



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/orr

Cash and Medical Assistance Program: Quarterly Report on Expenditures and Obligations (ORR-2) Instructions

Dear Colleague Letter 23-31

July 28, 2023

Dear Colleague:

This Dear Colleague Letter (DCL) provides states and replacement designees with instructions to include specific supplemental information within the Quarterly Report on Expenditures and Obligations (ORR-2) for the Cash and Medical Assistance (CMA) program.

The Office of Refugee Resettlement's (ORR) CMA program is a reimbursement program for costs incurred by states and non-profit organizations in providing assistance to individuals eligible for ORR Refugee Resettlement Program cash and medical assistance benefits and services. The program reimburses states and replacement designees for the costs they incur in providing four types of assistance: cash assistance, medical assistance, medical screening, and services for unaccompanied refugee minors. The purpose of the ORR-2 is to collect cost data from grantees for each component of the CMA program.

Due to one-time appropriations from Congress in response to Operation Allies Welcome and Uniting for Ukraine, ORR is funding the CMA program from multiple sources, each with unique service eligibility. Cost data for the CMA grant is reported by grantees on the ORR-2 by program categories such as refugee cash assistance and refugee medical assistance. These categories alone do not enable analysis of spending by funding source.

ORR is requiring grantees to break out unobligated balances reported on the ORR-2 by funding source and financial account number as referenced on the Notice of Award. This must be uploaded as a Word or Excel file attachment with the ORR-2 in OLDC via the designated link.

The collection of this information was approved by the Office of Management and Budget on June 27, 2023, under OMB Control Number 0970-0510.

Instructions

Beginning with the report due September 30, 2023, states and replacement designees must submit an attachment with the ORR-2 in OLDC that breaks out the unobligated balance reported on column (F) line (6) of the ORR-2. The table must delineate remaining unobligated balances by program category and financial account number outlined on the Notice of Award. It is especially important to include unobligated balances from Afghanistan Supplemental Appropriation Act (ASA) and Additional Ukraine Supplemental Appropriations Act (AUSAA) funding. Please also provide any accompanying narrative in the attachment if areas of clarity are warranted.

For reference, the unliquidated balance submitted should include breakouts for each appropriation,

CAN, and program category in the table below. Please note, the 2023 CANs listed below are for example purposes only; please include all applicable CANs.

Appropriation	REA	ASA	AUSAA
CAN	2023 G992316	2023 G992207	2023 G99UKCM
Program Category	• Unobligated balance	• Unobligated balance	• Unobligated balance

Resources

Please direct any questions about this DCL and the ORR-2 to either your ORR Regional Representative or Grants Management Specialist (GMS) within the Administration for Children and Families' (ACF) Office of Grants Management (OGM). A copy of the ORR-2 can be found on [ORR's Report Forms webpage](#). The method for submission of the ORR-2 remains through Grant Solutions / OLDC.

We appreciate all your work to support the well-being of ORR-eligible populations.

Sincerely,

Kenneth Tota
Director, Refugee Program
Office of Refugee Resettlement