



SENSITIVE - NOT TO BE SHARED WITH PUBLIC



Outline

Actions ▾



Effective Dates: 06/04/2018 - Present ([View History](#))

RM 10211.080 Exhibits of Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR) and Office on Trafficking in Persons (OTIP) Letters

A. Office of Refugee Resettlement (ORR) Certification Letter

HHS Tracking Number
XXXXXXXXXXXXXX
DOB: XX/XX/XXXX

VICTIM NAME
C/O CASE MANAGER
NON GOVERNMENTAL AGENCY
ADDRESS
CITY, STATE ZIP

CERTIFICATION LETTER

Dear VICTIM:

This letter confirms that you have been certified by the U.S. Department of Health and Human Services (HHS) under section 107(b) of the Trafficking Victims Protection Act of 2000. With this certification, you are eligible for benefits and services under any Federal or State program or activity funded or administered by any Federal agency to the same extent as an individual who is admitted to the United States as a refugee under section 207 of the Immigration and Nationality Act, provided you meet other eligibility criteria. Certification does not confer immigration status.

Your certification date is **CERTIFICATION DATE**. The benefits outlined in the previous paragraph may offer assistance for only limited time periods that start from the date of this certification. Therefore, if you wish to seek assistance, it is important that you do so as soon as possible after receipt of this letter.

You should present this letter when you apply for benefits or services. Benefit-issuing agencies must call the toll-free trafficking verification line at 1 (866) 401-5510 in the Office of Refugee Resettlement (ORR) to verify the validity of this document and to inform HHS of the benefits for which you have applied.

The Department of Labor offers employment and training services for which you may be eligible. Call 1-877-US2-JOBS or visit www.servicelocator.org to find out about the nearest One-Stop Career Center.

You must notify this office of your current mailing address. Please send a dated and signed letter with any changes of address to: Trafficking Program Specialist, Office of Refugee Resettlement, 8th Floor West, 370 L'Enfant Promenade, SW, Washington, DC 20447. We will send all notices to that address, and any notice mailed to that address constitutes adequate service. You may also need to share this same information with state and local benefit-issuing agencies.

Sincerely,

Eskinder Negash
Director
Office of Refugee Resettlement

B. Office of Refugee Resettlement (ORR) Child Eligibility Letter

HHS Tracking Number
XXXXXXXXXXXXXX
DOB: XX/XX/XXXX

NAME OF VICTIM
c/o SERVICE PROVIDER
AGENCY
ADDRESS
CITY, STATE ZIP

ELIGIBILITY LETTER

Dear NAME:

This letter confirms that under section 107(b)(1)(A) of the Trafficking Victims Protection Act of 2000, you are eligible for benefits and services under any Federal or State program or activity funded or administered by any Federal agency to the same extent as an individual who is admitted to the United States as a refugee under section 207 of the Immigration and Nationality Act, provided you meet other eligibility criteria. This letter does not confer immigration status.

Your eligibility date is DATE. The benefits outlined in the previous paragraph may offer assistance for only limited time periods that start from the date of this eligibility letter. Therefore, if you wish to seek assistance, it is important that you do so as soon as possible after receipt of this letter.

You should present this letter when you apply for benefits or services. Benefit-issuing agencies must call the toll-free trafficking verification line at 1 (866) 401-5510 in the Office of Refugee Resettlement to verify the validity of this document and to inform HHS of the benefits for which you have applied.

You must notify this office of your current mailing address. Please send a dated and signed letter with any changes of address to: Trafficking Program Specialist, Office of Refugee Resettlement, 8th Floor West, 370 L'Enfant Promenade, SW, Washington, DC 20447. We will send all notices to your current mailing address, and any notice mailed to your current mailing address constitutes adequate service. You may also need to share this same information with state and local benefit-issuing agencies.

Sincerely,

Eskinder Negash
Director
Office of Refugee Resettlement

cc: State Refugee Coordinator

C. Office on Trafficking in Persons (OTIP) Certification Letter



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endtrafficking

HHS Tracking Number: XXXXX
DOB: X/XX/XXXX

NAME
CASE MANAGER
ADDRESS

CERTIFICATION LETTER

Dear NAME:

This letter confirms that we received notice from U.S. Department of Homeland Security that you were subjected to a severe form of trafficking in persons. In accordance with 22 U.S.C. § 7105(b)(1)(E), this HHS Certification Letter confirms that you are eligible to apply for benefits and services to the same extent as a refugee. This letter does not confer immigration status.

You can start applying for benefits and services on DATE.

If you wish to apply for benefits and services, it is important that you seek assistance as soon as possible because some of the benefits are time-limited and may expire. When you access benefits, bring the original copy of this letter to the benefit-issuing agency.

See the attached packet for further information on accessing benefits and services, descriptions of the benefits and services you are eligible for, and information about the comprehensive case management services that are available to support you in this process.

The National Human Trafficking Hotline at 1-888-373-7888 is also available 24 hours a day, 7 days a week to connect you with available services in your area.

Sincerely,

Katherine Chon
Director
Office on Trafficking in Persons

Benefit-issuing agencies: To verify the validity of this letter, you may call the toll-free HHS Trafficking Victim Verification Line at 1-866-401-5510 during regular business hours.

D. Office on Trafficking in Persons (OTIP) Child Eligibility Letter



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endtrafficking

HHS Tracking Number: XXXXX
DOB: X/XX/XXXX

NAME
CASE MANAGER
ADDRESS

ELIGIBILITY LETTER

Dear NAME:

We have determined that you were subjected to a severe form of trafficking in persons. In accordance with 22 U.S.C. § 7105(b)(1)(G), this Eligibility Letter confirms that you are eligible to apply for benefits and services to the same extent as a refugee. This letter does not confer immigration status.

You can start applying for benefits and services on DATE.

If you wish to apply for benefits and services, it is important that you seek assistance as soon as possible because some of the benefits are time-limited and may expire. When you access benefits, bring the original copy of this letter to the benefit-issuing agency.

See the attached packet for further information on accessing benefits and services, descriptions of the benefits and services you are eligible for, and information about the comprehensive case management services that are available to support you in this process.

The National Human Trafficking Hotline at 1-888-373-7888 is also available 24 hours a day, 7 days a week to connect you with available services in your area.

Sincerely,

Katherine Chon
Director
Office on Trafficking in Persons

Benefit-issuing agencies: To verify the validity of this letter, you may call the toll-free HHS Trafficking Victim Verification Line at 1-866-401-5510 during regular business hours.

E. Office on Trafficking in Persons (OTIP) Interim Assistance Letter



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office on Trafficking in Persons | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/endtrafficking

HHS Tracking Number: XXXXX
DOB: X/XX/XXXX

NAME
CASE MANAGER
ADDRESS

INTERIM ASSISTANCE LETTER

Dear NAME:

We determined that you may have been subjected to a severe form of trafficking in persons. In accordance with 22 U.S.C. § 7105(b)(1)(G), this Interim Assistance Letter confirms that you are eligible to apply for benefits and services to the same extent as a refugee for an interim period of up to 90 days (or 120 days, if extended). This letter does not confer immigration status.

You can start applying for benefits and services on DATE. During this interim period, we will determine if you are eligible for long-term assistance as a victim of a severe form of trafficking in persons in accordance with 22 U.S.C. § 7105(b)(1)(A).

If you wish to apply for benefits and services, it is important that you seek assistance as soon as possible because some of the benefits are time-limited and may expire. When you access benefits, bring the original copy of this letter to the benefit-issuing agency.

See the attached packet for further information on accessing benefits and services, descriptions of the benefits and services you are eligible for, and information about the comprehensive case management services that are available to support you in this process.

The National Human Trafficking Hotline at 1-888-373-7888 is also available 24 hours a day, 7 days a week to connect you with available services in your area.

Sincerely,

Katherine Chon
Director
Office on Trafficking in Persons

Benefit-issuing agencies: To verify the validity of this letter, you may call the toll-free HHS Trafficking Victim Verification Line at 1-866-401-5510 during regular business hours.

▼ Prior Versions of Section



[View this page in traditional PolicyNet](#) A small blue square icon with a white arrow pointing outwards, indicating a link to an external website.

