



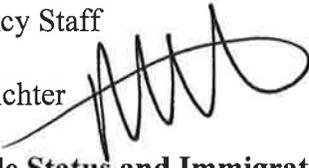
Ronald E. Richter
Commissioner

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MEMORANDUM

DATE: April 13, 2012

TO: All ACS and Provider Agency Staff

FROM: Commissioner Ronald E. Richter 

SUBJECT: **Special Immigrant Juvenile Status and Immigration Services Policy**

The Special Immigrant Juvenile Status (SIJS) policy dated August 28, 2009, has been revised to reflect Local Law 6, which requires ACS to develop a comprehensive plan, to ensure that immigrant youth in foster care are identified and receive SIJS or other immigration benefits. ACS, with input from some foster care and legal service providers, developed a SIJS plan to ensure that all youth in foster care, who may qualify for SIJS, or other immigration benefits, are identified and referred to immigration legal services as soon as possible. The plan was submitted to the City Council on January 14, 2011. The following list provides highlights of the major amendments to the previous SIJS policy (please review the attached policy for further details):

- ACS and provider agencies must now identify the country of birth, to the extent practicable, of children in contact with ACS. Provider agencies will include in their intake forms, questions that are necessary to determine if a youth is in need of immigration services;
- Both DCP and provider agency staff will now be required to identify all SIJS-eligible youth who are in the care of ACS, and record this information in the Family Assessment Service Plan (FASP) and in CONNECTIONS;
- Provider agencies will designate a SIJS/Immigration Liaison as a contact person for ACS Immigrant Services;
- ACS' Central Eligibility Unit will now screen youth for immigration status;
- Immigration information will also be provided by the Division of Youth and Family Justice, Child Care Head Start and preventive provider agencies;
- ACS will now track SIJS-eligible youth who have been identified and referred to immigration attorneys for services, to verify provision of services;
- ACS will now provide mandatory training on immigration benefits, including SIJS, for appropriate ACS and provider agencies' key staff; and,
- Provider agencies will now be monitored to evaluate the quality of immigration services provided to SIJS-eligible youth.

This revised SIJS policy is being submitted for a 30-day review period. Please submit your comments to simo.essayoufi@dfa.state.ny.us **no later than May 14, 2012**. Following a review of the submitted comments, this policy will be re-issued as final and the case practice expectations and requirements articulated within will become effective immediately.

**City of New York
Administration for Children's Services**

Policy #2009/07 Revised

SUBJECT: Special Immigrant Juvenile Status and Immigration Services (DRAFT)

APPROVED: Ronald E. Richter

PAGE: 1 of 11 (2 Attachments)

ISSUE DATE: April 13, 2012

**IMPLEMENTATION RESPONSIBILITY:
Children's Services Divisions of: Child Protection;
Financial Services; Family Support; Family
Permanency; Policy, Planning and Measurement;
Family Court Legal Services; Child Care/Head
Start; Youth and Family Justice; and Provider
Agency staff**

PURPOSE: All youth in the care of the Administration for Children's Services (ACS), who may qualify for Special Immigrant Juvenile Status (SIJS), or other immigration benefits, shall be identified and referred to immigration legal services providers as soon as possible. The purpose of this policy is to provide all foster care youth with valid proof of lawful immigration status or with information on immigration relief.

SCOPE: This policy supplements the Special Immigrant Juvenile Status Commissioner's Memorandum dated January 26, 2007 and replaces the SIJS Guidance dated August 28, 2009. This Policy applies to the ACS Divisions of: Child Protection (DCP), Policy, Planning and Measurement (PPM), Family Permanency Services (FPS), Family Support Services (FSS), Financial Services (DFS), Family Court Legal Services (FCLS), Child Care and Head Start (CCHS), Youth and Family Justice (DYFJ), and all provider agencies involved in the provision of services to children in foster care who are not lawful permanent residents or citizens of the United States. This policy should be used to determine a child's resident status in the United States; refer foster care youth (when appropriate) to immigration services providers; and assist youth in obtaining the documents necessary to acquire legal residency.

POLICY: Children in foster care who are eligible to acquire permanent residency through SIJS, or other immigration benefits, which permit them to stay in the United States legally, must be granted a fair opportunity to do so. It is therefore essential that the need for immigration services be identified promptly, and the child referred to such services in a timely manner.

If a youth is found eligible for SIJS, or other immigration benefits, ACS and provider agency staff must secure the documents necessary to submit with the appropriate application and track such youth until the completion of his/her SIJS application or other immigration relief. Additionally, under this policy, all ACS divisions and provider agencies that come into contact with members of families who are not citizens of the United States or who do not have documentation of

lawful permanent residence (such as a green card) must provide these families with information on the availability of free immigration services.

Under the SIJS plan (“the plan”) developed in January 2011, pursuant to New York Local Law 6 of 2010, the following actions must be taken by ACS and provider agencies:

I. Identifying SIJS-Eligible Youth Who Are in the Custody of ACS

Children in the custody of ACS on a child protective, voluntary, persons in need of supervision placement, or a juvenile delinquency placement, and who may qualify for SIJS, or other immigration benefits, will be identified initially through the DCP investigation and the Title IV-E process.

DCP

During the intake process of a child protective investigation, DCP staff will ask each family member:

- about his/her country of birth;
- whether the family member is a United States citizen; and,
- whether the family member has legal immigration status.¹

This information must also be recorded in the Family Assessment and Service Plan (FASP) and progress notes in CONNECTIONS (CNNX).

If, during *Family Service Intake (FSI)*, a foreign-born youth is identified as undocumented (or potentially undocumented), DCP staff shall:

- Check “Immigration Services” and/or “SIJS” under the “**Requested Services**” field in the *FSI*; and,
- Record in the progress notes, the youth’s immigration status and type of action taken to assist the youth with his/her immigration issue: e.g. contacting legal services providers and notifying the ACS Office of Immigrant Services.

At the *Family Service Stage*, DCP staff shall:

- Document the youth’s immigration status under the “**Family Background**” section of the FASP;
- Select “Immigration Services” and/or “SIJS” in the “**Service Choice**” section of the FASP if the youth is identified as potentially undocumented or in need of immigration services. *Note: This section must be updated in subsequent FASPs to reflect the progress made, if any, and to assist the youth with his/her immigration issue;* and,
- Document in the “**Family Service Plan**” section of the FASP, the youth’s immigration status and the activities that the case planner and youth must undertake to address the youth’s immigration issue.

In those cases in which a youth is placed into foster care, DCP staff will:

¹ Training will be provided to ACS and provider agency staff regarding how to assess a youth’s immigration status. Please refer to the *Training* section of this policy for further information.

- Include the need for a referral to immigration legal services in the youth's initial FASP so as to notify the agency with case planning responsibility of the youth's immigration needs; and,
- Notify the ACS Office of Immigrant Services when youth who are identified as foreign born are placed into foster care.

Immigrant Services

Immigrant Services will:

- Provide notification to the appropriate Consulate consistent with the requirements of the Vienna Convention;²
- Notify the foster care agency of the placement of an immigrant youth; and,
- Notify the provider agency once the youth is identified as possibly eligible for SIJS through the Title IV-E process.

Title IV-E

In addition to DCP investigations, ACS will identify children who may qualify for SIJS, or other immigration status, through the Title IV-E process via the ACS Central Eligibility Unit (CEU). The CEU will:

- Screen all children who enter care to determine if they have citizenship or legal immigration status as part of the process to determine Title IV-E eligibility; and,
- Issue to Immigration Services, monthly reports of youth entering care who are not United States citizens or who do not have documentation of lawful permanent residence.

DYFJ Detention Services

For youth detained in Division of Youth and Family Justice (DYFJ) detention facilities, ACS will provide information about the availability of free or low cost immigration legal services, the benefits of securing legal status and immigration relief under SIJS.

Immigrant Parents and Non-Foster Care Youth

All other immigrant parents and children who come into contact with ACS, including those receiving preventive services, child care services and those who come into brief contact with ACS (e.g. guardianship or custody cases in which ACS does a court ordered investigation), will receive the pamphlet "*Immigration Assistance for Children and Families*" from ACS and provider agencies informing immigrant parents and children of the availability of free or low cost immigration services and the benefits of securing legal status.

Immigrant parents of youth in care or immigrant parents and youth that have been involved in child abuse and neglect cases may qualify for special types of immigration relief available for undocumented victims of crimes, such as

² "To inform the competent consular post without delay of any case where the appointment of a guardian or trustee appears to be in the interests of a minor or other person lacking full capacity who is a national of the sending State. The giving of this information shall, however, be without prejudice to the operation of the laws and regulations of the receiving State concerning such appointments". *See Vienna National Convention on Consular Relations, Article 37 (b). (1963).*

domestic violence. U-Visas, a form of immigration relief that leads to a “green card,” may be available to undocumented persons who were victims of domestic violence or other crimes (such as trafficking or assault) and who were cooperative in the ACS investigation. Some of these benefits are time-sensitive, so ACS Immigrant Services strongly advises immigrant youth and parents to seek the help of an experienced immigration attorney as soon as possible, to find out what immigration benefits they may qualify for. A list of free legal services providers who screen clients for possible immigration relief is included in the above referenced pamphlet.

II. Identifying SIJS-Eligible Youth Via Foster Care Agencies

As an immigrant youth or his/her parents may not be forthcoming about the youth’s immigration status, foster care agencies also need to identify immigrant youth in their care. Foster care agencies shall:

- Include in their intake forms, questions necessary to determine if a youth has a United States birth certificate or is in need of immigration services. These questions shall be asked regardless of the type of foster care placement (e.g. voluntary placement, child protective, Juvenile Delinquent, or Persons In Need of Supervision).
- Designate a SIJS/Immigration Liaison or point person who will be the contact for ACS Immigrant Services. The foster care agency’s SIJS/Immigration Liaison will work closely with ACS Immigrant Services so that all identified youth are referred to immigration legal providers and receive appropriate services in a timely manner.
- Document in CNNX, the youth’s immigration status and services. If the youth is identified as potentially undocumented or in need of immigration services, agency staff shall:
 - Select “*Immigration Services*” and/or “*SIJS*” in the “**Service Choice**” section of the FASP. This section must be updated in subsequent FASPs to reflect the progress made, if any, to assist youth with his/her immigration issue, and,
 - Document in the “**Family Service Plan**” section of the FASP the youth’s immigration status and the activities that the case planner and youth must undertake to address the youth’s immigration issue.
- Record in the progress notes, all immigration related services, contacts and actions. Prior to requesting updated information from foster care agencies, ACS Immigrant Services will review the progress notes of identified immigrant youth to determine SIJS case status. Informational requests to the foster care agency will be made only if the data has not been entered into the progress notes.

Note: Provider agencies and Children’s Services must NEVER contact United States Citizenship and Immigration Service (USCIS) to discuss a youth’s immigration status or application for SIJS. All immigration inquiries and applications must be done through a qualified immigration attorney (see Section III - Referring Identified Youth to Immigration Legal Services Providers). The attorney will assess the youth’s eligibility based on the criteria listed in Section III and provide advice accordingly.

III. Referring Identified Youth to Immigration Legal Services Providers

All identified immigrant youth shall be referred to immigration legal services providers within 120 days of entering into care. This time period will enable ACS to identify youth as part of the Title IV-E process, notify the foster care agency, and refer the youth to immigration legal services providers within the timeframe specified above. A list of immigration legal services providers who accept referrals for immigrant youth in foster care is attached to this policy as *Attachment I*.

In situations in which the youth has been identified as an immigrant after he/she has been in care more than four months, foster care agencies shall refer the youth to immigration service providers as soon as possible, and, at the latest, within 60 days of the identification of the youth's status.

Immigration legal services providers will confidentially inquire regarding the child's background and history to assess eligibility for SIJS, or other immigration benefits, and may later ask the foster care agency to assist in this regard, as well as in matters of obtaining documentation, application fees, etc.

Note: Agencies shall inform ACS Immigrant Services of any referrals made to these providers. Please forward all such notifications to simo.essayoufi@dfa.state.ny.us.

Prompt referral to an immigration legal services provider is important so that the application process can be commenced in a timely fashion. If a SIJS-eligible youth is found to be over 16 years of age, the process of referral and document collection **must** be expedited according to the guidelines listed above. This is essential in order to meet the legal filing and other necessary services required to process the SIJS request.

IV. Assisting Youth in Obtaining Necessary Documents for SIJS Application

Securing foreign birth certificates can be a long, difficult process and can slow down the SIJS process. Once it has been determined that the youth is not a United States citizen or resident, and the original birth certificate is not available, the provider agency must immediately begin the process of securing the youth's foreign birth certificate(s).

Before an attorney submits the SIJS application, the provider agency will assist the youth's attorney in the collection of the necessary documents. These documents include the youth's:

- birth certificate,
- passport,
- court orders,
- medical examination, and,
- other identification papers.

To obtain a copy of a foreign birth certificate, providers can either request assistance from the ACS Office of Shared Response or directly contact the consulate of the youth's home country. ACS Immigrant Services has completed a

guide to securing key documents, such as birth certificates, from the ten consulates that represent the largest number of immigrant families that come into contact with ACS. This guide will prove useful in assisting foster care agencies and the ACS Office of Shared Response. The Consulate Guide is available on the ACS DocuShare website at <http://10.239.3.195:8080/docushare/dsweb/Get/Document-190153/ConsulateGuide.doc> under Immigrant Services, or by contacting Simo Essayoufi at simo.essayoufi@dfa.state.ny.us.

V. Criteria for Special Immigrant Juvenile Status (SIJS) Eligibility

All youth in foster care who are found to be non-United States citizens or who do not have documentation of lawful permanent residence, must be referred promptly to immigration legal services providers. Foster care agency staff should only assess the youth's potential eligibility for SIJS based the criteria listed below. The final decision on eligibility must be made by the immigration legal services provider.

The following is a list of factors that should be used to assess the child's potential eligibility for SIJS:

- At the time of application for SIJS, the youth must be in the United States, under 21 years old and not married. However, if the child turns 21 and is final discharged from care after filing the application for SIJS, he or she will still be eligible to receive SIJS status.
- Under the federal statute, applicants must submit a court order in support of a SIJS application (often called a Special Findings Order). This order must establish that the youth has been declared a dependent of the Family Court in New York, or that the court has placed the youth under the custody of an agency or department of a state, or to an entity or individual appointed by a state juvenile court.
- A youth initially placed voluntarily in foster care, or adjudicated as a Juvenile Delinquent (JD) or Person in Need of Supervision (PINS), may still be eligible for SIJS, as long as the court determines that due to abuse, neglect, abandonment, or a similar basis found under State law, reunification with one or both of the youth's parents is not a viable option.
- The court must determine that it would not be in the best interest of the youth to be returned to the youth's or parent's previous country of nationality or country of last habitual residence.

Provider agencies must consult with an immigration attorney who can assess eligibility for SIJS, or other immigration relief, if a youth is deemed potentially SIJS eligible. The attorney for the child should be informed that the child needs a Special Findings Order so that the application can be presented to the family court as soon as possible.

VI. Special Immigrant Juvenile Status (SIJS) Applications

Having determined potential SIJS eligibility and acquired the Special Findings Order, the child's immigration attorney will initiate the application for SIJS. The provider agency shall, at all times, utilize an approved SIJS immigration attorney to submit the application to USCIS. Please refer to *Applying for SIJS* above for further information on using immigration attorneys. A list of some legal services providers and immigration/SIJS technical assistance resources is provided in *Attachment 1* of this policy.

It is the provider agency's responsibility to provide the SIJS immigration attorney with necessary documents (such as passport, birth certificates, family court orders, etc.) needed to supplement the SIJS application, and/or to assist in obtaining those documents. The local consulate of the youth's home country may be able to provide the agency with various types of assistance, including assistance obtaining these necessary documents, locating family members in the youth's home country, obtaining information from the home country, and/or facilitating communication for youth or families who speak uncommon dialects and or languages. Once the provider agency obtains the supplemental documents, the immigration attorney must submit them to the USCIS along with the following forms:

- i. Application for SIJS (Form I-360);
- ii. Application for Legal Permanent Residency (Form I-485); and,
- iii. Employment Authorization Application (Form I-765 –Working Papers), which must be submitted in conjunction with Forms I-485 and I-360.

Note: If an agency has difficulty obtaining assistance from the local consulate of the youth's country, they should contact the ACS Vital Records Unit at (212) 442-1589.

VII. The Adjustment of Status Interview

After the immigration attorney submits the SIJS application, USCIS will acknowledge receipt of the application and schedule the applicant for fingerprinting. Subsequently, USCIS will indicate the scheduled date for an "adjustment of status" interview at a district immigration office.

The immigration attorney must prepare the youth for the "adjustment of status" interview and represent the youth during the interview. A provider agency worker can also accompany the youth to provide moral support and guidance, but may not be allowed into the interview. Timely attendance at this interview is extremely important as lateness is excused only in very limited circumstances. Failure to appear at a fingerprinting or adjustment of status interview may result in the denial of the application and placement of the youth in removal proceedings.

VIII. Decision Notification

Sometimes the decision of approval is made at the interview, but the notification can also occur at a later date. USCIS may request additional documents or evidence and offer additional time to respond. Once the requested additional documents are submitted, the youth will receive a decision as to whether the

application has been granted or denied. If the adjustment of status application is denied, the notice of denial will inform the applicant of his or her appellate rights.

IX. Fees

There are several fees associated with the SIJS application process, such as application fees, medical examination fees, birth certificate, passport and legal fees. The provider agency must issue payment for these fees immediately upon request of the child's immigration attorney. These costs are reimbursable by Children's Services, and should be claimed as a special payment directly from ACS Payment Services using the Standard Detail Sheet. Please see Attachment II for a list of applicable fees.

X. Tracking SIJS Eligible Youth

Consistent with Local Law 6 of 2010 and the SIJS plan, ACS Immigrant Services is implementing a tracking system, in cooperation with foster care agencies and immigration legal services providers, which includes the following items:

- Children entering foster care, who may qualify for SIJS, or other immigration benefits, will be tracked. Children will be identified by DCP, DYFJ, Title IV-E, foster care agencies and the attorney for the child. ACS's Immigrant Services will receive this information and will be responsible for tracking youth.
- The foster care agency will be notified by Immigrant Services that a child in its care may be eligible for SIJS or other immigration relief.
- The foster care agency will provide feedback on whether the youth's birth certificate is in the case record. If it is not, the foster care agency will either obtain the child's birth certificate on its own, or submit a request to the ACS Office of Vital Statistics for foreign birth certificates.
- Within four months of the child entering care, or within 60 days of determining SIJS eligibility, the foster care agency will refer the child to an immigration attorney. This information will be entered into the FASP as a service need.
- ACS will seek information, subject to confidentiality requirements, on whether or not the case has been accepted by an immigration legal services provider and, subsequently, whether an application has been filed or a green card has been received.

Prior to requesting updated information from foster care agencies, ACS Immigrant Services will review the progress notes in the case records of the identified immigrant youth to determine his/her SIJS case status. Informational requests to the foster care agency's SIJS Liaisons will be made only if the data is not found in the progress notes.

XI. Training

Local Law 6 of 2010 requires ACS to provide mandatory training programs on immigration benefits, including SIJS, for appropriate ACS and contract agencies case workers and staff.

Children's Services has developed a training video/DVD on SIJS and other immigration relief. Training will include, but not be limited to, best practices to be used when asking children and families about their country of birth; and requesting documentation, such as green cards, visas, etc., in order to determine a youth's immigration status. The video will be posted on the ACS Intranet (DocuShare) for easy access by ACS staff, or you may request a copy for ACS Immigrant Services at (212) 513-0215. The ACS James A. Satterwhite Academy will utilize the video to train DCP staff as part of their immigration and cultural competency training. Copies of the video, as part of a SIJS training packet, will be provided to foster care agencies to be used to train their existing and new staff on SIJS and other immigration benefits.

Immigrant Services will also provide classroom trainings to both ACS staff and provider agency staff. All supervisors will be trained on SIJS and other immigration benefits, and Immigrant Services will work with DCP borough training directors to train DCP front line staff.

Foster Care agency directors will be briefed on the SIJS plan at scheduled quarterly meetings. All foster care agencies' SIJS liaisons will be expected to attend mandatory training on SIJS and other immigration benefits. Each agency will then train all supervisors, case planners and staff who work directly with youth and families on SIJS. ACS will provide training material to foster care agencies to use in their own training. The material will include the ACS SIJS policy, a DVD/PowerPoint presentation on SIJS and immigration benefits, a list of immigration legal services providers to which they may refer their clients, and a SIJS pamphlet to be provided to youth.

Finally, ACS Immigrant Services will combine efforts with The Door and other non-profit organizations to train foster care agencies on SIJS and other immigration benefits. The Door has received a grant from New Yorkers For Children to conduct outreach to 24 private foster care agencies and offer training sessions for the staff and administrators on SIJS and other immigration benefits. Immigrant Services will partner with The Door in these efforts.

XII. Mechanisms and Indicators for Monitoring Compliance

Local Law 6 of 2010 calls for ACS to report on the development of mechanisms for monitoring its own and contract agencies' compliance with the plan. The Law also requires ACS to track our achievements as a result of the plan

Foster Care Agency Monitoring

ACS evaluates the quality of services provided by each foster care agency through the Provider Agency Measurement Systems (PAMS) within the Division of Policy, Planning and Measurement. PAMS, a comprehensive evaluation system, currently includes immigration related questions in the cultural competency section and, for Fiscal Year 2012, PAMS will be revised to have a distinct section on immigration. These questions will be reviewed annually to verify that they are capturing the youth that qualify and/or receive SIJS services.

It should be noted that PAMS utilizes a sample of 50 cases for each foster care agency, and since only about 1% of youth in foster care are estimated to be eligible for SIJS and other immigration benefits, the sample may not include any cases involving immigrant youth. However, including the questions in PAMS communicates to providers that ACS views assisting immigrant youth to obtain SIJS, or other immigration benefits, as critical, and will help ensure that foster care agencies focus attention on this issue.

In addition, as part of the transition planning for youth who are 17 years of age or older, foster care agencies must complete a Preparing Youth for Adulthood checklist during the permanency conference every 6 months. This checklist includes a number of specific questions related to immigrant youth, including whether the youth has a green card, and, if not, whether the youth has been referred for immigration legal services and has received legal status through those efforts. ACS Immigrant Services will have access to the data provided to ACS Policy Planning and Measurement and will be able to monitor the number of SIJS eligible youth identified and those referred to legal providers for services.

Indicators

The following indicators will be utilized by ACS to monitor its own compliance and achievements under the plan:

- Number of ACS staff trained on SIJS, broken down by title;
- Number of foster care SIJS liaisons trained by ACS;
- Number of immigrant youth identified by DCP and the Title IV E processes; and,
- Number of immigrant youth successfully identified by ACS whose foster care agency was notified to do follow-up.

The following indicators will be utilized by ACS to monitor foster care agency compliance and achievements under the plan:

- Agency's steps to implement the plan, including designating a SIJS liaison, modifying its intake forms to include a section on SIJS and other immigration benefits, and entering immigration service needs into the FASP;
- Timeliness of referral of immigrant youth to immigration legal services providers; and
- Number of SIJS liaisons and other foster care staff receiving training from the foster care agency on SIJS and other immigration relief.

XIII. Methods for Collecting Data and Evaluating Outcomes

ACS Immigrant Services will review case records, and receive information from DCP, Title IV-E, foster care agencies and immigration legal services providers needed for the tracking system. The tracking system will contain sufficient data to enable the evaluation of three key questions:

1. Are immigrant youth in care who are eligible for SIJS or other immigration benefits being identified on a timely basis?

2. Are identified immigrant youth being referred for immigration legal services on a timely basis?
3. Are identified immigrant youth receiving SIJS or other immigration benefits on a timely basis?

On an annual basis, ACS Immigrant Services will develop a sample of cases, and prepare an evaluation report answering these three questions. In addition, ACS Immigrant Services will report aggregate data detailing the number of immigrant youth in foster care, number of immigrant youth entering foster care in that year, number of immigrant youth referred to immigration legal services providers and the number of immigrant youth receiving SIJS or other immigration benefits.

For additional information on SIJS immigration issues, please contact Mark Lewis, Director of ACS Office of Advocacy and Immigrant Services, at (212) 676-9017 or Simo (Mohammed) Essayoufi, Immigrant Services Coordinator, at (212) 513-0215.

For additional information on Family Court Legal Services (FCLS) related SIJS issues, please contact Harry Gelb, Esq., Assistant Supervising Attorney, at (718) 590-5438 or (718) 590-5944.

Attachment I

SIJS-Approved Immigration Legal Services Organizations:

Catholic Charities Community Services

Immigration Services Department
SIJS Contact: Emiko Furuya-Cortes
Tel: 212 419-3749
emiko.furuya@archny.org

Lawyers for Children

Immigrant Rights Project
SIJS Contact: Myra Elgabry
Tel: 212-966-6420, x 638
melgabry@lawyersforchildren.org

Legal Aid Society

Immigration Law Unit
SIJS Contact: Maria Navarro,
Tel: 212-577-3328
mnavarro@legal-aid.org

New York Law School

SIJS Contact: Lindsay A. Curcio
9508 4th Avenue, #359
Brooklyn, NY 11209
Tel: 917-612 5178
lindsaycurcio@gmail.com
lcurcio@nyls.edu

Safe Horizon Immigration Law Project

SIJS Contact: Lynn Neugebauer
Tel: 718-899-1233 x126
lneugebauer@safehorizon.org

Sanctuary for Families Sanctuary For Families (Manhattan Office)

110 Wall Street, 11th Floor
New York, NY 10005
SIJS/Asylum contact: Archi Pyati, Esq.
Tel: 212-349-6009 x324
apyati@sffny.org

Sanctuary for Families (Brooklyn Office)

New York City Family Justice Center,
Brooklyn
350 Jay Street, 15th Floor
Brooklyn, NY 11201
SIJS Contacts: Carmen Maria Rey
Tel: 718-222-7471 Email:
crey@sffny.org
Jennifer Anzardo, Esq.
Tel: 718-250-5103

Sanctuary for Families (Bronx Office)

New York City Family Justice Center,
Queens
198 E 161ST ST # 2FL
Bronx, New York 10451-3536
Tel: 718-508-1251
SIJS Contacts: Julie E. Dinnerstein
julie@sffny.org

Sanctuary for Families (Queens Office)

New York City Family Justice Center,
Queens
126-02 82nd Avenue
Kew Gardens, NY 11415
SIJS Contacts: Melissa Brennan, Esq.
Tel: 718-575-4529
MBrennan@sffny.org

The Door Legal Services

SIJS Contacts: Helen Pundurs, Esq.
212-941-9090, Ext. 3288
hpundurs@door.org

Urban Justice Center

Peter Cicchino Youth Project
(Serving lesbian, gay, bisexual,
transgender or questioning youth)
SIJS Contact: Nadia Qurashi
Tel: 212-602-5635
nqurashi@urbanjustice.org

Attachment II

Special Immigrant Juvenile Status (SIJS) Fees

SIJS fees are subject to change by the United States Citizenship and Immigration Services (USCIS); therefore all SIJS fees should be verified by the immigration attorney before submitting an application with payment. The current SIJS fees are as follows:³

- i. Application for SIJS (Form I-360) Fee- \$405⁴;
- ii. Application for Legal Permanent Residency (Form I-485) Fee- \$985;
- iii. Biometrics (fingerprinting) Fee- \$85;
- iv. There is a requirement for a medical examination by authorized providers and the costs will vary from as low as \$80 if the child or provider agency can document vaccinations, to as high as \$300;
- v. Passport photos, approximately \$10-\$20;
- vi. Passports and birth certificates from the native country may also be required, and these costs will vary by consulate;
- vii. Additionally, Children's Services will reimburse provider agencies for up to \$700 for legal services associated with assisting youth in care through the SIJS process. As indicated above, provider agencies should pay the legal services provider directly and Children's Services will reimburse these costs.

³ Fees quoted are as of 10/11

⁴ Form I-360 is waived for Special Immigrant Juveniles See Fee Waiver and SIJS Applications for additional information.