process of reception, temporary care, onward transportation to final destination, and follow-up assistance for U.S noncombatant evacuees to the State of Florida in an emergency situation.

I. References and Authorities

A. References

1. The Joint Plan for Department of Defense (DOD) Non-Combatant Repatriation.
2. The U.S. Department of Health and Human Services (HHS), National Emergency Repatriation Plan (NERP). (December, 1983, revised 18 February 1986.)
3. Presidential Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities", 18 November 1988.
4. Title IX Section 1113 of the Social Security Act
5. Memorandum of Understanding (MOU) between the Air Transport Association of America and the Social Security Administration – Office of Family Assistance in Emergency Repatriation Situations, Aug 19, 1985.
6. MOU between the American National Red Cross and HHS - Office of Refugee Resettlement (ORR), July 2, 2008.
7. The State of Florida CEMP.
8. Title 45, Chapter II, Part 211 and 212 of the Code of Federal Regulations.
9. U.S. Repatriation Program, General Agreement between U.S. Department of Health and Human Service, Administration for Children and Families and Florida (**Attachment I**).
10. State Repatriation Program Coordinators Contact Form (**Attachment II**).

B. Authorities

1. Executive Order (EO) 12656 (Assignment of Emergency Preparedness Responsibilities), as amended, assigns specific federal agency responsibilities for emergency repatriation. Voluntary agencies will assist in emergency repatriation depending upon their resources and agreements negotiated at the national level and/or with the states.

- a. HHS has the primary responsibility to arrange for reception, temporary care, and onward transportation of evacuees returned to the United States under a declaration of national emergency or it may occur under conditions not involving a declaration of national emergency.
 - b. ORR is assigned responsibility for the repatriation of U.S. Citizens and dependents returned to the United States from a foreign country in an emergency situation.
 - c. The NERP describes the role of the American Red Cross as a provider of:
 - Congregate shelters
 - Mass feeding
 - First Aid
 - Emergency communications
 - Access to financial assistance
2. Sec. 1301. Under the direction of the President and in consultation with the Secretaries of Defense (SECDEF) and HHS, the Secretary of State (SECSTATE) is responsible for the protection or evacuation of all U.S. citizens and foreign nationals abroad, including DOD non-combatants.
 3. Sec 801. The Secretary of HHS, in coordination with the heads of federal departments and agencies, is responsible for providing assistance to U.S. citizens or others evacuated from overseas areas, including DOD non-combatants. Their plan relies on state and local government to carry out the operational responsibilities of repatriation.
 4. Sec 502. SECDEF shall advise and assist the SECSTATE and the heads of other federal Departments and Agencies, as appropriate, in planning for the protection, evacuation, and repatriation of U.S. citizens in overseas areas.

DEFINITIONS

1. **Care and Protection of Children** - Social services or arrangements for facilities that supplement parental care and supervision. Such services are to be made available in accordance with existing state laws governing care and protection of children and include services for unaccompanied children.
2. **Dependents of United States Citizens** - For the purpose of the regular U.S. Repatriation Program administered by ORR, a dependent of a U.S. citizen generally refers to the citizen's spouse or minor children or under certain circumstances a family member who is financially dependent on an adult U.S. citizen either temporarily or permanently.
3. **Emergency Repatriation Center (ERC)** - During an Emergency Repatriation, HHS/ACF/ORR, through the state, will establish an Emergency Repatriation Center (ERC). ERC is a joint service center established and managed by the state on behalf of ACF/ORR. This site is used for processing non-combatant evacuees and for the provision of temporary assistance as defined by Section 1113 of the Social Security Act. ERCs are usually located at commercial airports and/or military bases.
4. **Evacuation** - The authorized or ordered departure of non-combatants from a specific area by the U.S. Department of State, U.S. Department of Defense, or the appropriate U.S. military commander. This refers to the movement from one area to another in the same or different countries. The evacuation is caused by unusual or emergency circumstances and applies equally to command or non-command sponsored dependents.
5. **Reception Services and temporary assistance as required** - Money payments, food, medical care, temporary billeting, transportation, and other goods and services. This includes personal, family and group counseling, necessary for the health and welfare of evacuees who are without immediately available resources at the time of arrival in the United States, during onward movement to United States destination, and for a temporary period thereafter.
6. **Repatriation** - The procedure where U.S. citizens and their dependents who have been identified by the U.S. Department of State are returned from a foreign country, to the U.S. because of destitution, illness, war, threat of war, or a similar crisis.
7. **Repatriate(s)** - U.S. citizens and their dependents who have been identified by the U.S. Department of State as having returned, or been brought from a foreign country, to the U.S. because of destitution, illness, war, threat of war, or a similar crisis.
8. **Safe havens** - A place to which non-combatants under the U.S. Government's responsibility may be evacuated during an emergency. A location within or outside the United States to which non-combatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination.
9. **Temporary Period** – The 90 days after the day of arrival. If the evacuee is not eligible for assistance through any other state, local or federal program and is handicapped in attaining self-support due to age, disability or lack of vocational training, assistance may be extended

with authorization of the U.S. Department of Health and Human Services Office of Refugee Resettlement prior to expiration of the initial 90 day period.

10. **U.S. noncombatant evacuees** - For purposes of planning, include U.S. Government employees, tourists, businessmen, commercial travelers, and employees of U.S. Contractors working on foreign projects, students, missionaries, and other United States Citizens residing in a foreign country.
11. **National Disaster Medical System (NDMS)** - A section of the U.S. Department of Health and Human Services responsible for managing the Federal government's medical response to major emergencies and disasters. NDMS has three major components: Emergency medical response, movement of ill and injured patients and definitive care of patients at hospitals in areas unaffected by the disaster. NDMS will only be activated by ACF/ORR. States will request assistance through ACF/ORR mechanisms.

CHAPTER I – INTRODUCTION

I. General

- A. Repatriation is the procedure where U.S. citizens and their dependents that have been identified by the U.S. Department of State (DOS) are returned from a foreign country, to the United States because of destitution, illness, war, threat of war, or a similar crisis. The Secretary of the U.S. Department of Health and Human Services (HHS), in coordination with the heads of federal departments and agencies is responsible for providing assistance to U.S. citizens or others evacuated from overseas areas. This assistance will also include non-combatants of the U.S. Department of Defense (DOD). The Federal Plan relies on state and local government to carry out the operational responsibilities of repatriation.
- B. The Florida Department of Children and Families (DCF) is the state agency designated by the Governor to administer the United States Repatriate Program.
- C. To establish an Emergency Repatriation Center (ERC), authorized ACF/ORR staff shall task the State of Florida to process evacuees from overseas locations.
- D. Overseas evacuations occur under a variety of circumstances – war, civil unrest, military uprisings, environmental concerns, and natural disasters. Based on the situation, DOS may authorize a voluntary departure or may order the departure of federal employees and their families. In the authorized/ordered departure statement, DOS will designate a particular country, normally the continental United States (CONUS), as the safe haven for federal employees. DOS may have only a few or many non-combatants located in the endangered country.
- E. The departure of private citizens is at their own discretion; however, most will take advantage of the protection and transportation available at the time it is provided by DOS. When CONUS is declared the safe haven, American citizens will be repatriated back into the United States. American citizens and designated aliens will be brought to safety, and are responsible for reimbursing DOS for transportation costs incurred in their behalf.
- F. Florida has three (3) designated Ports of Entry (POE). The State, if activated by ACF/ORR, will lead the local operation on behalf of the Repatriation Program, even if the POE is a military base. ACF/ORR will be the lead federal agency and will be deploying necessary staff to the ERC.

AIRFIELDS

MacDill Air Force Base, FL

BACKUP AND ASSIST

Mayport Naval Base, FL

NAVAL SEAPORT OF Entry

Mayport Naval Base, FL

BACKUP AND ASSIST

MacDill Air Force Base, FL

INTERNATIONAL

Tampa International Airport, FL

PRIMARY INSTALLATION/BASE

MacDill Air Force Base, FL

- G. With Florida's unique geographic location, there may be situations where repatriation centers and medical evacuation sites may need to be established in locations other than the predetermined points of entry. Communities with international airports or ports in Florida should plan and be prepared for an unnoticed repatriation of opportunity due unexpected circumstances.
- H. Repatriation may occur at other locations based on the location of events requiring repatriation, the capacity of facilities and the resources available. International airports in Florida should be familiar with repatriation requirements.
- I. Although the evacuation of pets with families is not authorized by federal regulations, past experience has shown that evacuees will bring pets with them. Therefore, repatriation centers and intermediate processing/staging areas must be prepared to take care of pets. Transportation of pets at government expense is not an allowable expense. Families are financially responsible for their pets.

II. Purpose and Scope

The purpose of this Annex is to provide the organizational framework for the coordination of the emergency repatriation of United States citizens and selected foreign nationals by federal, state, and local government agencies as well as private and volunteer organizations. In addition, the purpose is to provide procedures and necessary services that will expedite the reception, processing, onward travel, and short or long-term care for the emergency evacuees.

The scope of this Annex is providing for the reception, temporary care, onward transportation to final destination, and follow-up assistance for United States non-combatant evacuees to the State of Florida in an emergency situation throughout the temporary period. This Annex is applicable to the State Emergency Response Team (SERT), counties, and entities identified as having a support role in the execution of this Annex.

III. Assumptions

- A. That a threat of general war, as defined by Congress, will not exist at the time this annex is implemented.
- B. That the evacuation of noncombatant evacuees has been authorized/ordered by the United States Secretary of State.
- C. That the scale of operations could involve both evacuees from multiple foreign nations and U.S. citizens could be evacuated to the continental United States.
- D. That while returning evacuees may arrive at military and civilian ports of entry, the primary mode of transportation will be either military or civilian charter.

- E. That state operated ERCs may be required to process DOD personnel and in cases where such personnel are evacuees. DOD may provide staff to process DOD personnel at the ERCs; however, other military support at the point of arrival may not be available.
- F. ORR will notify the Governor's office, and the persons listed within the State Repatriation Program Coordinators Contact Form (**Attachment II**), both main, back-up and the Florida State Watch Office.
- G. The Governor will declare a state of emergency to activate the State Emergency Response Team in support of repatriation missions as needed.
- H. Immediately upon notification, the Governor of the State of Florida will request a meeting with the Department of Homeland Security (DHS) and DOS to discuss the non-citizens who will be entering the State of Florida and unaccompanied minors, the immigration status that will be conferred upon these individuals and the implication on the state budget regarding eligibility for state benefits.
- I. Incomplete, incorrect and disjointed intelligence may cause planning and operation issues.
- J. That no advance of federal funds will be made to the state before the beginning of the operation.
- K. That evacuees may arrive in the United States with little or no access to money or personal possessions.
- L. Some may arrive with pets.
- M. That large numbers of media personnel may be on-site.
- N. That the state may have to declare a State of Emergency.
- O. That an operation may run 24 hours a day.
- P. That the HHS should provide oversight at state-operated ERC.
- Q. That the HHS will reimburse the appropriate agencies that provide for the financial needs of non-DOD evacuees.
- R. That HHS will reimburse the State of Florida for all expenses incurred in repatriation processing activity.
- S. That evacuees may speak languages other than English.
- T. Circumstances may arise in which an emergency repatriation event will include medical evacuations of Third Country Nationals to Florida. By law, Florida hospitals shall not deny care to any person in an emergency. There should be coordination between the SERT and Federal and local governments to identify those hospitals who will be affected by repatriates

and Third Country Nationals, ensure proper immigration procedures are followed, and follow-up care following discharge has been coordinated with medical personnel in the area in which the patient will reside.

- U. The full activation of the National Disaster Medical System (NDMS) should be evaluated for use during emergency repatriation events at an early stage.
- V. The activation and mobilization NDMS may not coincide with the arrival repatriates where state and local resources may be necessary.
- W. That evacuees may arrive with transmittable diseases necessitating precautions at the Emergency Repatriation Center.

CHAPTER 2 – THE RESPONSE ORGANIZATION

I. General

This Chapter of the Annex describes the response organization that the State of Florida will use in support of federal efforts to repatriate U.S. citizens or others evacuated from overseas areas, including the United States Department of Defense (DOD) non-combatants.

In addition to the official processing, eligible non-combatants will be provided various services to ensure their well-being and transportation to their final destination. Emergency repatriation is a combined federal, state, and local operation.

In addition to this Annex, the organizational structure for response to any emergency in the State of Florida, including a repatriation emergency, will be in accordance with Chapter 4 Section M (Response Operations), of the Basic Plan to the State of Florida Comprehensive Emergency Management Plan (CEMP). This may include the forward deployment of a State Management Team (SMT) to support local repatriation efforts.

II. Response Organization

- A. If the Department of State authorizes an evacuation, and the State is activated by ACF/ORR, then the State will be responsible for the execution of this plan at a commercial or military installation.
- B. ORR will notify the State through the use of a "Notice of Emergency Repatriation" letters (**Attachment III**). The State may receive any of the following notification letters from ORR:
- **Stand-By:** This notice will be provided after sufficient information is obtained from DOS advising that a massive repatriation may materialize.
 - **Activate Plan:** This notice will be provided after sufficient information is obtained from DOS advising that a massive evacuation has materialized and the state has been chosen as a POE.
 - **Cancel Previous Notice of Stand-by:** This notice will be provided after sufficient information is obtained from DOS advising that (1) a massive evacuation has materialized and the state has NOT been chosen as a POE, or (2) there will be no massive evacuation.
- C. The State of Florida will establish the ERCs convenient to the port of entry.
- D. Federal Customs and Border Protection, Agriculture Plant Protection and Quarantine, and Citizenship and Immigration Service personnel will conduct routine clearances.

- E. State and local personnel will process evacuees and provide such temporary assistance as money payments, food, medical care, temporary billeting, transportation arrangements and family and group counseling.
- F. State and local personnel will provide repatriates with follow-up assistance, if needed, in the final destination community.

III. Responsibilities

A. Federal Government

1. The United States Office of Refugee Resettlement (ORR)

ORR is the primary agency within the Administration of Children and Families (ACF) with responsibility for planning, assessing, coordinating, and leading the emergency repatriation responsibilities and response activities of HHS. Lead responsibilities of ORR are supported by federal, state and non-governmental agencies. The following are some of ORR's responsibilities:

- a. Responsible for activating the National Emergency Repatriation Plan (NERP) Operational Guide.
- b. Serves as overall coordinator of the activities of all Federal agencies to ensure that the required support is provided.
- c. Ensures the cooperation of HHS operating divisions involved in the planning and implementation of emergency repatriations.
- d. Coordinates the planning and operational activities of all concerned agencies.
- e. Assists states in the development of State Emergency Repatriation Plans (SERP) and reviews and approves state plans.
- f. Enlists the cooperation of state agencies to ensure coordination of emergency repatriation planning and implementation activities within the State. Coordinate with ACF regional offices in the review of State Emergency Repatriation Plans.
- g. Coordinates the provision of emergency communication services to state officials in Ports of Entry (POE).
- h. Provides communication services for notifying state, federal, and voluntary agency officials about implementation of Emergency Repatriation Plans.
- i. Receives information from DOS regarding potential evacuations and the necessity to implement SERP.

- j. Assists states with developing emergency repatriation training and exercise plans.
- k. Reimburses states for implementation of Emergency Repatriation Plans.
- l. Has lead responsibility for public affairs when the information that needs to be released falls within federal jurisdiction, then it will need to be cleared by ACF/ORR (e.g. program specific information, statistics, evacuee information, etc.).
- m. Coordinates, approves, and reimburses states for allowable, reasonable, and allocable costs associated to the emergency repatriation. This may include, but is not limited to, medical augmentation and mental health services if requested by the state.

2. The United States Department of State (DOS)

All notifications and/or communication will be provided from DOS to ORR designated staff. In addition, DOS:

- a. Notifies ORR when an evacuation is ordered, and provides the method of evacuation and the date operations will begin. Provides a list of the manifests (or equivalent), including times of arrival, and health conditions.
- b. Provides notice to ORR of an escalating crisis, natural disaster, or other event which may require the evacuation of American citizens from a foreign country. Reports the estimated number of potential evacuees in the affected area.
- c. Informs ORR as the situation changes and provides updated information regarding potential evacuees and affected areas.
- d. Discusses with ORR the POEs where evacuees may arrive.
- e. Informs ORR when the operation reaches its completion.
- f. Determines who is eligible to be repatriated from overseas to the US.

3. The U.S. Department of Defense (DOD)

IF DOS orders the departure of non-combatant evacuees to the U.S., ACF/ORR will be the lead federal agency within the U.S. In addition, if no commercial planes are available, DOS will send a request to DOD for evacuation assistance from danger zone to the safe haven (U.S. or another country). This DOD operation is called NEO. The NEO will end once non-combatant evacuees are transported to the safe haven.

4. The United States Centers for Disease Control and Prevention (CDC)

CDC is responsible for providing public health services, including disease control, epidemiology, medical assessment for infectious diseases, and if required to quarantine operations. Please look at bullet number 29 under planning assumptions in the Federal Repatriation Plan.
5. Program Support Center (PSC)

PSC is responsible for budgetary assistance in the procurement and administration of funds for emergency repatriation operations.
6. United States Citizenship and Immigration Services (CIS)

CIS is responsible for the statutory processing of evacuees including the issuance of clearances for U.S. citizens and their alien dependents to proceed to final destination.
7. United States Customs and Border Protection (CBP)

CBP is responsible for performing required customs clearances at the Point of Entry (POE).
8. United States Federal Bureau of Investigation (FBI)

Whenever necessary, FBI is responsible for performing required security clearances at POEs.
9. United States Federal Emergency Management Agency (FEMA)

FEMA is responsible for assisting in the coordination of emergency communication systems to notify national and local partners of the need for assistance.
10. United States Department of Housing and Urban Development (HUD)

HUD is responsible for identifying available HUD-assisted housing at or near the POE, which may be used for some evacuees who cannot be moved in a timely manner to a final destination. It also identifies available HUD-assisted housing at or near the point of entry for longer stays, commercial housing facilities, and congregate facilities.
11. United States Department of Agriculture (USDA)

USDA is responsible for the provision of food to authorized distributing relief agencies, such as the American Red Cross and Salvation Army. USDA is also responsible for the regulatory clearance or quarantine of animal and plant products, at the POEs.

12. United States Department of Transportation (DOT)

DOT will add repatriates to the transportation priority list following notification by the United States ACF/ORR. They also advise the Federal Aeronautics Administration, the Interstate Commerce Commission, and the Federal Railroad Administration of the priority of movement for repatriates and for inter-city motor services.

B. State Government

The State Emergency Response Team (SERT) is comprised of representatives from different state agencies and voluntary organizations who are empowered to deploy the resources of their agency or organization to carry out missions that are assigned by function. The SERT is organized into 18 functional groups called Emergency Support Functions (ESFs) and is supported operationally by the Florida Division of Emergency Management (DEM). Each emergency support function is comprised of a "primary" or lead agency and several support agencies. For a complete listing of the 18 ESFs, see the ESF Annex to the Florida Comprehensive Emergency Management Plan (CEMP).

The responsibilities of the primary emergency support functions and primary agencies that will be involved with a repatriation emergency/disaster in support of a federal effort in the State of Florida are:

1. Florida Division of Emergency Management (DEM)

DEM provides operational support and coordination for the SERT, and has the following responsibilities in planning for a repatriation emergency:

- a. Develops and maintains current, this repatriation annex.
- b. Coordinates planning of all involved agencies.
- c. Develops, in coordination with the Florida Department of Children and Families (DCF), Standard Operating Procedures for activities and functions in the ERC.
- d. Provides planning assistance to state and local governments.
- e. Notifies all support agencies when this Annex is implemented.
- f. Activates the State Emergency Operations Center (SEOC) as needed.

The SERT Chief, and Command and General Staff, have the following responsibilities during a repatriation emergency:

- a. Coordinates with the following federal agencies to ensure proper representation at the ERC:

- CBP and the FBI
 - United States Department of Homeland Security (DHS)
 - USDA, Plant Protection and Quarantine
 - The United States Public Health Service
 - DOD, Military Air Base point of entry
- b. Supports the transportation of evacuees from the Point of Entry to the ERC, temporary shelters, and to transportation departure points. Coordinates communications support needs for the ERC with the Department of Management Services and Region IV of the FEMA.
 - c. Designates an Incident Commander for the ERC.
 - d. Provides support the ERC.
 - e. Coordinates public affairs activities with the Governor's Office, appropriate counties, and appropriate federal agencies.
 - f. Provides for training and exercising of state and local participants in repatriation activities described in this Annex.
 - g. Provides a Liaison Officer to Military Ports of Entry if activated.
 - h. The SERT may seek reimbursement from ORR through DCF for other agencies appointed by the State Coordinating Officer (SCO) to conduct or support repatriation activities in coordination with DCF.

2. Emergency Support Function 1 (Transportation)

- a. Supports the transportation of evacuees from the Point of Entry to the ERC, temporary shelters, and to transportation departure points.

3. Emergency Support Function 2 (Communications)

- a. Provides assistance in obtaining communications (telephone lines) into the ERC.
- b. Assists with addressing communications needs of the ERC and responding agencies. This should include internet and e-mail access.
- c. Ensure communication resources are provided to the evacuees enabling them to contact relatives and friends concerning their personal status and onward transportation plans.

4. Emergency Support Function 6 (Mass Care)

The lead agency for ESF 6 is the Department of Business and Professional Regulation (DBPR). However, under this annex, DCF has the following specific responsibilities:

- a. Serve as the lead agency for the United States Repatriation Program for the State of Florida.
- b. Develop, in cooperation with the SERT, Standard Operating Procedures for the following activities and functions in the ERC.
 - i. Interview evacuees to determine resources needed and refer them to the appropriate providers in the ERC.
 - ii. Ensure completion of repatriation loan agreements as required by ORR in the ERC.
 - iii. Provide the necessary follow-on care, when required, for those evacuees who have completed the ERC processing.
 - iv. Compile information on the total expenditures incurred in support of repatriation operations.
 - v. Coordinate with ACF/ORR to utilize OMEGA to book onward travel for eligible repatriates. OMEGA will not be onsite, but available via telephone. The state will provide the personnel to assist repatriates with booking onward travel through OMEGA. ACF/ORR deployed staff will provide in-time training.
- c. Provide adequate personnel to process evacuees.
- d. Submit this Annex and an agreement form to HHS/ORR for acceptance.
- e. Claim administrative expenses from the ORR for state, county and other non-government agencies involved in the emergency repatriation operation.
- f. May request an advance of funds from the ORR regional office upon implementation of the Emergency Repatriation Plan.

Other ESF 6 primary and support agencies perform mass care and emergency assistance in accordance with the base plan.

- a. The American Red Cross

Services provided by the Red Cross are those currently defined by the Red Cross Disaster Services, Service to the Armed Forces, and International Services. Programs may include the following:

- i. Congregate shelter management.
 - ii. Mobile and fixed feeding.
 - iii. First Aid.
 - iv. Emergency communications.
 - v. Access to financial assistance.
- b. The Salvation Army's programs may include the following:
- i. Mobile canteen services.
 - ii. Emergency feeding services and shelter in Salvation Army and other facilities.
 - iii. Collection and distribution of clothing and other supplies that might be needed by evacuees.
 - iv. Crisis counseling.

5. Emergency Support Function 8 (Health and Medical)

- a. Coordinates with local Emergency Medical Services providers to support the ERC.
- b. Provides for mental health and crisis counseling for evacuees.
- c. Provides special care for those with functional needs.
- d. Provides special care and processing for those with functional needs, unaccompanied children, and the elderly.
- e. Coordinates the provisions to provide medical screening, first aid, and hospital care.
- f. Ensure compliance with universal health precaution measures.

6. Emergency Support Function 11 (Food and Water)

- a. Provides food to recognized disaster organizations for mass feeding if required.

7. Emergency Support Function 13 (Military Support)

- a. Provides transportation support as requested.
- b. Supports emergency repatriation operations as requested.

8. Emergency Support Function 14 (Public Information)

- a. Serves as the lead for coordinating public information between federal, state and local agencies.
- b. Determines the requirements to establish a Joint Information Center.
- c. Provides Public Information Officer(s).

9. Emergency Support Function 15 (Volunteers and Donations)

- a. Assist in non-monetary donations (items to be given out immediately to repatriates, such as clothing, formula, diapers etc.) and volunteer management.
- b. Provides assistance in locating translators as needed.
- c. Provides assistance in locating volunteers to act as escorts for evacuees.
- d. Provides assistance in locating volunteers for appropriate support roles.

The American Red Cross and the Salvation Army are two private organizations with much expertise in handling all types of disasters. A federal agreement already exists with the Red Cross whereby they will assist local and state governments in emergency repatriation situations. Several faith-based organizations including Lutheran Services Florida, Catholic Charities, and the United Methodist Church, also provide services during disasters. Local chapters of these organizations will coordinate efforts with Emergency Repatriation Center Directors.

10. Emergency Support Function 16 (Law Enforcement)

- a. Provides traffic control and security from the Ports of Entry to the ERC, if required.
- b. Provides security for evacuees at the Ports of Entry, temporary shelters, ERC, departure points, and during transit as needed.
- c. Coordinates the activation of the state and regional intelligence exchange centers as needed.

11. Emergency Support Function 17 (Animal & Agriculture Issues)

- a. Coordinates pet care and veterinary services.
- b. Coordinates screening and immunization of pets accompanying evacuees.
- c. Coordinates short/long term care of pets at or near the ERC.
- d. Coordinates euthanasia requirements for animals refused entry into the United States.

C. County Government

1. The Federal Repatriation Plan assumes that repatriation services will be provided by the state. In completion of the state's responsibilities, Florida's counties may support any and all repatriation efforts. The following activities are listed as an examples of assistance that may be required:
 - a. Provides transportation assistance from the Ports of Entry to the ERC, temporary shelters and points of departure, as may be needed.
 - b. Provides a facility to process evacuees as needed.
 - c. Provides assistance for security of the evacuees at the Ports of Entry, temporary shelters, ERC, departure points, and during transit.
 - d. Assists control and security of baggage during processing of the evacuees.
 - e. Assists mass care feeding.
 - f. Provides assistance with emergency medical service and transportation, and coordinates with local hospitals, as needed.
 - g. Obtains local personnel to assist staffing the ERC.
 - h. Assist in donation and volunteer management.
 - i. Provides translators, as needed
 - j. Assists in coordination with local media.

CHAPTER 3 – THE CONCEPT OF OPERATION

I. General

This chapter of the annex addresses the Concept of Operation the State of Florida will use to support a federal effort to repatriate American citizens or others evacuated from overseas areas, including the United States Department of Defense (DOD) non-combatants. In times of increasing world tension, the State of Florida will be notified of the possibility of activating this annex. During the readiness period, contact with the designated officials at the Ports of Entry and back up and assisting Ports of Entry will be established to ensure direct notification of incoming flights. As flights arrive, evacuees will be immediately transported to the designated Emergency Repatriation Centers (ERCs) for screening and processing. For those in need of financial assistance, it will be provided through the repatriation program.

II. Direction and Control

During a state-run repatriation emergency, the State Emergency Repatriation Coordinator, in consultation with the State Coordinating Officer (SCO) will appoint Directors of any designated ERC(s) in coordination with the Secretary of the Florida Department of Children and Families (DCF).

III. Notification

A. Federal Notification

When an escalating crisis that may require the evacuation of United States non-combatants from foreign countries occurs, the United States Department of State (DOS) will notify the United States Department of Health and Human Services (HHS), Office of Refugee Resettlement (ORR). ORR will notify the Governor's office, and the persons listed within the State Repatriation Program Coordinators Contact Form (**Attachment II**), both main, back-up and the Florida State Watch Office. ORR will notify the State through the use of a "Notice of Emergency Repatriation" letters (**Attachment III**). The State may receive any of the following notification letters from ORR:

- **Stand-By:** This notice will be provided after sufficient information is obtained from DOS advising that a massive repatriation may materialize.
- **Activate Plan:** This notice will be provided after sufficient information is obtained from DOS advising that a massive evacuation has materialized and the state has been chosen as a POE.
- **Cancel Previous Notice of Stand-by:** This notice will be provided after sufficient information is obtained from DOS advising that (1) a massive evacuation has materialized and the state has NOT been chosen as a POE, or (2) there will be no massive evacuation.

B. State Notification

1. Upon receipt of notice that activation of the emergency plan is being considered, the State Emergency Response Team (SERT) will notify

state agencies and the affected county(s), as well as private and volunteer organizations with responsibilities and/or support functions.

2. The State Emergency Operations Center (SEOC) may be activated to a Level 1 (full activation) to support preparation and operations.
3. The SEOC will receive an activation notice from ORR to implement its plan.

IV. Public Information

Timely public information is essential to the public's understanding of the situation at each Port of Entry and to public confidence in the reception and processing operations. The responsibility for repatriation public information is designated to the Florida Division of Emergency Management (DEM). The Public Information Officer(s) of DEM will serve as the focal point for release of information, in cooperation with DCF.

V. Financial Assistance

A. General

1. The funding of emergency repatriation actions is the responsibility of the federal government. Therefore, state and county units of government and volunteer organizations will be reimbursed for all reasonable, allocable, and allowable expenses. The procedures to be followed in accounting for funds, keeping financial records, developing case records, acquisition of advanced funding and requests for reimbursement are outlined in Funding and Fiscal Procedures of the *National Emergency Repatriation Plan*, OMB Circular A-87, and the "State of Florida Resource and Financial Management Policies and Procedures for Emergency Management" policy document.
2. Unless actual experience demonstrates otherwise, funding assistance for repatriation actions that might involve Florida Ports of Entry will be requested at an estimated amount.

B. Eligibility

To qualify for repatriation assistance, an evacuee must be a United States citizen or a dependent of an American citizen returned from a foreign country; the evacuee should be identified by DOS as having returned because of war, threat of war, invasion or similar crisis. The United States Citizenship and Immigration Service (CIS) will verify citizenship on the evacuee's processing check sheet. The evacuee's declaration that he or she is without available resources will be accepted unless the interview reveals that sources are available. Evacuees receiving assistance will be required to repay the United States the cost of such assistance and services after their arrival at the final destination when their own resources become accessible to them; debt collection is not a State of Florida responsibility.

C. Temporary Assistance at the Port of Entry

1. Cash assistance will be provided at the ERC in a nominal amount if the evacuee's needs for temporary shelter and food are being met on a congregate basis. In the event commercial facilities for lodging and food are necessary, the amount of cash provided will take these costs into consideration. Cash may also be provided for meals and lodging while traveling to the final destination.
2. Evacuees will need to pay for their hospitalization, unless other programs are available to cover their costs (e.g. Medicaid). The Repatriation Program will only pay for medical care for eligible repatriates.

D. Repayment

DCF will inform the individual of the repayment requirement and the amount of repayment. In addition, DCF will recommend to ORR whether repayment or a waiver is warranted. ORR is responsible for repayment.

VI. Funding and Fiscal Procedures/Funds for Planning

Federal matching funds at the rate of 50% may be available from the Social Security Administration/OFA (Title 45, Code of Federal Regulations, Section 205.45) to state agencies responsible for administering Title IV-A of the Social Security Act for development and planning activities for emergency repatriation. These activities include the development of plans, participation in preparedness exercises to test plans, and training necessary for the implementation of the plan.

Appendix A: Program Funding Procedure

I. General.

Section 1113 of the Social Security Act authorizes Federal funds for the Repatriation Program. The state's cost estimate for implementation of the plan is to be updated annually and forwarded to the Office of Refugee Resettlement (ORR), Region IV. Estimates approved by ORR will serve as a basis for a request for advance of Funds to ORR. Federal repatriation program funds will be requested to reimburse reasonable, allocable, and allowable administrative expense in addition to the money payments, goods, and services provided to evacuees.

II. Cost Estimates for Implementation

A. Assumptions

1. The state can expect as many as _____ evacuees to arrive at one Port of Entry. With as many as 2200 arriving in a single day. Estimated number to resettle in the state - _____. Estimated number to be transported out of the state - _____.
2. The majority of the evacuees are expected to have in their possession sufficient financial assets to see them to their final destination. The estimated number needing financial assistance - _____. The evacuation period may range from 7- 14 days.

B. Financial Assistance Cash Costs

1. Per Diem - \$_____ per day for an average of 3 days per evacuee).
2. Travel - \$ _____ for an average of _____ miles per traveler.

C. State Service Costs

1. Transportation (Assume moving 2200 evacuees per day for 14 days from one location). \$ _____
2. Medical. \$ _____
3. Program Administration. \$ _____

III. Financial Accounting and Reporting.

A. Processing Check Sheet.

Upon arrival at the Emergency Repatriation Center (ERC), United States Customs, Immigration and Naturalization Service, and the Public Health Service may perform routine assessments. The state designated intake staff will assist the repatriates, at the ERC with the completion of the HHS forms. These forms include, but are not limited to the HHS Repatriation Repayment and Agreement Forms (**Attachment IV**) and give it to the Florida Department of Children and Families (DCF) processor. This sheet serves as the individual or family case record and documents all expenditures made on

their behalf. The check sheet will be submitted to ORR to substantiate repatriation expenditures.

B. Report on Advanced Funds

If the state has received an advance of federal funds, DCF shall submit a summary report to ORR, within 15 days following the completion of repatriation activities. The summary report of expenditures must show the amount of funds advanced, the amount of funds expended, an estimate of outstanding debts, and the balance to be returned to the Social Security Administration or the amount due to the state. The Processing Check sheet must be attached to the report to substantiate expenditures.

C. Report of Referral

The DCF will report repatriation expenditures to ORR for reimbursement.

Appendix B: Other Administrative Requirements

I. Recording

An individual case record is necessary for each repatriate referred to the state/local agency for assistance. The record should be an accurate account of who was aided, the types of assistance provided and substantiation of the need for such assistance. Records should be retained for three years following the date the case is closed or until resolution of any litigation, claim, negotiation, audit, or other action involving records. The United States Department of Health and Human Services (HHS), the Comptroller General or any of their authorized representatives have the right of access to all records pertaining to the United States Repatriation Program.

II. Safeguarding Information

As in the case of any information obtained by public agencies, the use of information obtained concerning persons who receive temporary assistance under this program must be limited to the purposes for which such information was received. This limitation applies to any information about these persons, such as:

- A. Names and addresses.
- B. Information contained in applications, reports of investigations, reports of medical examination, correspondence, and other records concerning the condition or circumstances of any person from whom or about whom information is obtained, and including all such information whether or not it is recorded.
- C. Records of agency evaluations of such information may be released to another agency from which the repatriate has requested services and whose objective is the protection or advancement of his/her welfare. The basis for this disclosure is that the request constitutes an actual or implied consent for release of relevant information to such agency and recognition that the release is to secure services for his/her benefit.
- D. Disclosure should be made only to representatives of other agencies who can give assurance that (1) the confidential character of such information will be preserved; (2) the information will be used only for the purposes for which it is made available and the functioning of the inquiring agencies; and (3) the standards of protection of the inquiring agency are equal to those of the state/local public agency both in regards to the use of information by staff and protective office equipment and procedures.
- E. Inspection of lists or payrolls of persons furnished assistance under this program and publication of their names is prohibited.

III. Nondiscrimination

As in the case of other federally financed programs, eligible persons cannot be denied benefits or otherwise subjected to discrimination on the grounds of race, color, creed, religion, or national origin.

IV. Plan Maintenance and Training

- A. This plan will be maintained as an annex to the *State of Florida Comprehensive Emergency Management Plan (CEMP)*. It will be reviewed on an annual basis, modified, and updated as appropriate by the Florida Division of Emergency Management (DEM) in cooperation with the Department of Children and Families (DCF).

DEPARTMENT OF HEALTH & HUMAN SERVICES

U.S. REPATRIATION PROGRAM**GENERAL AGREEMENT***Between***U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families***And**Name of State* Florida*Name of State Agency (Non-emergency Activities)* FL Department of Children and Families*Name of State Agency (Emergency & Group Activities)* FL Department of Children and Families**I. PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to enhance the working relationship between Federal and State partners and to better coordinate the provision of temporary services to groups and individuals through the Repatriation Program. This MOU is between the State of Florida and the Administration for Children and Families (hereinafter referred to as ACF) of the United States (U.S.) Department of Health and Human Services' (HHS). It explains the roles and collaborative efforts of the State of Florida and ACF in assisting U.S. citizens and/or their dependents evacuated from foreign countries during emergency situations. Coordinated planning and joint efforts by the State of Florida and its agencies with ACF are essential for the delivery of services in such situations.

II. BACKGROUND

The U.S. Repatriation Program (Program), administered by the Office of Refugee Resettlement (ORR), was established under Section 1113 of the Social Security Act (Assistance for U.S. Citizens Returned from Foreign Countries). Within the U.S., HHS has the lead coordinating role during emergency and non-emergency repatriations and is responsible for coordinating the provision of temporary assistance to eligible U.S. citizens and their dependents. This responsibility was delegated by the HHS Secretary to the Administration for Children and Families (ACF) and later redelegated by ACF to the ORR.

DEPARTMENT OF HEALTH & HUMAN SERVICES

ACF, on behalf of the Secretary of HHS, “is authorized to develop plans and make arrangements for provision of temporary assistance within the United States” to aid repatriates who meet the criteria prescribed by Section 1113 (42 U.S.C. 1313(b)). In implementing such plans and arrangements, the Program provides temporary assistance to U.S. citizens and their dependents who have been identified by the Department of State (DOS) as having returned, or having been brought from a foreign country, to the U.S. because of destitution, illness, war, threat of war, or a similar crisis and who are without available resources.

The Program was later expanded in response to legislation enacted by Congress to address the particular needs of persons with mental illness. Further refinements occurred in response to Executive Order 12656. The Program addresses issues presented by repatriates falling within four general categories: (1) ongoing and routine arrivals of individual repatriates, (2) arrivals of mentally ill repatriates, (3) group repatriations, and (4) emergency repatriations. The ongoing routine arrivals of individual repatriates and the repatriations of mentally ill persons together constitute the Program non-emergency activities. The Program Emergency activities include group repatriations which are evacuations of 50-500 eligible individuals, and emergency repatriations are evacuations of 500 or more eligible individuals. Operationally, these activities involve different kinds of preparation, resources and implementation. However, the core Program policies and administrative procedures are essentially the same. ACF serves as the lead agency during both emergency and non-emergency activities within the U.S. During non-emergency activities, overseas DOS conducts an initial assessment and refers identified U.S. citizens and dependents to ACF and/or its designee for HHS eligibility determination. DOS also ensures transportation of eligible individuals to the U.S. ACF and/or its designee are the sole point of DOS contact for repatriation cases. Upon eligibility determinations, cases are referred to the State non-emergency coordinator or designated state agency for assistance with coordination, case management, and provision of temporary services. During emergency activities, States will provide assistance as described under Section V (c) (8) (9) of this document. Repatriates are returned to the U.S. through designated DOS transportation modes. Upon arrival to the U.S. States perform an initial eligibility assessment utilizing HHS/ACF forms. Authorized ACF personnel will make final eligibility determination.

III. AUTHORITIES

Section 1113 of the Social Security Act, 42 U.S.C. 1313; 24 U.S.C. Sections 321 through 329; Executive Order 12656 as amended; and Program regulations in 45 C.F.R. Parts 211 and 212. Web links to applicable authorities are included in Attachment A.

¹ Temporary assistance is defined as money payments, medical care, temporary billeting, transportation, and other goods and services necessary for the health or welfare of individuals (including guidance, counseling, and other welfare services). This assistance is given in the form of a loan and generally must be repaid to the U.S. Government.

DEPARTMENT OF HEALTH & HUMAN SERVICES

VI. PARTIES

A. Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services;

B. State of: Florida

State designated agencies:

Agency Name (Non-emergency activities): FL Department of Children and Families

Agency Name (Emergency/Groups activities): FL Department of Children and Families

V. PROVISIONS

A. Parties Acknowledge that:

1. Program supports initial arrival costs covered by the Program appropriations. Individual and group repatriates are eligible by virtue of their U.S. citizenship and/or relationship to the U.S. citizen consistent with 42 U.S.C. 1313(a) (1) or 24 U.S.C. 321(d).

2. Repatriates, in consultation with DOS, select their State of Final Destination and communities in accord with the U.S. Supreme Court's decision in Shapiro v. Thompson, 394 U.S. 618 (1969) and other applicable laws.

3. ACF authorize staff will make final eligibility determinations, as well as determinations about any changes to repayment conditions, terms, or amounts pertaining to a recipient of temporary assistance.

B. Party's signatory:

1. Listed signatory (ies) is (are) authorized to sign on behalf of the State designated agency (hereinafter Agency) and to bind State to the MOU.

2. If the Agency delegates or assigns responsibilities or activities described in this document to one or more additional State or local government agencies or organizations, contractors, or grantees, the Agency will ensure that such entities abide by the provisions of this MOU.

DEPARTMENT OF HEALTH & HUMAN SERVICES

C. Agency Agrees that:

1. The Secretary of Health and Human Services and the Comptroller General of the United States or any of their duly authorized representatives shall have access to and the right to examine and monitor any directly pertinent books, documents, papers, reports and records of the Agency covering transactions related to this MOU. The Agency agrees to maintain such records in the manner prescribed by Federal regulations 45 C.F.R. Sections 74.53(a) through (e) and (g).

Non-Emergency Repatriation**In re: Services Under Section 1113 of the Social Security Act
Implementing Regulations: 45 C.F.R. Part 212**

2. Upon receipt of notification by ACF or its contractor/grantee representative, of the possible return to the U.S. of one or more individuals who may be in need of temporary assistance, the Agency shall: (a) obtain information regarding such individuals as may be requested by ACF or its contractor/grantee representative; (b) ascertain whether such individuals are without available resources upon arrival to the U.S.; and (c) if advised by ACF that any individual is otherwise eligible for temporary assistance under Section 1113 of the Social Security Act, shall provide assistance and services to that individual in accordance with 45 C.F.R. Part 212 and all manuals, policies, and procedures issued by ACF based on applicable Federal requirements.

3. An individual who has returned from a foreign country and who has applied for temporary assistance without prior referral to the Agency from ACF, the Agency, before providing assistance to such individual, shall contact ACF to ensure eligibility and proper referral. Services will be provided upon ACF's referral and in accordance with Federal regulations at 45 C.F.R. Part 212 only if such individual is eligible to receive temporary assistance under Section 1113 of the Social Security Act.

4. The Agency will coordinate with relevant Tribes or Tribal organizations with respect to Native American repatriates in need of assistance.

**In re: Services Under 24 U.S.C. Sections 321 through 329
Implementing Regulations: 45 C.F.R. Part 211**

5. Upon receipt of notification by ACF or its contractor/grantee representative, of the possible return to the U.S. from a foreign country of a mentally ill person eligible to receive assistance or services authorized by 24 U.S.C. Sections 321 through 329, the Agency shall: (a) obtain information regarding the mentally ill individual as may be requested by ACF or its contractor/grantee representative and (b) shall provide assistance and services to the mentally ill

DEPARTMENT OF HEALTH & HUMAN SERVICES

individual in accordance with 45 C.F.R. Part 211 and all manuals, policies, and procedures issued by ACF based on applicable Federal regulations.

6. With respect to a mentally ill individual who has returned from a foreign country and who has applied for assistance and/or services without prior referral to the Agency from ACF, the Agency, before providing assistance or services to such individual, shall contact ACF to ensure eligibility and proper referral. Services will be provided upon ACF referral and in accordance with Federal regulations at 45 C.F.R. Part 211 only if such mentally ill individual is eligible to receive such assistance under 24 U.S.C. Sections 321 through 329.

7. Mentally ill individuals who are found ineligible to receive assistance and/or services pursuant to 24 U.S.C. Sections 321 through 329 shall be treated as applicants for temporary assistance under Section 1113 of the Social Security Act in accordance with Article V, paragraphs C.2, C.3 and C.4 of this MOU.

Emergency and Group Repatriations**In re: Services Under Executive Order 12656 and Section 1113**

8. Upon receipt of notification by ACF of a possible Emergency or Group Repatriation where eligible U.S. citizens are brought back to the U.S. from a foreign country due to war, threat of war, invasion, or similar crisis and need to receive temporary services, the designated Agency would be responsible for assisting ACF in carrying out the local operational responsibility for the reception, temporary care, and onward transportation for the non-combatant evacuees. This responsibility is detailed under the National Emergency Repatriation Plan, Operational Guide. The designated Agency shall provide or arrange for such services in accordance with all manuals, policies, and procedures issued by ACF based on applicable Federal regulations.

9. Agency will develop and maintain a State Emergency Repatriation Plan.

D. ACF Agrees that:

ACF will reimburse the Agency or subcontractors, whenever applicable, contingent upon available funding for reasonable, allowable, and allocable costs of providing the services or assistance under this MOU in accordance with the provisions of Federal regulations found at 45 C.F.R. Parts 212 and 211, all manuals, policies and procedures issued by ACF and the applicable Cost Principles.

² Subcontractors refer to Article V Section B.2

DEPARTMENT OF HEALTH & HUMAN SERVICES

E. Agency and ACF Agree/Acknowledge that:

1. Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing services.
2. Each enters into the MOU voluntarily.
3. ACF and the Agency contact information is included in Attachment B. The Agency should submit any changes in personnel to ACF and its contractor/grantee representative by replacing Attachment B as needed. Revised copies of Attachment B may be transmitted by email, facsimile, or regular mail to the contacts specified thereon. The Attachment B shall be reviewed at least annually to maintain accurate and current contact information.
4. ACF and the Agency agree to implement Program activities in accordance with applicable Federal and State regulations and other relevant authorities.
5. In the event of termination, ACF shall reimburse the Agency for allowable services, assistance, or costs subject to availability of funds, incurred before such date of termination, but will not reimburse costs incurred after the effective termination date.
6. No disclosure of information of a personal and private nature of an individual obtained at any time by any person, organization, or institution in the course of discharging duties under 24 U.S.C. Sections 321 through 329 or under Section 1113 of the Social Security Act shall be made except as specified in Federal regulations at 45 C.F.R. Sections 211.14 and 212.9, and to the extent that such disclosures are consistent with restrictions imposed by the Privacy Act, the Health Insurance Portability and Accountability Act, and any other applicable Federal and State laws or requirements.
7. No eligible person shall, on the ground of their race, color, national origin, or religion, be excluded from participation in any activity described under this MOU, be denied any benefits, or otherwise subjected to discrimination of any nature in the provision of services.
8. Applicable Office of Management and Budget (OMB) audit/reporting requirements are in Attachment C.

DEPARTMENT OF HEALTH & HUMAN SERVICES

VI. Period of Performance

The services or assistance to be provided by the Agency under this MOU shall commence on the date of the execution of this MOU and shall continue indefinitely, unless terminated by either party upon ninety days' (90 days) written notice. Email, facsimile, or regular mail shall be used to transmit official written notifications.

A termination notice from ACF shall be submitted to the Agency representative identified in the most recently updated copy of Attachment B.

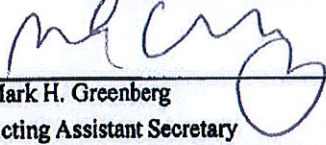
A termination notice from the Agency shall be submitted to the U.S. Repatriation Program, and shall be signed by the Governor, or authorized State Agency representative who signed the MOU, or an official acting for or succeeding the MOU signatory.

This MOU is effective on the date of signature.

DEPARTMENT OF HEALTH & HUMAN SERVICES

VII. SIGNATURES:

1. UNITED STATES OF AMERICA BY:

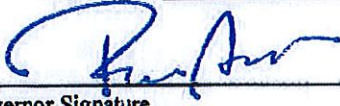


Mark H. Greenberg
Acting Assistant Secretary
Administration for Children and Families
Department of Health and Human Services

5-1-14

Date

2. State of Florida by: The Governor and/or Designated Agency Head



Governor Signature

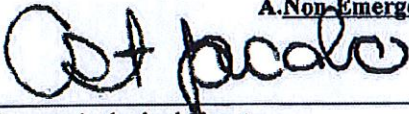
3/12/2014

Date

Richard L. Scott

Governor Name (print)

A. Non-Emergency Activities:



Agency Authorized Signature

2/26/14

Date

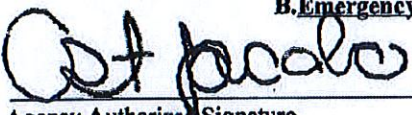
Esther Jacobo, Interim Secretary

Agency Authorized Name (print)

FL Department of Children & Families

Agency Authorized Title and Department

B. Emergency & Group Repatriation



Agency Authorized Signature

2/26/14

Date

Esther Jacobo, Interim Secretary

Agency Authorized Name (print)

FL Department of Children & Families

Agency Authorized Title and Department

Attachments:

- A - Legal Authorization
- B - Contact Information Form
- C - OMB Audit/Reporting Requirements



ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF REFUGEE RESETTLEMENT
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

U.S. REPATRIATION PROGRAM

ATTACHMENT B

STATE REPATRIATION PROGRAM COORDINATORS CONTACT FORM

Designated by the Governor or authorized State Agency Head

STATE OF **Florida** Date **Mar 14, 2014**

State Non-Emergency Repatriation Coordinator

Main Contact

Name: Alfredo Castaneda
Position: Program Coordinator
Agency: FL Dept of Children & Families
Address: ACCESS, 401 NW 2 Ave, South Tower,
Suite S-621, Miami, FL 33128
Telephone: (786) 257-5221
Emergency Number: (786) 897-8382
FAX: (305) 349-1470
Email: alfredo_castaneda@dcf.state.fl.us
Website: http://www.myflfamilies.com/

Back-up Contact

Name: Dan-itus Briggs
Position: Training Manager
Agency: FL Dept of Children & Families
Address: ACCESS, 401 NW 2 Ave, South Tower,
Suite S-621, Miami, FL 33128
Telephone: (786) 257-5220
Emergency Number: (305) 333-7682
FAX: (305) 377-7543
Email: Dan-itus_Briggs@dcf.state.fl.us
Website: http://www.myflfamilies.com/

State Emergency & Group Repatriation Coordinator

Main Contact

Name: Matthew Howard
Position: General Services Director
Agency: FL Dept of Children & Families
Address: 1317 Winewood Blvd, Building 6 Room
200, Tallahassee, FL 32399
Telephone: (850) 717-4017
Emergency Number: (850) 251-7825
FAX: (850) 487-6699
Email: matthew_howard@dcf.state.fl.us
Website: http://www.myflfamilies.com/

Back-Up Contact

Name: Hiram A. Ruiz
Position: Refugee Services Director
Agency: FL Dept of Children & Families
Address: Refugee, 401 NW 2 Ave, Suite N-812,
Miami, FL 33128
Telephone: (786) 257-5189
Emergency Number: (305) 763-9040
FAX: (305) 377-5399
Email: hiram_ruiz@dcf.state.fl.us
Website: http://www.myflfamilies.com/

Federal Contact:

Name: LT Elizabeth B. Russell
Position: Coordinator, HHS Repatriation Program
Agency: Office of Refugee Resettlement
Administration for Children and Families
U.S. Department of Health and Human Services
Address: 370 L'Enfant Promenade, SW, 8th Floor, Washington, DC 20447

Telephone: 202-401-4845
FAX: 202-401-0981
Email: Elizabeth.Russell@acf.hhs.gov
Website: http://www.acf.hhs.gov/programs/orr/

Florida State Watch Office
Emergencies Only
1-800-320-0519
1-850-413-9911

Notice of Emergency Repatriation Activate State Emergency Repatriation Plan



DEPARTMENT OF HEALTH & HUMAN SERVICES

Attachment III

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
Repatriation Program

IMPORTANT NOTICE

Pages	Date	Time	Classification	Agency	Type of response
			unclassified	HHS/ORR	immediate

Message Type

**Notice of Emergency Repatriation,
ACTIVATE STATE EMERGENCY REPATRIATION PLAN**

From:

To: State (name)

Subject: Emergency Repatriation

Based on notification from the State Department of (describe situation) in (country), the State of _____ is **requested to activate its Emergency Repatriation Plan**. Please provide notice to all State participating agencies (e.g. Red Cross, Salvation Army, city/state agencies, other partners).

1. We have scheduled a meeting on _____ at _____ to provide you with more information. Meeting calling information is as follows:
2. Please call _____ to verify receipt of this message. And fax this form to 202-401-6533.

If you have any questions or need a copy of the NERP, Operational Guide, please feel free to contact me at _____. All other inquiries and information should be sent to our designated Federal and State line at _____. **Please do not give this number to the public; it is only for our Federal and State partners.**

Thank you in advance for your cooperation.

State main contact name	24 hour contact information	Signature of receipt	date
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Notice of Emergency Repatriation Asked to be on Stand-By



DEPARTMENT OF HEALTH & HUMAN SERVICES

Attachment III

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
Repatriation Program

IMPORTANT NOTICE

Pages	Date	Time	Classification	Agency	Type of response
			unclassified	HHS/ORR	immediate

Message Type

ASKED TO BE ON STAND-BY

From:

To: State (name)

Subject: Emergency Repatriation

Based on notification from the State Department of (describe situation) in (country), the State of _____ is **asked to be on stand-by**. Please provide notice to all State participating agencies (e.g. Red Cross, Salvation Army, city/state agencies, other partners).

Please call/e-mail _____ to verify receipt of this message. And fax this form to 202-401-6533.

If you have any questions or need a copy of the NERP, Operational Guide, please feel free to contact me at _____. **No further action is required from the State.**

Thank you in advance for your cooperation.

State main contact name	24 hour contact information	Signature of receipt	date

Notice of Emergency Repatriation Cancel Previous Notice of Stand-By



DEPARTMENT OF HEALTH & HUMAN SERVICES

Attachment III

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade,
S.W. Washington, D.C. 20447

Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
Repatriation Program

IMPORTANT NOTICE

Pages	Date	Time	Classification	Agency	Type of response
			unclassified	HHS/ORR	immediate

Message Type

Cancel Previous Notice of Stand-by

From:

To: State (name)

Subject: Emergency Repatriation

Thank you for your cooperation and prompt response during our most recent notice to be on-stand-by for possible activation of your State Emergency Repatriation plan. Please be advised that the mass evacuation did not materialize.

Once again, thank you for responding to our on-stand-by notice. Please call/e-mail _____ to verify receipt of this message. Please notify appropriate State agencies about this notice. **NO FURTHER ACTION IS REQUIRED FROM THE STATE.**

State main contact name	24 hour contact information	Signature of receipt	date

Notice of Emergency Repatriation Cancel Previous Notice of Stand-By



DEPARTMENT OF HEALTH & HUMAN SERVICES

Attachment III

ADMINISTRATION FOR CHILDREN AND FAMILIES

370 L'Enfant Promenade,
S.W. Washington, D.C. 20447

Department of Health and Human
Services Administration for Children and
Families Office of Refugee Resettlement
Repatriation Program

IMPORTANT NOTICE

Pages	Date	Time	Classification	Agency	Type of response
			unclassified	HHS/ORR	immediate

Message Type

Cancel Previous Notice of Stand-by

From:

To: State (name)

Subject: Emergency Repatriation

Thank you for your cooperation and prompt response during our most recent notice to be on-stand-by for possible activation of your State Emergency Repatriation plan. Please be advised that the mass evacuation has materialized and after looking at the totality of the circumstances, the following States were asked to activate their plan:

-
-
-
-
-

Once again, thank you for responding to our on-stand-by notice. Please call/e-mail _____ to verify receipt of this message. Please notify appropriate State agencies about this notice. **NO FURTHER ACTION IS REQUIRED FROM THE STATE**

State main contact name	24 hour contact information	Signature of receipt	date

HHS Repatriation Assessment Form

HHS REPATRIATION ASSESSMENT FORM Attachment IV

HHS Repatriation Processing Form

Privacy Act Statement

The U.S. Repatriation Program provides funds for financial, medical, transportation and other assistance to individuals who are certified by the Department of State as repatriates in need. This assistance must be repaid to the U.S. Government by the repatriate. Section 1113 of the Social Security Act authorizes the collection of the information solicited on these repatriation forms for the purpose of determining your eligibility for such assistance.

The Department may disclose this information to other Federal, State or private organizations, if necessary to enable the Department of Health and Human Services to carry out its responsibilities under Section 1113 of the Act, or to enable another Federal agency to carry any functions related to your return from a foreign country and entry into the United States, or as otherwise expressly authorized by the Assistant Secretary for Children and Families. Furnishing the information on these forms is voluntary; however, if you fail to provide the requested information, such failure may result in your being found ineligible for repatriation assistance.

Repayment Agreement

I understand that all financial, medical, transportation and other assistance provided to me through the Repatriation Program must be repaid. I understand that I will be billed by the United States Department of Health and Human Services for the cost of this aid, and I agree to repay this amount in full. Repayment in full or my first installment payment is due 30 days after billing. If I pay by installment, or am delinquent in repayment, interest at the current rate fixed by the Secretary of Treasury for private consumer loans will accrue on the unpaid portion. Until I repay in full the aid received, I agree to report all changes in my address to PSC/HHS, Office of Family Services, 5600 Fishers Lane, Room 2B60, Rockville, MD 20857.

Payments should be made by check or money order payable to "PSC/HHS/Repatriate." Payments should be mailed to:

PSC/HHS
Office of Family Services
Attention: Repatriation Collections Officer
5600 Fishers Lane
Room 8B45
Rockville, MD 20857
Tel: 301-443-9250 (Richard Harris)
E-mail: Rharris@psc.gov

Name (print) Last _____ First _____ MI _____

US Address _____

Social Security Number _____ Phone Number _____

The Office of Refugee Resettlement requests your social security number in order to ensure it can contact you to receive reimbursement for expenditures made for your repatriation to the United States. Disclosure of your social security number is voluntary. The statutory authority for this collection is 42 U.S.C. section 1313.

I understand and agree to all terms and conditions of the Privacy Act Statement and the Repayment Agreement, and certify that the information provided by me is correct.

Signed _____ Date _____

Sample Welcome Letter

Sample welcome letter

Attachment IV



ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, DC 20447

WELCOME BACK TO THE UNITED STATES OF AMERICA

Dear fellow Americans,

On behalf of the President of the United States, _____, and The Secretary of Health and Human Services, _____, we welcome you back to the United States. We want to make your transition from [COUNTRY NAME] to your final destination as smooth as possible. This letter outlines the process of the Emergency Repatriation Center (ERC) at the [AIRPORT NAME] which is your initial port of entry into the United States. Please read this paper carefully so that we may assist you in getting to your final destination in the United States as quickly as possible.

You are being given a *Repatriation Processing Sheet* that you will need to complete during your time at the ERC. This sheet will ensure that we can efficiently identify any needs that you may have. If you need interpretation or other assistance in completing the Repatriation Processing Sheet, please inform any member of the ERC staff and we will try to assist.

At the ERC, you first will go through Immigration and Customs. If you require any immediate medical assistance, it will be provided to you at that point. After you pass through Customs, you will be greeted by staff from various Federal, State, and non-governmental agencies that will be ready to assist you in meeting your emergency needs. This may include food, shelter, clothing, transportation, and special services such as medical and psychiatric care. These services are available to all eligible repatriates, and the ERC staff will make arrangements for you to receive them.

If you have sufficient funds and **do not need** the repatriation services at the ERC, please place an "X" in Section II, of the Repatriation Processing Sheet. Return the sheet to a repatriation processing team official who will fill-out Section V as you exit the ERC.

If you are ill or without sufficient funds and you need certain repatriation services, authorized staff at the ERC will be able to assist you. **All services are in the form of a loan, which must be repaid to the U.S. Government, and you must sign repayment agreement papers.**

If you need assistance with getting reestablished in your home area, ERC staff will refer you to the local social services agency in your area. In addition, to temporary financial aid, the social services agency in your home area will be able to help you access vocational or occupational training as well as child welfare and medical services. Those agencies can also assist you in applying for benefits under other government programs for which you may qualify.

Once again, we welcome you back to the United States and wish you a successful return to your family and country. If there is anything you need while at the ERC, please do not hesitate to ask the staff.

Sincerely, Director, Office of Refugee Resettlement

HHS Expenditure Statement and Claim for Reimbursement

Attachment IV

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Social Security Administration
Office of Family Assistance

ASSISTANCE FOR UNITED STATES CITIZENS RETURNED FROM FOREIGN COUNTRIES Expenditure Statement and Claim for Reimbursement		
(1) NAME OF AGENCY	STATE	FOR THE PERIOD From: _____ To: _____ 20__ 20__
THE FOLLOWING EXPENDITURES HAVE BEEN MADE BY THIS AGENCY FOR ASSISTANCE TO A UNITED STATES CITIZEN RETURNED FROM A FOREIGN COUNTRY. ASSISTANCE AND SERVICES HAVE BEEN PROVIDED IN ACCORDANCE WITH THE POLICY AND PROCEDURES PRESCRIBED FOR THIS PROGRAM.		
② CASE NAME (FIRST NAMES OF MAN AND WIFE, IF A COUPLE):		NO. OF PERSONS:
REPATRIATED FROM (COUNTRY):	CURRENT ADDRESS	
③ A. CLASSIFICATION/AUTHORITY PUBLIC LAW 86-571 (MENTALLY ILL) <input type="checkbox"/>	C. EXPENDITURES	
SECTION 1113, SOCIAL SECURITY ACT (OTHER THAN MENTALLY ILL) <input type="checkbox"/>	MEDICAL CARE	\$
B. NATURE OF THIS ACTION: INITIAL CLAIM <input type="checkbox"/>	HOSPITALIZATION	\$
INTERIM CLAIM <input type="checkbox"/>	NURSING HOME	\$
ESTIMATED FUTURE CLAIMS \$ _____	MAINTENANCE	\$
1. DATE CASE CLOSED	TRANSPORTATION	\$
2. REASON CASE CLOSED	FOSTER CARE	\$
3. REPAYMENT RECOMMENDED <input type="checkbox"/>	OTHER (SPECIFY)	\$
4. WAIVER RECOMMENDED <input type="checkbox"/>	TOTAL	\$
④ DESIGNATION OF STATE OFFICIAL AUTHORIZED TO RECEIVE FEDERAL FUNDS AS REIMBURSEMENT OF THIS CLAIM		
TITLE	ADDRESS	
⑤ THIS IS TO CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT PAYMENT FOR THESE EXPENDITURES HAS NOT BEEN RECEIVED.		
SIGNATURE OF OFFICIAL OF AGENCY	TITLE	DATE

Form SSA-3995 (1-81)

Distribution: Original not later than 15 days following the close of the month