



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr)

## Refugee Support Services: Supplemental Federal Financial Report (SF-425) Instructions

Dear Colleague Letter 23-24

June 7, 2023

Dear Colleague:

The Office of Refugee Resettlement (ORR) is issuing this Dear Colleague Letter (DCL) to provide states and replacement designees with new supplemental instructions for the completion of the Federal Financial Report (SF-425) for the Refugee Support Services (RSS) grant. The new instructions are to include specific remarks within the form's Field Number 12.

ORR's RSS grants provide funding to states and replacement designees to provide employment services, employment-related services, and set-aside programming to address barriers to employment for ORR-eligible populations. RSS grants are comprised of funding from multiple sources.

Currently, states and replacement designees report all expenditures from their RSS grant in one cumulative amount on the SF-425. This does not enable analysis of specific financial accounts or program cost categories. Therefore, it is necessary for states and replacement designees to delineate obligations and expenditures by financial account number and program category/set-aside in SF-425 Field Number 12, which is designated for additional remarks.

### Instructions

Beginning with the report due October 30, 2023, states and replacement designees must enter remarks within Field Number 12 of each quarterly and final SF-425 report. These remarks must delineate expenditures and unliquidated obligations reported via Field Number 10.g. by appropriation (e.g., Refugee and Entrant Assistance [REA]; Afghanistan Supplement Appropriation Act, 2022, and Additional Afghanistan Supplemental Appropriations Act, 2022 [ASA]; Additional Ukraine Supplemental Appropriations Act, 2022 [AUSAA]), by program category (e.g., RSS base or set-aside), and by common accounting number (CAN).

For reference, states and replacement designees must enter unliquidated obligations and expenditures in SF-425 Field Number 12 with breakouts for each appropriation, CAN, and program category as in the table below. Please note that the 2022 CANs listed below are examples only; please include all applicable CANs in Field Number 12 remarks.

### Example:

Appropriation	REA	ASA	AUSAA
CAN	2022 G99RSF2	2022 G992210 2022 G992218	2022 G99UKRS
Program	• Base	• Base	• Base

<b>Category</b>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Refugee Health Promotion (RHP)</li> <li>• Services to Older Refugees</li> <li>• Youth Mentoring</li> <li>• Refugee School Impact</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Afghan Refugee Health Promotion (ARHP)</li> <li>• Services to Older Refugees</li> <li>• Youth Mentoring</li> <li>• Refugee School Impact</li> <li>• Support to Schools</li> <li>• Legal Assistance</li> <li>• State Afghan Placement and Assistance (SAPA)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Ukrainian Refugee Health Promotion (URHP)</li> <li>• Refugee School Impact</li> </ul>
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### Resources

Please direct any questions about this DCL and the SF-425 to your ORR Regional Representative and your Grants Management Specialist (GMS) within the Administration for Children and Families' (ACF) Office of Grants Management (OGM). A copy of the SF-425 can be found on [ORR's Report Forms webpage](#). The method for submission of the SF-425 remains through the payment management system per the terms and conditions of the award at <https://pms.psc.gov/>.

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

Sincerely,

Kenneth Tota  
 Director, Refugee Programs  
 Office of Refugee Resettlement