School's Out™ Washington

Refugee School Impact Program (RSIP)

October 20, 2026



Agenda

I. Introductions – Pang

II. DSHS/Office of Refugee & Immigrant Assistance (ORIA) – Ellie

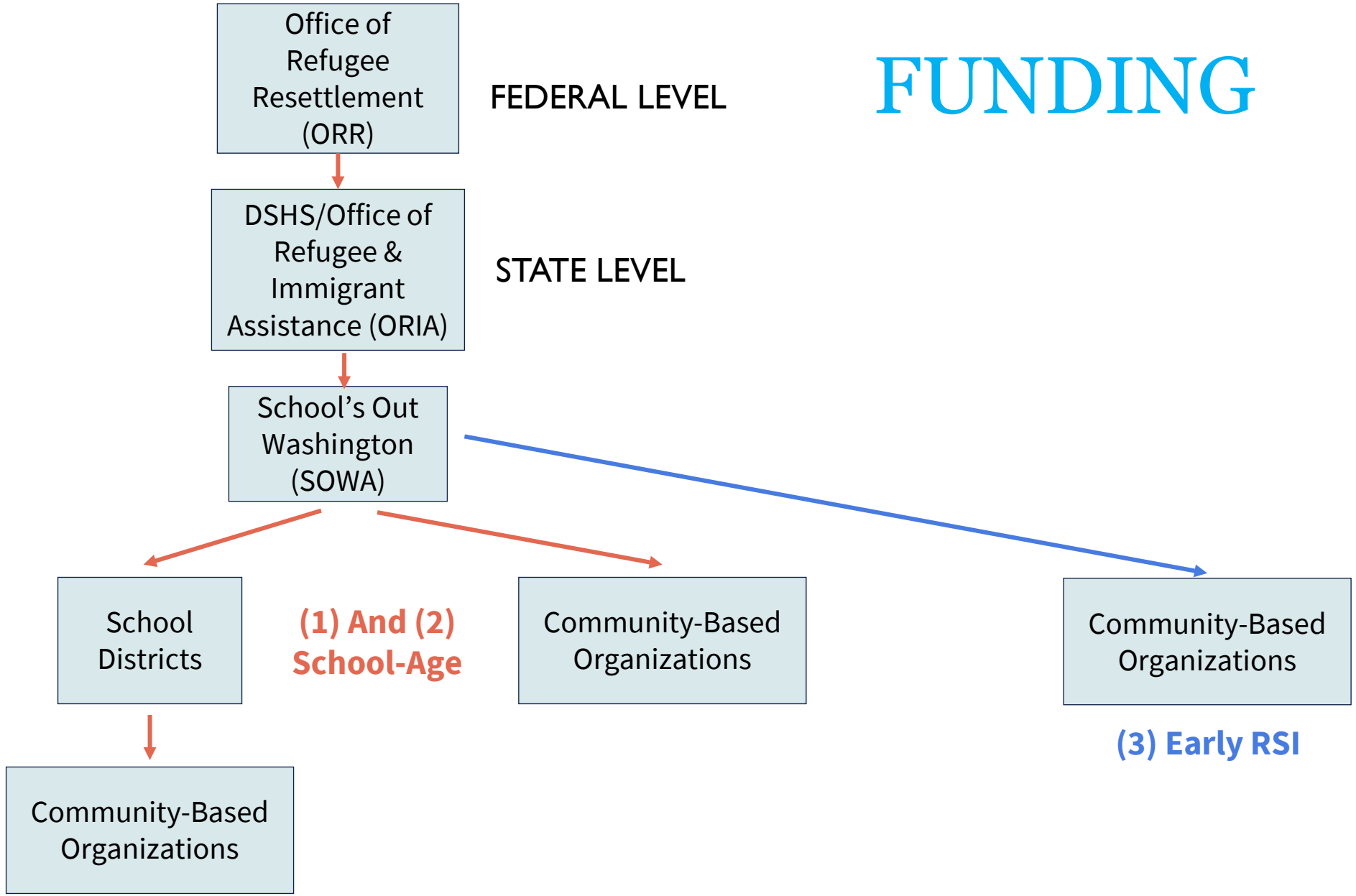
III. Grant Requirements - Pang

IV. Eligibility & Evaluation - Katherine

V. SOWA's Platforms - Katherine

VI. Bridge Conference & Trainings - Katherine

FUNDING


Office of Refugee Resettlement (ORR)
FEDERAL LEVEL
DSHS/Office of Refugee & Immigrant Assistance (ORIA)
STATE LEVEL
School's Out Washington (SOWA)
School Districts
(1) And (2) School-Age
Community-Based Organizations
Community-Based Organizations
(3) Early RSI
Community-Based Organizations

School's Out Washington

Grant Administration (DSHS Contract)

1. Refugee School Impact District-Community Partnerships (Districts)– school-age children
2. Refugee School Impact Community-Based Organizations (CBOs) – school-age children
3. Early Refugee School Impact (ERSI) – children birth through 5 years old & their parents

Refugee School Impact Program (RSI) for School-Aged Children

- **Providing specialized approaches and support for eligible students**, such as English as a Second Language classes, tutoring, newcomer or transitional programs, after school and summer programs, mentoring, behavioral health supports, and programming that supports integration.
- **Supporting families learning to navigate the U.S. education system**, such as school-specific orientation for both families and students, navigators or cultural brokers, and language access.
- **Developing capacity for school staff and systems**, through activities and resources such as specialized trainings for school staff around the unique and varied needs of ORR-eligible populations, ensuring language access by translating critical documents, interpretation, and specialized staff dedicated to working with ORR-eligible school-aged children, youth, and families.

Early Refugee School Impact Program (ERSI) for Young Children

- **Facilitating child care and preschool access** by supporting families with systems navigation, including the subsidy application process, and helping families enroll their children in day care, Head Start/Early Head Start, the Early Childhood Education and Assistance Program (ECEAP)/Early ECEAP, or other appropriate preschool.
- **Supporting the academic and social preparation of children for formal schooling (preschool or Kindergarten)**, through providing specialized services that support the cognitive, social, and emotional growth of preschool-aged children, administering developmental screening tools, such as the Ages and Stages Questionnaire, Third Edition (ASQ-3), and working with districts to determine special education eligibility.
- **Supporting parent engagement**, through providing parenting classes or peer support groups that focus on topics such as: healthy early childhood development, developmental milestones, the rights of children with disabilities, school systems, and U.S. child welfare laws, and through home visiting services that enhance a parent's ability to support early childhood development.

Program Participants

School-Age - District-Community Partnerships & CBOs	Early Refugee School Impact (ERSI) - CBOs
• Current WA State resident • In the U.S. 5 years or less • All ORR-Eligible participants • Children and youth, generally ages 5 to 18, generally enrolled in K-12 • If youth is above age 18, individual is enrolled in High School or GED program. • ORR-Eligible/Refugee parent	• Current WA State resident • In the U.S. 5 years or less • All ORR-Eligible participants • Generally ages birth through 5 years old and not yet in Kindergarten • ORR-Eligible/Refugee parent

FUNDING RESTRICTIONS

- Administrative costs are limited to *15% OR your organization's federally approved indirect rate.*
- May not duplicate activities already funded through another funding source. For example: (1) CBO activities must be different from District-Community services; or (2) CBOs serve individuals not already participating in District-Community services.
- Funding ***cannot*** be used for:
  - teaching a language other than English;
  - participant stipends;
  - college application fees;
  - driver's license or permit fees;
  - parents' English classes or job search activities;
  - case management and resource/referral services related to families' basic needs;
  - construction/renovation;
  - lobbying; and
  - supplanting other federal, state, local, or private funds available to assist refugee students.

All funded grantees will be required to:

- Provide Confidentiality Training to staff before they sign the Nondisclosure Form.
- Implement at least one activity for clients
- Measure & report results on at least one client outcome (corresponding to service implementation)
- Provide narrative reports
- Provide financial reports
- Participate in program monitoring visits and financial monitorings
- Maintain Commercial General Liability Insurance or Business Liability Insurance (including coverage for bodily injury, property damage, and contractual liability)
- Comply with federal regulations

Participant Documentation for Children & Parents Served

1. **Authorization to Release Information** (Consent Form) must be signed prior to services. Parents or legal guardians must sign the form on behalf of their minor children. When a minor child enrolled in the program turns 18, they must sign a new Authorization to Release Information form. For Electronic signatures, the platform must have authentication software to ensure that the person signing is the client of the records and must include a timestamp with the date and the time the form was signed.

2. Legible copies (front and back) of **immigration documentation** which verifies immigration status and program eligibility.

3. Legible copy of **Alien number**.
    - If provider has exhausted all avenues & A# cannot be obtained, ORIA will try to find the A#.
    - If ORIA cannot find the A#, ORIA will ask ORR to assign an alternate identification number.

4. In addition, the Contractor shall provide **demographic data** for ORR reporting, including initial date of service, service received, and service exit date.

5. **ORIA Immigration Eligibility Declaration -** ORIA has determine that this form is ***NOT*** needed.

Criminal History Background Checks

Background checks are required for all staff and volunteers who work with children under the age of 18.

A. If individual will always be accompanied by another staff/volunteer or the child's parent when working with children, a normal background check is sufficient. The background check should screen out any individual who may present a risk for the youth, as indicated by factors such as a criminal history, history of substance abuse, or domestic violence and child welfare concerns, including being charged with or convicted of any crime or investigated for physical abuse, sexual abuse, neglect, or abandonment of a minor.

B. If a current or potential staff member or volunteer may work **UNSUPERVISED** with children under the age of 18, the provider must follow the **DSHS** Background Check procedure. More information about the process will follow.

C. If a current or potential staff member or volunteer may work **UNSUPERVISED** with children & has resided **in the State of Washington for less than 3 consecutive years,** a **Fingerprint-Based Background Check** will be required. More information about the process will follow.

*Background check results must be maintained in a secure, confidential manner.

*You must maintain an accurate list of all individuals who have completed a Background Check under this contract and provide the list to the DSHS and SOWA upon request or during contract monitoring activities.

PAPERWORK AND PAYMENT STRUCTURE

Total Contract Amount	$150,000 $2,000 for mid-year & final paperwork $148,000 clients served 100 clients $1,480 per client
1st Installment Contract Paperwork Due October 30, 2026	$74,000.00 (half of client number) Retroactively earned by serving 50 clients
2nd Installment (only if you have served over 30 clients) Paperwork Due February 5, 2027	If org has served 55 clients YTD, then: $1,480 x 5 = $7,400
3rd INSTALLMENT (paperwork & new clients served) Paperwork Due April 2, 2027	If org has served 60 clients YTD, then: $1,000 (for paperwork) + $7,400 ($1,480 x 5 clients) = $8,400
4th INSTALLMENT (new clients served) Paperwork Due June 4, 2027	If org has served 65 clients YTD, then: $1,480 x 5 = $7,400
5th INSTALLMENT (paperwork & new clients served) Paperwork Due August 31, 2027	If org has served 100 clients YTD, then: $1,000 (for paperwork) + $51,800 ($1,480 x 35 clients) = $52,800

PAYMENT SCHEDULE

FIRST INSTALLMENT

- If your 1st installment paperwork is submitted by October 30, 2026, we will include your invoice in our billing to ORIA in November.
- In November/December, ORIA will issue payment to SOWA for those October obligations.
- Once SOWA receives payment from ORIA, SOWA will issue payments to grantees.

- If you submit your 1st installment paperwork to SOWA in November, those invoices will be included in our billing to ORIA in December.
- In December/January, ORIA will issue payment to SOWA for those November obligations.
- Once SOWA receives payment from ORIA, SOWA will issue payments to grantees.

Sample Process for 2nd to 5th Installments:

- Grantee paperwork is due in February.
- Obligated grantee payment is submitted to ORIA the month after paperwork is due (March).
- SOWA typically receives payment from the state 30 days after billing.
- Payment to grantees is sent after we receive funds from the state (April).

Site and Financial Monitoring

RSIP, CBO, ERSI Grantees

- Site visits are typically 30 minutes to one hour and are an opportunity for SOWA to see programing in person or virtually.
- There is an accompanying interview that allows time for grantees to share in more detail about how things are going, what changes have been made, and what is going well.
- The interview can immediately follow the program observation or can be scheduled virtually at a separate time.
- The information from this site visit is compiled in a monitoring report that is shared with grantees to read, review, and correct if needed. Reports are then shared with DSHS.
- **These visits will typically be scheduled between November and July.**

District Grantees ONLY

Two (2) financial reports will be collected.

CBO Grantees ONLY

Three (3) financial reports will be collected.

We are currently running an RFQ process for a financial monitoring consultant. The consultant or consulting firm will be in touch to conduct a deeper dive financial monitoring.

Grantee Changes to Activities and Budget

- You will have the opportunity change your proposed activities and budget through the Exhibit A.

- If additional changes are needed after this point, you will use the change request form to request significant changes.

ORIA's Database (ORIA Connect)

- At this time, we anticipate that ORIA Connect will not be ready for program users until early 2027.
- Given that timeline, all RSIP providers (Districts, School-Age CBOs and ERSI) will submit client demographics and data to SOWA for the entire 2026-2027 contract period. SOWA will then compile, summarize and securely submit to ORIA.
- We are sharing information about ORIA Connect simply to keep you informed.

The Future of RSIP

- **The existing version of the Refugee School Impact Program (including funding for Districts, School-Age CBOs, ERSI) will end in 2026-2027.**
- **Federal funding for 2027-2028 refugee services is expected to decrease significantly.**
- **At this time, SOWA does not anticipate releasing RSIP/District/School-Age CBO/ERSI grant applications for 2027-2028.**
- **ORIA will be seeking input from the community to determine priorities for the reduced refugee funding.**
- **After receiving community input, ORIA will determine if refugee children/youth programs will continue in 2027-2028 and if yes, how much funding will be invested in refugee children/youth programming and how those funds will be administered.**

Final Reports

- SOWA needs to deliver a final report to ORIA by September 30, 2027.

- In order to meet that deadline, the performance period in your contracts ends August 30, 2027 and your final paperwork is also due August 30, 2027. That gives SOWA one month to finalize payments to you and to prepare reports for ORIA.


QUESTIONS

Eligibility & Eval

- Eligibility — Essential Info
- Eligibility — Examples of Eligibility Documents
- Eligibility — Eligibility Resources
- Eval — Evaluation Expectations
- Eval — Evaluation Supports

Eligibility: Essential Info

Immigration documents proving ORR eligibility are required for all clients served through this program

Digital copies of documents are to be submitted through Box

There are eligibility requirements clients must meet to be eligible for the program. A specific orientation for eligibility will be provided virtually on Nov 19th, and the recording from last year is available

DSHS consent forms for sharing eligibility info are required

This year, we need Alien Numbers for all clients served

Required Eligibility Information for Students & Parents

☐ Date of entry is present on the document and is within the last five years (more criteria for parolees)

☐ Immigration Category or Code, is present on the document and represents an ORR eligible status.

- For those with parolee status (such as UHP status), there are more criteria

☐ Country of Origin is present on the document.

☐ Immigration document is an accepted type of document (VISA with entry stamp, I-94, Permanant Resident Card, etc.)

☐ (For RSI, not ERSI) For students, the student is at least 5 years old and not older than 21 and enrolled in a K-12 school or GED program.

- If your program is during the summer and students are entering Kindergarten in the fall, they can count as meeting this requirement.

☐ Document with alien number is provided

Student & Parent Documentation

ORR approved immigration documents





Student & Parent Documentation

ORR approved immigration documents



Student & Parent Documentation

ORR approved immigration documents







Eligibility Resources

Eligibility Resources (on Resources Dashboard)

- RSI Eligibility Guide from ORIA
- Tips for Collecting Eligibility Documents
- Eligibility Training Recording from 2025-26
- RSI Checklist from SOWA
    - Checklist you can use when collecting documents to make sure you have all necessary info to prove eligibility
- ORR Policy Letters: one on UHP Eligibility, and one on Afghan eligibility
    - Contains information on acceptable document types and category codes for Ukrainians and Afghans

SOWA Eligibility Pre-Checking

We can check in our system to see if we have documentation for students.

For pre-checking:

- In a non-installment month, Submit Excel (or csv) with columns for: Last Name, First Name, Birthdate
- Within a week, I will try to return an Excel that indicates whether the student is eligible, ineligible, or not in our system
- Please note that if names are misspelled names or birthdates are incorrect birthdates, our system may not return information for students, even if we have them in our system

EVALUATION

Evaluation Expectations-- CBOs

- You will carry out the evaluation plan submitted with your proposal, or update us using a Change Request Form.
- I may reach out periodically to check-in for updates. We will also reach out around the date you gave us in the proposal to see if your evaluation is complete, or if there are updates to your evaluation plan.
- When your results are complete (and by the end of the contract period in August 2027), you will submit results using the provided form which, if you used surveys, will ask for:
    1. Total # of survey respondents (for selected question)
    2. # of survey respondents who responded positively to question
    3. # of respondents who responded negatively or neutrally to question
    4. If you did a pre/post survey, then you will answer the above questions for each survey.

Evaluation Expectations-- Districts

- At the end of the grant you will provide, for each student:
  1. WIDA scores from 25-26 school year or the WIDA screener score
  2. WIDA scores from the 26-27 school year

<u>Note to Districts:</u>

Generally, even if you have a subcontract with a CBO that submits most paperwork requirements, you will need to provide WIDA scores yourself, because your CBO partner won't have access to WIDA data.

Evaluation Supports—RSI CBOs and ERSI

- I will be reaching out to set up 1:1s with new RSI CBO grantees

- I will reach out our existing grantees in November and December to see if you would like to set up a 1:1 to discuss evaluation or so that I can provide technical assistance.

- If you have questions or would like to meet earlier to discuss evaluation, please reach out! (kmccall@schoolsoutwashington.org)


QUESTIONS

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Overview of Platforms, Resources, and Trainings

Overview of Platforms

Box

- Submit paperwork
- Submit student info/docs
- Links to dashboards

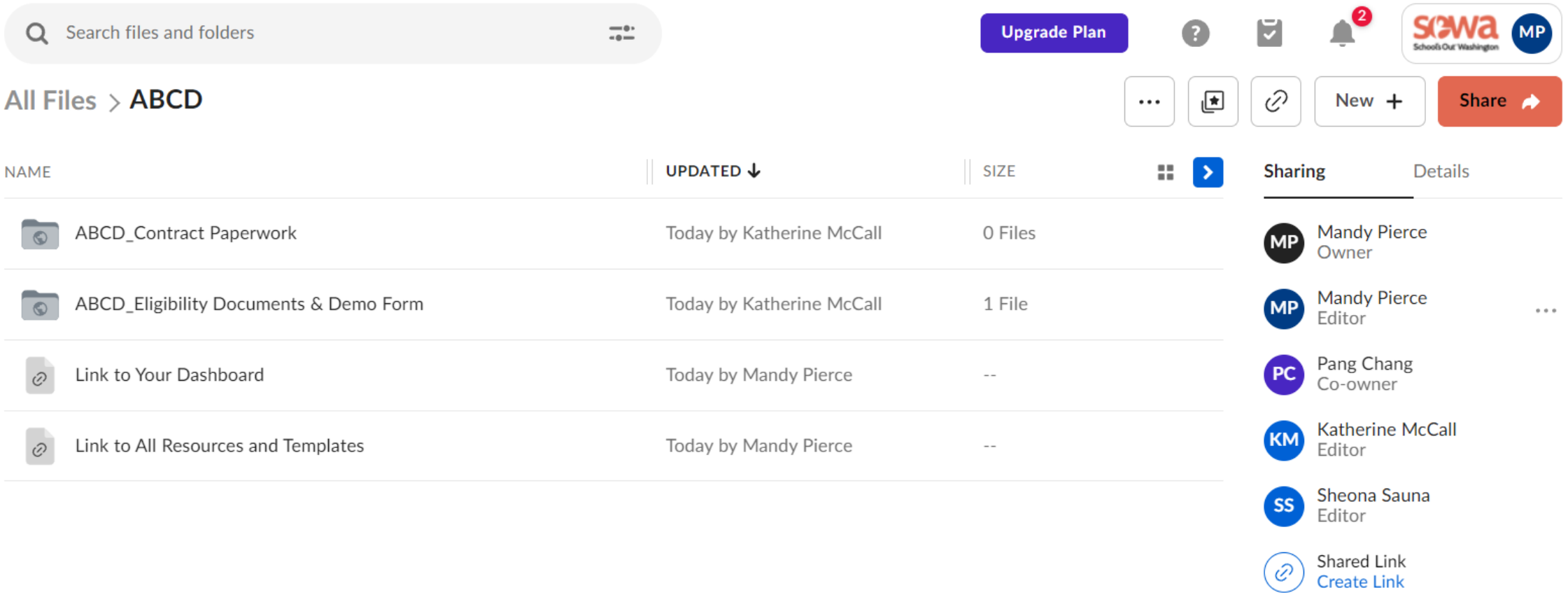
Smartsheet Grant Dashboard

- Contract info (grant amount, student #s, activities, etc)
- Updates on deliverables and payments
- Allows grantees to provide updates

Smartsheet Resources Dashboard

- Templates & guides for deliverables
- Recordings of trainings
- Other general resources

Box - Paperwork Submission



Grantee Signed Documents will be sent via DocuSign to the Contract Signer, Main Contact or Financial Signer.

Grantee Specific Dashboards

Example School District 25-26

Refugee School Impact Program: School's Out Washington

Quick Links

Quick Links

- Resources Dashboard
- Change Request Form
- Report Dashboard Error
- Your Box Folder

0

# of students verified YTD

100

# of students to serve

$0.00

Amount Paid

$100,000.00

Contract Amount

Installment Paperwork

Status	Due Date	Document Type	Notes for Grantee
Not Submitted	11/7/2025	1.3a. Signed Contract	
Not Submitted	11/7/2025	1.3b. Signed Invoice	
Not Submitted	11/7/2025	1.3c. Completed W-9	
Not Submitted	11/7/2025	1.3d. Exhibit A – 25-26 Final Activities & Budget	
Not Submitted	11/7/2025	1.3e. Most Recent Single Audit	
Not Submitted	11/7/2025	1.3f. Signed ACH (Automated Clearing House) Authorization Form	
Not Submitted	11/7/2025	1.3g. Background Check Documentation	
Not Submitted	11/7/2025	1.3h. Signed DSHS/ESA Nondisclosure	

Resources Dashboard

CBO Resources Dashboard (View Only) ⋮ smartsheet Report Abuse Help

Guides

Resource Name	Resource Description	Resource Link	File Type
Tips for Collecting Eligibility Documents	A Tip Sheet for collecting eligibility documents from clients, created by SOWA based on what has worked for our grantees. From 2024	https://app.box.com/s/4l3axt1iav8v5xwhk	PDF
Evaluation Final Results Submission Guide	This is a guide released for the 24-25 grant year that walks through the questions asked on the final results form and how to answer these questions.	https://app.box.com/s/r33kdw26o7k8fybe	DOCX
Evaluation Outcomes Warehouse and Guide	A guide to choosing outcomes and measures for grantees that also contains notes on non-traditional survey methods and notes on survey translation.	https://app.box.com/s/dfw9es0tf2gtuvqbp	PDF
Uploading Student Data Guide	This guide walks through the process for submitting student information and documentation, including how to open and edit the demo form, where to upload student documents, and cases where you do not need to upload student documents.	https://app.box.com/s/z1sx4obipjk3cqndx	PDF

Templates for Required Paperwork

Resource Name	Resource Link	Resource Description	File Type
Certificate of Liability Insurance Sample	https://app.box.com/s/x26924h04i		PDF
Non-Disclosure Form	https://app.box.com/s/mvqywkyup		PDF
Sample W-9	https://app.box.com/s/wa09jjgh9ic		PDF
SOWA ACH Authorization Request Sample	https://app.box.com/s/nphfgeqe3c		PDF
CBO Narrative Report Template	https://app.box.com/s/kwt1hrmxxu		DOCX

BRIDGE CONFERENCE & TRAININGS

Bridge Conference Details

- **Bridge Conference: October 26 - 27, 2026 Greater Tacoma Convention Center & Marriott Tacoma Downtown**
  - Workshops and networking opportunities for the youth development field.

- **RSIP Convening at the Bridge Conference:**
  Monday, Oct 26, 2026, 2:30-4:00 PM
  Marriott, 3rd Floor, Chambers Bay 1
  - Opportunity for connection and peer learning
  - You do not need to attend the Bridge Conference to attend the RSIP Convening. Let us know if you just want to attend the RSIP Convening.



Trainings and Events

January 2027 – May 2027	• Monthly Virtual Trainings
March 2027	• Virtual RSIP Grantee Convening


QUESTIONS