

INS Cooperation with Community Agencies and Schools for
Effective, Efficient Service to Naturalization Applicants:

Off-Site Processing of Naturalization Examinations

Prepared by the
Immigrant Legal Resource Center
1996

INS COOPERATION WITH COMMUNITY AGENCIES AND SCHOOLS
FOR EFFECTIVE, EFFICIENT SERVICE TO
NATURALIZATION APPLICANTS:

OFF-SITE PROCESSING OF
NATURALIZATION EXAMINATIONS

by

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PREFACE

For years, community agencies and schools which assist immigrants with the naturalization process have recognized the desirability of getting the Immigration and Naturalization Service to conduct naturalization interviews (the "preliminary hearing") at locations in the immigrants' own communities. Community sites can be more convenient and less anxiety producing for many naturalization applicants than INS offices. And in some cases, applicants interviewed through a community agency might have less of a wait for their interviews.

Recently INS Commissioner Doris Meissner told INS officials that off-site processing of naturalization applicants is an INS priority. Additionally, in an August 22, 1996 memorandum from President Clinton to the Attorney General, Secretary of Health and Human Services, and other heads of executive departments and agencies, President Clinton directed the INS to do more "off-site" processing of naturalization applications. Off-site processing, in turn, is part of a broader new INS emphasis on naturalization and work with immigrant communities. When Commissioner Meissner took office in 1993, she announced that naturalization would become a high priority of the INS. INS offices nationwide have been encouraged by INS headquarters to work with local community agencies to increase outreach and efficiency of naturalization services. Interviews at community sites further this mandate by making the naturalization process more approachable for some applicants and by enlisting the help of community agencies in screening applicants and getting them to and through their interviews.

The INS calls this process **off-site processing**. It has been used successfully in INS districts from Chicago to Los Angeles and San Francisco. Because working through community agencies and schools helps the INS with outreach and community relations, as well as with the efficiency of the naturalization process, the off-site procedure is for use by naturalization applicants who filed their applications through nonprofit community agencies and schools -- not for applicants who filed for naturalization on their own.

This packet describes the role of community agencies and schools in the off-site process, including its advantages and disadvantages, the work involved in participating and/or hosting an off-site session, and the job of coordinating all of the participating agencies' efforts with the local INS office.

All of the procedures spelled out here have been developed and used successfully in the San Francisco Bay Area. It describes the efforts of a team of devoted community agencies and INS officials, without whose work off-site processing in the Bay Area, and indeed, this manual would not be possible.

We owe many, many thanks to Amy Joseph and Veronica Doyle of Jewish Family and Children's Services, Nelly Reyes Rosenberg of La Raza Centro Legal, and Ruben Briones of Spanish Speaking Citizens' Foundation for designing and implementing the program, and for spelling things out for this packet. Thanks as well to the dozens of community agencies and adult schools participating in naturalization group processing in the

Bay Area. All of us involved in off-site processing extend many thanks to Terry Rice, Ted Schweiter, David Still, and Thomas Schiltgen of the San Francisco district office of the Immigration and Naturalization Service for their tremendous accessibility and ongoing cooperation with this and many naturalization programs. More thanks to Jose Rodriguez of the National Association of Latino Elected Officials (NALEO) in Chicago, Mario Muralles of NALEO in Los Angeles and Al Velarde of the Catholic Legal Immigration Network in El Paso, Texas for their work on off-site processing in those communities, and input they provided for this manual. I also want to thank all my colleagues at the ILRC for helping with this project.

We extend special thanks to the San Francisco Foundation for funding many naturalization projects, including this packet.

September 1, 1996

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§ 1 Advantages and Disadvantages of Off-Site Processing

Off-site processing offers a valuable service to naturalization applicants. An interview at a familiar community location can be much less stressful than one at the INS office. An applicant may have been to the office on many occasions. Or perhaps she has just met one of the people staffing the off-site session that day. It may be closer to home and easier to get to (particularly important in areas far from the local INS office and for elderly and homebound applicants). She may have gotten a phone call from the community agency that helped her file her application reminding her to attend her interview. The community agency knows her most current address or phone number. Community agencies will tell applicants about when their off-site interviews will be, so they'll be sure to be available. Some applicants who might not have attended their interviews if scheduled at the INS will come to the interview at a community agency because of the reminder call or because of the convenience and less stressful atmosphere of the community agency. Others who might have been so nervous at their interviews at the INS that they could not have answered questions correctly, will attend and pass their interviews at community locations. Most people will simply enjoy the convenience and more relaxed atmosphere. Finally, because community agencies and schools help the INS select and process the naturalization applications handled in the off-site operation, some applicants in some regions (not currently in San Francisco) may get their interviews -- and therefore their citizenship -- earlier.

There is, however, quite a bit of work involved for agencies participating in off-site processing -- particularly those agencies which serve as the host site for the processing day(s). In a procedure other INS offices may, or may not, want to adopt, community agencies in the San Francisco district screen applications and choose only those which meet a "clean application" standard suggested by the local INS office. (See discussion of prescreening applicants in § 4.) They must keep track of applicants' filing dates and submit lists of applicants who can qualify for each off-site day. They must send out Notices of Interview. Most choose to make reminder phone calls to each applicant. And they must send at least one representative to help the host agency on the off-site processing day. The agency which hosts the off-site day has a few additional responsibilities, including securing use of a space to accommodate INS staff and waiting applicants, and making it serve the needs of the off-site day.

Moreover, off-site processing requires a significant amount of coordination between the participating agencies and the INS. Some of the tasks to be described in Sections 6 through 9 of this packet include developing and disseminating guidelines, working with agencies to find appropriate sites, working with the INS to set dates and numbers of naturalization examiners, and assigning agencies and applicants to particular sites. Without such coordination, off-site processing would probably be impossible. But not every agency has the capacity to undertake such a significant effort.

§ 2 How to Convince Your Local INS Office to Conduct Off-Site Interviews

The advantages of off-site processing are not limited to the applicants and the community agencies and schools which serve them. It serves many of the INS's goals as well. As we noted in the Preface to this packet, President Clinton and INS Commissioner Doris Meissner have made naturalization, and specifically off-site processing, a high priority for the INS. Local INS officials have been encouraged to work with local community agencies to increase outreach and efficiency of naturalization services. Off-site processing makes the naturalization process more approachable for some applicants and it enlists the help of community agencies in screening applicants and getting them to and through their interviews. The INS district office in San Francisco is particularly glad that off-site processing significantly reduces the number of "no shows" (people who don't come to their scheduled interviews), reinterviews (second interviews for people who were unprepared to pass their first ones), and incomplete applications that slow naturalization processing generally.

Community agencies which hope to start off-site processing in their communities should emphasize these goals and benefits to local INS officials. They should also offer to work in an effective partnership with the INS to make the new system work as well as possible. Most local INS offices will prefer plans that involve the least amount of work for their overworked staffs. The model described here, including significant coordination efforts by community groups, will be an easier package to sell to the INS than plans that leave most of the coordination and administration to the INS. See Appendix 1 for a sample letter requesting off-site processing in Fresno, California.

§ 3 Basic Rules

Off-site processing is intended to benefit clients of non-profit community agencies and schools that offer citizenship courses. It is not intended for for-profit institutions or individuals who file on their own. In its simplest form, off-site processing is generally intended only for applicants who speak English well enough to pass the exam (or qualify for an exemption: see below) and have passed or can pass the U.S. history and government exam. Participating agencies must be willing to do significant work, like helping to find locations in the community for the interviews, pre-screening applicants and keeping track of their A-numbers and filing dates (indeed, making sure they have filed their applications), notifying applicants of interview dates and helping on the day of the interviews. There can be a coordinating agency to work with the INS to arrange dates, locations and participating applicants.

Although in its initial stages, off-site processing was limited to English speaking applicants only, some INS districts have successfully conducted off-site interviews in Spanish and Chinese for applicants who are exempt from the English language requirement because of the 55/15 and 50/20 rules. Local INS offices should be urged to include other languages

in off-site processing. They can send examiners fluent in heavily represented languages to conduct interviews. They can arrange for AT&T translation services to be made available at off-site locations, or permit applicants to bring non-family member translators to their off-site interviews.

§ 4 Off-Site Procedure: What Every Agency Must Do (A Case Study of the San Francisco District)

Presently in San Francisco all off-site processing is done at community agencies or schools. One of the major goals of off-site processing is to promote efficiency by reducing the number of applicants who fail to show up for their interviews and who are unprepared to pass the exam. Therefore, every agency and school participating in off-site processing must prescreen applicants, compile and submit lists of qualifying applicants, and notify them of the interview date and time. In addition, agencies that are not themselves hosts of the off-site interviews might want to send a representative to the off-site interview date.

It is important to note, however, that not all off-site processing should be done with efficiency reasons in mind. Much of the value of off-site processing includes the fact that applicants are more comfortable interviewing at an agency in their communities than at the INS. Additionally, off-site processing makes the INS more accessible to the applicants by interviewing in several different locations within one INS district. Furthermore, as President Clinton specifically directed in his August 22, 1996 memorandum to the Attorney General of the United States, off-site processing allows the INS to "offer more local sites for interviews, especially for the elderly and the homebound..." Off-site processing at senior centers, convalescent hospitals, and other institutions for the homebound and elderly may not be efficient, but it is obviously extremely valuable and necessary, and the INS has been directed by the President to conduct such programs.

Prescreen applicants. Community agencies and schools in the San Francisco INS district currently prescreen applicants. However, other INS districts may be persuaded to be more flexible. To adequately prescreen applicants, agencies and schools participating in off-site processing should work to be sure that every applicant who participates in off-site processing has submitted a well-completed N-400 application form (in particular, make sure each applicant has been a lawful permanent resident for the required period), and should be able to attend and pass the interview. In addition, each application should be able to be approved "on its face" -- that is, if one accepts the information given as true without further investigation. Yet, everyone must remember to screen applicants to find out hidden problems like abandonment of residence, deportability, forgotten arrests, helping people enter the country without inspection, and etc. (For more information on these subject, please see the ILRC's Manual, Naturalization: A Guide for Legal Practitioners and Other Community Advocates.) This means a person trained in naturalization law and procedure should have reviewed each application sent to the INS.

In most INS districts, each applicant should be able to speak enough English to fulfill the English requirement when she submits her application. (Some INS districts are willing to conduct interviews in selected languages for applicants who qualify for the English language exemption based upon age and length of lawful permanent resident status. Those that don't should be encouraged to do so.) Some agencies only submit names of people who went through the form-filling out process in English. Others ask clients a series of questions to determine their English knowledge. As in any program that helps people apply for naturalization, the agency or school should also try to ensure that each off-site participant has studied U.S. history and government by the time of the interview. Ideally, many applicants will already have taken and passed a standardized citizenship examination and have proof of passage to present at the interview. Interviews for these applicants will take less time, allowing the INS to interview more people in one day.

Community agencies should also negotiate with their local INS offices about how to include in off-site processing applicants who might have problems showing that they have **good moral character**. Agencies should try to include applications in off-site processing that are able to be approved "on the face" despite minor good moral character problems, like a single petty theft conviction or receipt of public benefits.

Generally speaking, community agencies that help applicants fill out their N-400 forms may better be able to be sure the applications have been completed correctly. Schools that offer citizenship classes may be better able to be sure the applicants can pass the U.S. history and government exam. Both types of organizations should have systems in place to determine whether applicants speak sufficient English. Both types of organizations should develop an approach to help assure their clients and students can pass all aspects of the interview (for example, one or more citizenship teachers can learn to review N-400 forms, and one or more community agency workers can help determine whether their clients know enough U.S. history and government to pass the exam).

Compile and Submit Lists. Participants in off-site processing will have submitted their applications at least several months before the off-site interview date(s). The INS and a coordinating agency will determine dates between which applicants who can participate in upcoming off-site dates will have filed their applications. Then they will inform community groups of the dates and ask them to submit names of applicants who should be included in that off-site date. For example, applications filed with the INS by applicants assisted by ABC community group between August 1 and November 1, 1996 may be scheduled for off-site processing on May 1, 1997. Each participating agency should determine which of its clients submitted applications between August 1 and November 1, 1996. Each agency should determine which of these clients qualifies for off-site processing (see above). Then a list of the clients' **names, county of residence, A-numbers and application filing dates** should be submitted to the coordinating agency or straight to the INS if there is not a coordinating agency. Generally, this process takes place about six weeks to a month before the off-site date.

The San Francisco INS office prefers, but does not require, that community agencies and schools "batch" applications -- that is, that an agency or school submit lots of (in San Francisco, 50 or more) applications at once on behalf of the applicants, with a note indicating that they are for off-site processing. Putting the applicants in a batch makes it easier for the INS to specially handle (including computer input and fingerprint checks) the applications that will be scheduled for off-site processing. This may require an agency or school to hold on to some applications for a couple of weeks so that they can submit a "batch." In San Francisco, the INS allows several agencies or schools to combine applications to make a "batch" of 50 or more. Because it may make the whole process more efficient, agencies should ask their local INS offices whether they'd prefer this system.

Notify Applicants. The INS and the coordinating agency will inform each participating agency which of its clients will participate in the upcoming off-site processing by crossing some names off of the lists agencies submitted to the INS. (Some of the names the agency submitted may not be included in the final list, because the INS could not do all the paperwork necessary for those who filed most recently, or because an applicant's A-file was unavailable.) Each agency will be responsible for getting its clients to the processing date. The off-site coordinator will provide each agency with a master Form N-430 ("Request The Applicant For Naturalization Appear For Interview") which the agency will copy, complete, and mail out to each of its clients chosen to participate. See **Appendix 2.** (In San Francisco, an agency can save mailing costs by taking the notices to the INS and asking them to mail them.) It is important to note that the INS will not send out N-430's to applicants participating in off-site processing. The participating agencies and schools send the only notice applicants will receive. Because they want to help the INS meet its goal of sharply reducing the rate of applicants who fail to attend their interviews, many agencies call their clients (sometimes several times) to confirm that they'll come to the interview. It is also a good idea to send along other information they think their clients will need: reminders to study the 100 questions and their naturalization application forms, and to bring their passports, drivers licenses and green cards, for example. Some agencies send notices of pre-interview review sessions they'll be holding for applicants as well.

Send a Representative to the Off-Site Interview.

Often, several agencies' clients are interviewed on the same day at the same site. An agency coordinator should assign blocks of time to each agency's clients -- for example, ABC's clients from 8:30 - 11:30, DEF's clients from 1:00 - 4:00. (See § 8, Part 7) Although it is not a required aspect of off-site processing, most agencies send a representative to the off-site interview during the time period their applicants will be interviewed. The agency representative makes clients feel more comfortable before the interview, can answer questions and explain the procedures after the interview, and can congratulate them or answer questions afterward.

Example. In one recent off-site interview day in Oakland, California, one agency brought disabled clients in a van that had to return by a certain time.

Because interviews were running late, it appeared that the disabled clients would have to choose between losing their transportation or missing their interviews. Because a representative of that agency intervened and got permission of the INS officials and other agencies, her clients were able to be interviewed at their scheduled times and ride home in the van.

§ 5 Off-Site Procedure: What an Off-Site Host Must Do

Every day of off-site processing requires a site in the community. Generally speaking, each site in the community needs a host -- someone to **find and reserve an appropriate site**, to make sure it is **set up** right, and that someone is there throughout the day to do necessary **clerical tasks**. In almost every case, the host agency is also one of the participating agencies, so its own clients will be attending interviews at its site. Some agencies host off-site days in order to provide that service to its clients. They may have enough clients to fill all of the interview slots in one day (in San Francisco, the ideal number is 88, but this may vary with each INS district office). Or they may appreciate having other agencies, as is the procedure in San Francisco, add enough applicants to bring the total number of applicants to a total high enough to make it worthwhile for the INS to send examiners to the site. Agencies in other INS districts do not combine agencies in one site. Instead, each agency has a specific arrangement with the INS to serve just its own clients.

Find and Reserve an Appropriate Site.

A naturalization processing site in the community must provide private space for each INS examiner to conduct interviews at that site. (Four such spaces is the most common number.) It must also provide space, separated physically from the examining area (preferably in a separate room), for applicants to wait for their interviews. People in the waiting room must not be able to hear what is happening in the examining rooms. In the interview area, privacy isn't as critical, but the host should work to minimize the amount of noise and confusion coming from several separate interview areas, either by separating them with partitions or by great distance. The site can be an auditorium, a church hall, a union hall, agency offices, etc. It has to be available for the entire interviewing period (frequently, all day). Ideally, it will be convenient for all of the applicants who will attend -- either centrally located in a community served by one agency or close to parking and/or public transportation.

Examples of acceptable space lay-out:

- (1) Four small offices opening off of one end of a church hall. The waiting area is separated by a table from the end of the hall with the offices.
- (2) Two large rooms. One is the waiting area. The other is divided by partitions into four interview areas. The partitions are large enough to minimize noise.

Depending on local need, community agencies should ask local INS offices to conduct off-site interviews at retirement homes and convalescent hospitals. Lawful permanent residents who depend on public support to pay for needed care must become U.S. citizens after passage of welfare reform legislation in 1996. Many of these people cannot attend naturalization interviews at the INS or even most community locations. Offering interviews at these sites may be the only way to enable many people to naturalize - and thereby continue the benefits that maintain both home and care.

Set Up.

The host should provide enough chairs in the waiting area to accommodate as many applicants as will be interviewed in an hour and their friends and relatives, plus applicants who arrive early (25-30 is a common number). The space must be arranged as described above, with the waiting area physically separated from the interview area, and the interview area arranged to minimize noise. A table should be provided to hold an "in-box" style box where applicants can place their interview notices when they arrive. Another table, separated physically from the waiting area by some kind of partition, should hold the box of the scheduled applicants' A-files the INS brings and a space for making a pile of A-files of applicants who have arrived for their interviews. Some agencies also provide waiting chairs in the interview area for people who have already been interviewed, but need to show or review something with an examiner when that examiner becomes available.

The host may also make available a telephone and fax machine for the INS examiners to use during the day. (In San Francisco, examiners generally bring a cellular phone as well.)

Some agencies decorate the site with posters, photos, informational flyers, etc. about the immigrant and/or citizenship experience. This is one of the ways agencies can make the experience more community oriented and familiar (and therefore less anxiety producing) for the applicants. It is a good idea to provide snacks for the examiners and agency staff members.

Provide Clerical Support.

A representative of the host agency should be present during the off-site day to help direct applicants to the waiting or examination areas. S/he should be sure that applicants put their interview notices in a designated box when they arrive. Although the INS frequently provides its own clerical staff person to do so, the host agency's representative may be asked to find each applicant's A-file in the box of files the INS brought along, pull it, attach the interview notice, and put it at the bottom of the stack of files of applicants who have already arrived. (The INS examiners will call the applicants for their interviews.) S/he should also act as a liaison between the applicants and/or their agency representatives and the INS examiners.

§ 6 Off-Site Coordination

Off-site processing cannot occur without someone to coordinate the dozens of agencies, thousands of applicants, and dozens of processing days involved. In the San Francisco INS district, this coordination is done by a single agency or school in the immigrant community. In some other districts, each agency makes its own arrangements with the naturalization office of the local INS -- so that while the work described in Sections 4 and 5 of this packet is done by each community agency, coordination is done by the INS.

One of the advantages of working through a central coordinating agency is that it means less work for the INS -- and this may make some local INS offices more inclined to conduct off-site processing. It also offers better accommodation of small groups of applicants (for example, several rural communities might combine students and clients in a central rural town, or small community agencies can combine to offer the service for their small number of clients). It also provides an opportunity for people of diverse backgrounds to go through the process together, with the support of staff from their own agencies. On the other hand, the agency doing off-site coordination must do a significant amount more work than the other agencies, and it will need to find resources to do this work.

Each community should work out plans with their local INS districts that best accommodate the needs of applicants, agencies and the INS. The following description of the work of off-site coordination is based upon the San Francisco model, with a central coordinating agency.

In the San Francisco district, the coordinating agency, like nearly all of the agencies and schools involved in off-site processing, has had a long and productive relationship with the naturalization branch of the INS. The San Francisco INS district office had met regularly with representatives of community agencies and adult schools in "Naturalization Liaison Meetings" for over three years when they joined forces in the off-site process. (For more information on how to establish such meetings in your area, please see "Establishing Naturalization Liaison Meetings Between Community Agencies and the INS" which is available from the Immigrant Legal Resource Center.) Several agencies, including agency coordinator Jewish Family and Children's Services, had raised the idea of off-site processing with the INS on many occasions. Several kept lists, complete with applicants' A-numbers and filing dates, of people who had filed applications through them.

The San Francisco INS had three major concerns. First, they did not want to determine interview dates by any factor other than date of application. Except in exceptional circumstances, most community agencies that file applications do not file 100 applications in one day: it might even take months to process that many applications. To interview all of the agency's clients on the same day, the INS must process some ahead, and some behind, their regular place in line. Second, the INS's computers were not set up to clump applicants by agency, and local INS officials were concerned that off-site processing

would require more, rather than less, administrative attention than normal processing. Finally, they did not want to give more administrative work to their already overtaxed staff.

However, San Francisco INS officials also recognized the significant delay and administrative burden caused by naturalization applicants who did not show up for their interviews, or who were unprepared and had to be scheduled for reinterviews. They hoped that their naturalization processing could become more efficient if community agencies and schools essentially pre-screened applicants to include in off-site processing days only those who could fulfill the English language and knowledge of U.S. history and government requirements. San Francisco INS Assistant District Director for Adjudications David Still points out that giving pre-screened applicants earlier interviews is like giving them "credit for going through a pre-screening program," including citizenship classes and group processing. (For more information on group processing of naturalization applications, please see the ILRC's manual, "Naturalization Group Processing" which is available from the Immigrant Legal Resource Center.) Furthermore, community agencies agreed to do nearly all of the administrative work of setting up interview sites and assigning applicants to them. When, in early 1995, INS Headquarters instructed local INS offices to pursue off-site processing, both the local INS and local community agencies were ready to start.

§ 7 Off-Site Coordination: Pilot Processing

Two San Francisco agencies with significant naturalization programs had submitted enough "clean" applications to the INS to fill a full day's interview slots for four INS naturalization staff members. They had kept track of the applicants' A-numbers and filing dates, so the INS could pull those A-files for special handling. The two agencies and the INS picked filing dates between which the applicants would be chosen for interviews. In this case, the pilot processing held in September, 1995 interviewed applicants who had filed applications (but had not yet been interviewed at the INS) before December 31, 1994. The INS reviewed the lists and deleted any applicants' names whose files were not available (because they were in another branch of the INS or because they had been pulled for some other reason). The INS mailed notices to the applicants informing them of when and where their interviews would take place. This proved to be a mistake. The agencies did not know which of their clients had definitively been scheduled for interviews. They did not know whether the INS had current addresses, and therefore whether every applicant had been notified of his or her interview. They did not know who to schedule for review classes, or to remind to attend the interviews. To deal with the problem in the future, two changes were made in the off-site procedure. First, participating community agencies should be able to track the clients who might be eligible for off-site processing. They should keep lists of applicants' A-numbers and application filing dates. Second, the community agencies should receive lists from the INS of applicants selected for off-site interviews, and notify the applicants themselves.

For the clients of Jewish Family and Children's Services (JFCS) and La Raza Centro Legal (La Raza) who were interviewed at the Jewish Federation Building the experience

was quite positive. Many JFCS clients were delighted to attend their interviews at a familiar place. And although most clients of La Raza had to travel across town to JFCS's site, they were generally pleased with the more relaxed atmosphere and presence of La Raza staff at the site. They also appeared to enjoy being interviewed with people of a different immigrant group. Agency workers reported that seeing people from such different backgrounds congratulating one another was very moving.

The pilot processing was successful enough and its problems sufficiently solvable that the INS and the community agencies decided to continue with off-site processing. The next off-site processing date was set for 3 months later, and it would include more agencies.

§ 8 Off-Site Coordination: Setting Up Off-Site Days

The coordinating agency or agencies may select one person as a coordinator. The following instructions are directed to such a coordinator.

1. Meet with a representative of the local INS naturalization branch to:
 - a. Determine date(s) of upcoming off-site processing days. It will be at least two and a half months away, to give community agencies about 2 weeks to compile lists of applicants, the INS about 6 weeks to determine which of those applicants will be interviewed off-site, and the agencies about 2 weeks to notify their clients of the off-site date, time and location. (In San Francisco, the INS holds citizenship oath ceremonies every Tuesday, so Tuesday is never scheduled for off-site interviews.)
 - b. Pick the filing date "window" -- a period of time within which applicants will be considered eligible for off-site processing.

After a pilot off-site processing day and one or two regular processing days, the coordinator and the INS may decide to schedule off-site dates and application filing "windows" quite a bit in advance -- for example, every other month.

2. Determine which agencies in each community would like to and is properly equipped to be hosts for the coming round(s) of off-site processing days. Also determine which days each host agency can host an off-site day.
3. Send notice to participating community agencies requesting names, county of residence, A-numbers, and filing dates of off-site eligible applicants who filed applications within the filing date "window" chosen in Step 1. **See Appendix 3.**
4. From these lists, determine the number of days (including, if necessary, half days) and sites needed in each geographic area, and make a draft schedule. The schedule will also need to accommodate combining host and non-host agencies and host site

schedules. Determine how many applicants should ideally be interviewed in one day and combine agencies and schools in the same geographic area to make up that number each day (see example below). The ideal number in San Francisco is 88 (three examiners and one supervisor, who will also conduct interviews) for a 8:30 - 11:30; 1:00 - 4:00 INS off-site workday, but it may vary with each INS district office. For example, in Los Angeles, it is closer to 150 (with more examiners per off-site day). Although travel time makes it a little less efficient, examiners can come for part of a day -- for example, for 1/2 day to interview half a full complement of applicants. Agencies and adult schools in communities located far from the INS district office may have trouble coming up with 88 applicants for one interview day, and half days make much less sense if the examiners have to put in a lot of travel time. Those agencies and schools may be able to convince the INS that the inefficiency of sending just one or two examiners is offset by the greatly increased community service provided to the immigrant community in that area.

Example: The lists sent to the INS contain the following numbers:

From County A: Agency A1 has 48 applicants
Agency A2/24 applicants
Agency A3/10 applicants
Agency A4/42 applicants

From County B: Agency B1/30 applicants
Agency B2/23 applicants
Agency B3/24 applicants

From County C: Agency C1/98 applicants
Agency C2/79 applicants
Agency C3/43 applicants
Agency C4/18 applicants
Agency C5/19 applicants
Agency C6/22 applicants
Agency C7/23 applicants

The coordinator could arrange a draft off-site schedule with the following off-site processing dates and times (assuming that 88 is an ideal number of interviews per day):

County A: 1 full interview day with 3 examiners and 1 supervisor at Site A1 on October 1 for clients of Agencies A1, A2 and A3.
1 half interview day at Site A4 on October 2 for clients of Agency A4.
County B: 1 full interview day for 3 examiners and 1 supervisor at Site B1 on October 3 for clients of Agencies B1, B2 and B3.

County C: 1 full interview day for 3 examiners and 1 supervisor at Site C1 on October 1 for clients of Agency C1.
1 full interview day for 3 examiners and 1 supervisor at Site C2 on October 2 for clients of Agency C2.
1 full interview day at Site C1 on October 3 for clients of Agencies C1, C3, C4 and C5.
1 half interview day at Site C6 on October 4 for clients of Agencies C6 and C7.

5. Forward the lists of applicants who filed at the participating agencies within the designated "window" to the INS. (See a real proposed schedule at **Appendix 4**) The INS will pull the A-files of the applicants and set them aside for off-site processing. If the INS cannot locate an applicant's A-file, it will cross that applicant's name off of the off-site list. Some applicants may already have been scheduled for an interview at the INS, and will be crossed off the off-site list. The INS may also decide to change the dates of the "window" to accommodate the regular on-site interview schedule. If it does this, it will remove names of applicants who filed applications early in the "window." The INS will send the amended lists to the coordinator. Make copies for coordination purposes.

6. Inform participating agencies and schools of the tentative date and time of their off-site day. Remind hosts to prepare for the event. See **Appendix 5**.

7. Revise the schedule as needed to accommodate any need for fewer or more interview slots at each site (because of changes in applicant lists made by INS). Assign particular time slots to each agency, as shown in the example below, so that they can tell their clients when to arrive for their interviews. This is now the official schedule for the October off-site processing days.

Example. About 3% of the applicants from the draft schedule will not be scheduled for interviews in this off-site series. No changes are required in the basic schedule, so the coordinator will only assign times for each agency's clients.

County A: 1 full interview day with 3 examiners and 1 supervisor at Site A1 on October 1:
Agency A1 8:30 - 11:30
(lunch break 11:30 - 1:00)
Agency A2 1:00 - 2:30
Agency A3 2:30 - 3:30
1 half interview day at Site A4 on October 2:
Agency A4: 8:30 - 11:30

County B: 1 full interview day for 3 examiners and 1 supervisor at Site B1 on October 3:
Agency B1 8:30 - 11:30
(lunch break 11:30 - 1:00)
Agency B2 1:00 - 2:30
Agency B3 2:30 - 4:00

County C: 1 full interview day for 3 examiners and 1 supervisor at Site C1 on October 1:
Agency C1 (88 applicants) 8:30 - 11:30; 1:00 - 3:30
(lunch break 11:30 - 1:00)

1 full interview day for 3 examiners and 1 supervisor at Site C2 on October 2:
Agency C2 8:30 - 11:30; 1:00 - 3:00
(lunch break 11:30 - 1:00)

1 full interview day at Site C1 on October 3:
Agency C1 (10 applicants) 8:30 - 9:15
Agency C3 9:15 - 11:30; 1:00 - 1:30
(lunch break 11:30 - 1:00)
Agency C4 1:30 - 2:45
Agency C5 2:45 - 4:00

1 half interview day at Site C6 on October 4: Agency C6 8:30 - 10:00
Agency C7 10:00 - 11:30

8. Send (or fax) to every participating agency and school cover letters and copies of the revised schedule of the upcoming series of off-site interviews. See **Appendix 6**. Attach a list of each agency's own clients who will be interviewed. Also attach a model Form N-430 (See **Appendix 2**) to each participating agency and school. The agencies and schools will duplicate the forms (some agencies have put it on computer), fill them in, and send them to applicants.

9. After the off-site processing days, gather information from the INS and any participating agencies about things that worked well and things that need to be changed in the overall process, and at particular sites.

10. Continually make necessary changes in any part of the off-site procedure, and inform all the participating parties of those changes, through memos or regular meetings. See **Appendix 7**.

11. As the program matures, consider setting regular off-site processing days in the future, for example, every month or every quarter. See **Appendix 8**.

§ 9 Off-Site Coordination: General Coordination

As noted above, the off-site coordinator must maintain a good relationship with his or her contact at the naturalization branch of the INS. Each side of this partnership needs to bring any problems to the other, and be willing to make accommodations necessary to make the program as effective as possible for the INS, participating agencies and schools, and our clients. This may include convening meetings of all participating members, or acting as a conduit for information between participating agencies and the INS. The coordinator is both an advocate for effective, efficient services to naturalization applicants and a facilitator of an INS initiative. She should try not to let either role overshadow the other.

The coordinator is a kind of gateway to immigrants' access to off-site processing. For this reason, she must develop and implement an outreach plan which gets most immigrant service agencies and adult schools into the program. But she must also keep off-site processing manageable, for herself, the INS, and the other agencies and schools involved. In San Francisco, the first agencies and schools involved in off-site processing had long-term relationships with the coordinating agency and the INS. They had participated together in two forums: liaison meetings with the San Francisco INS district naturalization branch, and meetings of the local immigrants rights coalition naturalization subcommittee. Indeed, the community agency coordinator of the San Francisco Bay Area off-site processing days recommends starting the program small and working out any problems before adding more agencies, schools and sites. As the off-site procedure has matured, organizations have joined that have not been part of the earlier meetings. But they have joined a well organized and cooperative group.

As the gatekeeper, it is also the coordinator's responsibility to make sure the participating agencies and schools obey the rules of off-site processing. The procedure is open only to clients of non-profit community agencies and schools. (See section on non-profit status in letter at **Appendix 7**) For the most part, it is only for applicants who speak English, and have passed or can pass the U.S. history and government exam. And each participating agency must be willing to do the work described in Section 4 of this packet.

Off-site processing of naturalization applications offers a valuable service to our clients, students and their communities. It also gives community agencies and schools a valuable opportunity to work cooperatively with local INS officials on a program where everyone wins. Ideally, this may lead to improved ongoing relationships between local INS offices and immigrant communities and their advocates.

LIST OF APPENDICES

- Appendix 1 - Sample Letter to INS Requesting Off-site Processing
- Appendix 2 - Sample N-430 Form (Request that Applicant for Naturalization Appear for Interview)
- Appendix 3 - Letter Announcing Off-site Processing in San Francisco
- Appendix 4 - Sample Schedule for One Month of Off-site Processing
- Appendix 5 - Sample Letter to Community Agency Confirming the Agency as a Host of an Off-site Processing Day
- Appendix 6 - Additional Memorandum Re: Off-site Processing
- Appendix 7 - Off-site Processing Memorandum Explaining the Non-Profit Status Check as a Prerequisite for Participating in Off-site
- Appendix 8 - Off-site Processing Schedule in San Francisco from August 1996 - December 1997

IMMIGRANT LEGAL RESOURCE CENTER

1663 Mission St., Suite 602 / San Francisco, CA 94103 / (415) 255-9499 / Fax 255-9792

1395 Bay Road / East Palo Alto, CA 94303 / (415) 853-1600 / Fax 853-1608

Reply to:
San Francisco ✓
East Palo Alto

Bill Ong Hing
Susan Lydon
Eric Cohen

Mark Silverman
Katherine Brady
Susan Bowyer
Martha Garcia

Nancy Mowery
Ri-Xi Liang
Anaya Rose

July 22, 1996

Mr. Thomas Schiltgen
District Director
San Francisco Immigration and Naturalization Service
630 Sansome Street, Second Floor
San Francisco, CA 94111

Re: "Off-Site" Processing of Naturalization Applications in the Greater Fresno Area

Dear Mr. Schiltgen:

It was great to hear your report at the last San Francisco naturalization liaison meeting that Commissioner Meissner is very pleased with the relationship between community agencies and the Service, and that she looks to our naturalization liaison meetings as a model for other districts throughout the United States. The community agencies are also very pleased with how well the Service and our agencies have been cooperating around naturalization. We think the hard work that the agencies and the Service have been doing is finally paying off for all of us involved, and most importantly, for the thousands of people applying for naturalization.

As you know, a by product of the liaison meetings is the very successful "Off-Site" processing of naturalization applications which the Service is conducting out of the San Francisco office. We hear nothing but compliments from all the agencies and applicants involved in the "Off-Site" processing. The benefits to the applicants and to the strong working relationship between community agencies and the Service are enormous. The "Off-Site" program is a very valuable component of Citizenship U.S.A.

In Fresno, as in San Francisco, the agencies also have a strong and very cooperative working relationship with the Service. Recently the Service and community agencies in the greater Fresno area began similar naturalization liaison meetings to the ones in San Francisco. The meetings have been very successful.

In the spirit of promoting the Citizenship U.S.A. program and strengthening the working relationship between the community agencies and the Service in the greater Fresno area, we ask you to begin "Off-Site" processing out of the Fresno INS office. We realize that the "Off-Site" processing may need to start out slowly as it did in San Francisco. We also understand that because of the vast territory that the Fresno INS office covers, the Service may not be able to go to every city where an "Off-Site" session is requested. Yet, even taking these factors into

consideration, now is the optimal time to start an "Off-Site" program in the greater Fresno area.

Additionally the Catholic Immigration Network (CLINIC) has been given an INS grant under the Naturalization Pilot Project to promote citizenship in the Fresno area. With this grant, CLINIC is supposed to work with the INS in developing creative ways of assisting groups of naturalization applicants and developing appropriate community settings and events that will encourage applicants to participate in all phases of the naturalization process. There is no doubt that an effective "Off-Site" processing program is an outstanding way to help realize these INS and Congressionally mandated goals.

Community agencies in the Central Valley as well as the ILRC and CLINIC would be happy to assume some of the logistical responsibilities for the "Off-Site" processing program.

We are confident that the "Off-Site" processing program is not only feasible for the Fresno area, but it will help both the Citizenship U.S.A. program and the working relationship between the community agencies and the INS flourish.

Thank you very much for considering this request. If you have any questions or comments about the contents of this letter, feel free to call Eric Cohen at the ILRC (415-255-9499, extension 264).

Sincerely,



Eric Cohen
Staff Attorney &
Citizenship Project Coordinator

Alien Registration No.

Date

Your application for naturalization has been received and arrangements have been made for an examination on your application.

Please come to	on (<i>date</i>)
	at (<i>time</i>)

The proceeding will take about two hours. If for any reason you cannot keep this appointment, return this letter immediately with your explanation and a request for a new appointment; otherwise, no further action will be taken on your application.

If you are applying for citizenship for yourself, you will be tested on your knowledge of the government of the United States and its history. You will also be tested on reading, writing, and speaking English, unless on the day of your appointment, you have been living in the United States for a total of at least 20 years as a lawful permanent resident and are over 50 years old, or you have been living in the United States for a total of 15 years as a lawful permanent resident and are over 55 years old, or unless you are physically unable to read, write, or speak.

YOU MUST BRING WITH YOU:

- This letter.
- Alien Registration Receipt Card.
- Any draft cards.
- Your passports and/or any other documents you have which you used in connection with any entries in the United States.

YOU MUST ALSO BRING WITH YOU WHAT IS CHECKED ✓ BELOW:

- Enclosed form(s) properly and completely filled out.
- Your marriage certificate.
- Proof of death or divorce for each prior marriage of yourself or spouse.
- Your birth certificate.
- Your spouse's birth or naturalization certificate or certificate for citizenship.
- The child (children) for whom you filed application for naturalization.
- Adoption decree(s), and a summary translation(s) in English if in a foreign language. A summary translation is a condensation or abstract of the text.
- Your military discharge certificate(s).
- The child's (children's) other parent.
-

Please keep this appointment, even if you do not have all the items indicated above.

EMIGRE RESETTLEMENT

423 Presidio Avenue
San Francisco, CA
94115

415/ 474-0234
FAX 474-4525

MEMORANDUM

To: All Organizations Participating in Off-Site Citizenship Processing
From: Amy Joseph
Date: October 26, 1995

Re: MARCH OFF-SITE PROCESSING

OFF-SITE PROCESSING IS A REALITY!!! Our September pilot program was a great success. The Immigration and Naturalization Service was pleased and so were we. We have already scheduled nine days of off-site processing in the months of November and December. This is going to be our first test of large scale off-site processing. Thank you to everyone who has helped to make this program a success.

The next group of off-site processing is going to be scheduled for March, 1996. I.N.S. has requested that you submit to me the names and Alien Registration Numbers of applicants that you want to be included in the March processing who submitted their applications between April 15, 1995 and September 1, 1995. Please also indicate in what county you want your clients to be interviewed. Please submit these names to me by December 1, 1995. This will insure that we have sufficient time to coordinate the names and locations for interview sites.

If you would like the processing to take place at your agency, and you have a facility that will accommodate the processing, please let me know. We will try to accommodate needs and location.

Just as a reminder, the names that you submit must have been filed WITH THE IMMIGRATION AND NATURALIZATION SERVICE before September 1, 1995. Additionally, all interviews will be in English. Those individuals who qualify for literacy and/or government exemptions should not be included in your off-site processing list at this time. We will continue to discuss the option of off-site processing for literacy exempt clients in the future.

I want to apologize to all of you that have had any difficulties in reaching me by telephone. Although I may be difficult to get in touch with, I will return your call.

Appendix 3



*When you
need us,
we're here
for you.*

April 15, 1996

Mr. David Still and Mr. Terry Rice
U.S.I.N.S.
630 Sansome St.
San Francisco, CA 94111

RE: June Off-Site Processing Schedule

Dear Mr. Still and Mr. Rice,

Please find below a schedule for June 1996 Off-Site Citizenship Interviews. This schedule has been generated from the lists (also included) submitted to JFCS of citizenship applicants who filed form N-400 between August and December, 1995. The schedule, however, reflects only the applicants who filed between August and November, 1995.

There are a total of 1,436 applicants. 15 days throughout the month of June have been scheduled to interview all of them. Subject to your approval, the schedule is as follows:

Schedule for June, 1996 OFF-SITE Citizenship Interview List:

(Includes applicants who have filed August - November, 1995):

Wed.- Fri., June 5-7 295 applicants: 3 days

-La Raza Centro Legal, San Francisco
@ 474 Valencia St., Auditorium, San Francisco

Tues., June 11 100 applicants 1 day

-Caracen, San Francisco
@1245 Alabama St., San Francisco

Wed.-Thurs, June 12-13 217 applicants 2 days

-La Raza Oakland-157
-Catholic Charities of East Bay - 9
-Lao Family Community Development - 35
-Oakland Chinese Comm. Council - 16
@3210 E. 17th St, Oakland

<u>Fri., June 14</u>	100 applicants	1 day
	-Korean American Community Center- 96 -Korean Center- 4	
	@745 Buchanan St., San Francisco	
<u>Mon., June 17</u>	118 applicants	1 day
	-Portuguese American Cultural Center - 63 -Indian-Pakistani Immigration Coalition - 55	
	@5800 Thornton Avenue, Newark	
<u>Wed.-Thurs., June 19-20</u>	179 applicants	2 days
	- Catholic Charities of Santa Rosa - 146 - Ukiah Adult School - 29 - Tala de Wynter - 2 - Adult Literacy League of Sonoma County - 2	
	@303 Stoney Point Road, Santa Rosa	
<u>Fri., June 21</u>	88 applicants	1 day
	-Center for Employee Training (CET)	
	@1727 Mission St., San Francisco	
<u>Tues., June 25</u>	82 applicants	1 day
	-Jewish Family and Children's Services - 20 -Self Help for the Elderly- 12 -Center for SE Asian Refugee Resettlement - 25 -International Institute of SF - 25	
	@Jewish Community Federation, Koret Boardroom, 121 Steuart Street, SF	
<u>Wed., June 26</u>	73 applicants	1 day
	-St. Bruno's Parish - 73	
	@ St. Bruno's Parish, 555 W. San Bruno Ave., San Bruno, San Mateo County	
<u>Thurs., June 27</u>	86 applicants	1 day
	-La Raza San Mateo - 68 -Coastside Opportunity Center - 18	
	@College of San Mateo, 1700 Hillsdale Blvd., San Mateo	

Fri., June 28

98 applicants

1 day

-International Institute of San Mateo - 92

-San Mateo Adult School - 6

@2600 Middlefield Road, Redwood City

EMIGRE RESETTLEMENT

October 12, 1995

423 Presidio Avenue
San Francisco, CA
94115

415/ 474-0234
FAX 474-4525

Re: November Off-Site Naturalization Processing

To: Lionel Goularte, Portuguese American Cultural Center (510) 794-5059

This is to confirm that the names you submitted for November/December off-site Naturalization processing were given to INS. Attached for your information is a copy of the transmittal letter to Ted Schweiter. Those of your clients who are scheduled by INS in November will be scheduled as follows:

Thursday, November 9, 1995
Portuguese Cultural Center
1900 Fruitvale Avenue, Oakland

It is up to you to follow-up with your clients closer to the off-site processing date to determine whether they have been scheduled. It is possible that some of them may not be scheduled for a variety of reasons.

As the host organization, you will need to prepare the space for three to four examiners (ensuring privacy) and a clerical assistant. In addition, you will need to set up a waiting room separate from the examiners. The examination room(s) need to be available for use by the INS Officers from 8:00 a.m. until approximately 5:00 p.m.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Amy Joseph
Attorney, Emigre Services

Enc.



*When you
need us,
we're here
for you.*

FOUNDED 1850

MEMORANDUM

TO: March Off-Site Citizenship Processing Participants:

La Raza Centro Legal, Nelly Reyes
Central American Resource Center, Jorge Perez
International Institute of San Francisco, Marina Castillo
International Institute of San Mateo, Monica Regan
Coastside Opportunity Center, Lorena Galindo-Perez
Oakland Chinese Community Council, Rosemarie Fan
Portuguese American Cultural Center, Lionel Goularte
Korean American Community Center, Mike Mun
Self Help for the Elderly, Becky Mar
Center for Employment Training, Adam Ettenson

FROM: Veronica Doyle
DATE: February 16, 1996

Enclosed is a copy of the client list you submitted for March off-site processing. Those clients which the INS deemed ineligible for off-site processing are crossed out. (The reasons for their ineligibility are unclear- either they were filed in August or the INS did not locate their file.)

I have also included the original schedule corrected with the new daily client totals and, where relevant, the elimination of extra days.

Those clients not crossed out must be alerted to the date, time and location of their interview. **You must do the scheduling yourselves and alert your clients.** I have included a copy of the INS form N-430 "Request That Applicant For Naturalization Appear for Interview" which must be sent to all eligible clients. Each interview takes approximately 12 minutes, but it has been suggested by the INS that you schedule your clients in one hour blocks. This is your decision. For those of you who are sharing a date with other agencies, I have taken the liberty of dividing the day. If you so choose, you may of course contact your 'sharing' agencies to re-divide the day(s) to better accommodate any special needs/requests.

The INS will begin interviews at 8:30 a.m. and take a one hour lunch break from 11:30 a.m. to 12:30 p.m.. They are prepared to continue until all scheduled applicants have been interviewed.

Thank you for your continuing cooperation and if you have any questions or concerns, please feel free to contact me. My direct phone number is (415) 202-4791. Amy Joseph will be out of the office until February 26, but I will be in touch with her if there are any concerns that I am unable to address.

Sincerely,

Veronica Doyle
Citizenship Program Coordinator

2/96

MARCH OFF-SITE

Original schedule corrected:

- A2. March 5, 78 applicants
 - La Raza Centro Legal ✓
 - 424 Valencia Street, Auditorium

- B1. March 7, 96 applicants
 - One day with four officers
 - La Raza Centro Legal-71 ✓
 - *12:30-1:45pm - Oakland Chinese Community Council- 25 ✓
 - Spanish Speaking Citizens' Foundation,
 - 1900 Fruitvale Avenue, Oakland

- A3. March 13, 64 applicants ✓
 - Carecen
 - 1245 Alabama Street

- C. March 14, 69 applicants
 - International Institute of San Mateo -66 ✓
 - anytime (so few clients)- Coastside Opportunity Center- 3 ✓
 - 2600 Middlefield Road, Redwood City

- A4. March 19, 73 applicants
 - Korean American Community Center ✓
 - 745 Buchanan Street

- A1. March 20, 48 applicants
 - *8:30-9:30 am - Jewish Family and Children's Services-20
 - *9:30-10:30 am - International Institute of San Francisco- 10 ✓
 - *10:30-11:30 am- Self Help for the Elderly -7✓
 - (lunch break)
 - *12:30-1:30pm- Center for Employment Training-1 h ✓
 - Jewish Community Federation
 - 121 Steuart Street, Board Room

- B2. March 21, 72 applicants
 - Portuguese Cultural Center ✓
 - 5800 Thornton Avenue, Newark.

*Again- these are suggested times- Please contact each other to accommodate specific needs.

***One Day Only**

D. March 27, 1996-⁷⁶41 eligible applicants

- Catholic Legal Immigration Network -31 + 35 (*even pages*)
(10:00 AM- 12:00 PM, lunch break, 1:00 PM - 2:00 PM)
- Adult Literacy League -1
(9:00 AM - 10:00 AM)
- Ukiah Adult School -9
(9:00 AM- 10:00 AM)

location: 303 Stoney Point Road, Santa Rosa

* March 26th has been eliminated as there are only 41 eligible applicants.

VERY IMPORTANT !!!!!

TO: June Off-Site Citizenship Processing Participants-

La Raza Centro Legal; Nelly Reyes
Central American Resource Center; Jorge Perez
International Institute of San Francisco; Llorette F. Tamayo
International Institute of San Mateo; Monica Regan
Coastside Opportunity Center; Lorena Galindo-Perez
Oakland Chinese Community Council; Rosemarie Fan
Portuguese American Cultural Center; Lionel Goularte
Korean American Community Center; Mike Mun
Self Help for the Elderly; Li Ming
Center for Employment Training; Adam Ettenson
Catholic Charities of Santa Rosa; Nancy Lloyd
Catholic Charities of Santa Rosa; Rodrigo Agudelo
Adult Literacy League; Betts VanGuelpen
Ukiah Adult School; Jane Kelly
Center for SE Asian Refugees & Resettlement; Tim Vy
Catholic Charities Immigration Project; David Fisher
Korean Center, Inc.; Young Shim
Indian Pakistani Immigration Coalition; Abdul Rana
Lao Family Community Dev't; John Chao
San Mateo Adult School; Gloria Duber
St. Bonaface Catholic Church; Sister Graciela Martinez
Tala DeWynter; Teresa Foster

FROM: Veronica Doyle

DATE: April 30, 1996

RE: **I. Non-Profit Status Check**
II. Miscellaneous

I. NON-PROFIT STATUS CHECK

The INS is currently in the process of locating client files for the June Off-Site Citizenship Processing. The original intent of Off-Site Processing was to facilitate the citizenship process for clients of non-profit agencies. In order to maintain continuity and clarity of objective for the program, the INS requests that agencies provide the following information:

- 1) Documentation of your agency's non-profit status (i.e. tax-exempt certificate).
- 2) A brief description of your agency's citizenship program. This should include all forms of assistance that your agency provides to its citizenship clients and/or the clients whose names you have included in your Off-Site

Processing list. (This includes classes, fingerprinting, application preparation, etc.).

Submission of this documentation is **OBLIGATORY**. Only upon receipt of this information will agencies be included in Off-Site Processing, including the June 1996 Off-Site schedule. This information should be sent to:

Jewish Family and Children's Services
423 Presidio Ave.
San Francisco, CA 94115
ATTN: Veronica Doyle
Citizenship Program Coordinator

You may also fax this information to (415) 474-4525- Attention: Veronica Doyle.

Documentation need only be submitted once to continue participation in future Off-Site Processing. Thank you for your prompt compliance. The continuing success of Off-Site Processing depends on your cooperation.

II. MISCELLANEOUS

-All June Off-Site lists have been submitted to the INS. We are currently waiting for the final client names to be returned for scheduling. I will send more detailed instructions and a final schedule for June when I have received client lists from the INS **and** the above mentioned documentation from each agency.

-Those of you who are hosting the Off-Site Processing are to be thanked for opening your facilities to the community. Hosting Off-Site Processing can be an imposition on your agency in terms of set-up and administration, but the benefits are clear: your clients are interviewed in a convenient and familiar place. Agencies are grouped according to number of clients and location in an attempt to maximize efficiency of the Off-Site Process. If your agency is absorbing unacceptable costs for hosting Off-Site Processing, please let me know, and I will solicit other agencies in the program to volunteer as Off-Site hosts. Willingness to open your doors to members of diverse communities, so that all communities may participate in Off-Site Processing, is appreciated.

-Reminder: The Immigrant Legal Resource Center offers free telephone consultation on Naturalization for staff from non-profit agencies, teachers and pro bono attorneys in California. For further information, call the ILRC at (415)255-9499, ext. 6263 between 1 and 4 p.m. and leave a message stating that you have a naturalization question and the name of your agency.

-Please do not hesitate to call with any questions and/or comments (415/202-7491). Terry Rice and I will both be at the Coalition Meeting on May 2 at CIRRS, at which time we can review any concerns.

Off-Site Processing Every Two Months

- Next off-site processing would be June 1996, covering applicants who filed between September 1 and December 31, 1995
- Lists will be submitted to Amy by participating non-profit organizations by April 1
- Amy will give lists to INS by April 15.
- Immigration has six to ten weeks before scheduled interviews. INS should return final interview lists to Amy at least two weeks before scheduled off-site processing.

Following is the general time-line, i.e. two weeks to coordinate, at least six weeks for INS to pull files:

<u>Month</u>	<u>Lists to Amy</u>	<u>Lists to INS</u>	<u>Applications Filed</u>
August 1996	June 1	June 15	January 1 to February 29
October 1996	August 1	August 15	March 1 to April 30
December 1996	October 1	October 15	May 1 to June 30
February 1997	December 1	December 15	July 1 to August 31
April 1997	February 1	February 15	September 1 to October 31
June 1997	April 1	April 15	November 1 to December 31
August 1997	June 1	June 15	January 1 to February 29
October 1997	August 1	August 15	March 1 to April 30
December 1997	October 1	October 15	May 1 to June 30