



IMMIGRATION & REFUGEE INFORMATION SYSTEM



IRIS

Matching Grant Extensions

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Matching Grant Case Extension Overview

ORR has authorized extended services for MG clients enrolled in FY 2020 (10/1/19 – 9/30/2020), who cannot meet core maintenance expenses through employment.

This includes clients within their current 180-day MG service and those enrolled in FY 2020 who have previously exited the program but who are otherwise eligible for MG services. As the purpose of extension of services beyond 180 days is to enable clients to meet core maintenance expenses, the receipt of Unemployment Insurance, or Pandemic Unemployment Assistance or Compensation would disqualify a client for extension of services. Receipt of other forms of ongoing cash assistance precludes continued participation in the MG Program. Certain COVID-19 emergency payments (e.g. 2020 Economic Impact Payments) would not preclude participation in the MG program.

Grantees must fully justify extended services in the MG casefile for each case extended beyond the usual 180-day MG service period.

Cases may be extended more than once, if needed.

Extended core maintenance assistance must be uniformly administered across caseloads. Clients extending MG service beyond the usual 180-day MG service period must sign adjusted service agreements indicating that extended services will end on September 30, 2020, or at the point where MG self-sufficiency is achieved, whichever comes first.

All expenses beyond the grantee's usual per-capita funding and match must be justified on a monthly basis to ORR. Under no circumstances may grantees exceed their available funding.

IRIS now has tools and reports to support the management of MG case records enrolled in the extended services.

Enrolling MG Clients in Case Extension (Affiliate)

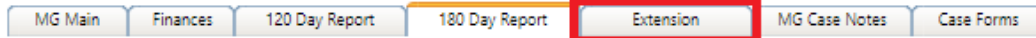
1. From the IRIS dashboard, navigate to the **Matching Grant > 180 Day Report Due**
2. Select the case you'd like to enroll in an extension.
(Any client still within their 180 days of service or enrolled in FY 2020 are eligible)



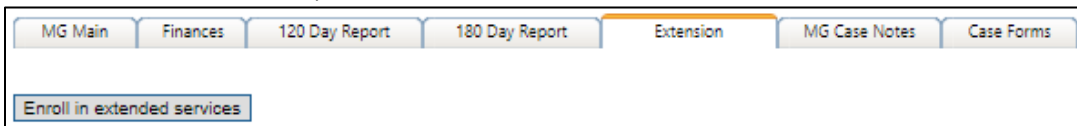
There are 13 Matching Grant 180-Day Reports Due

Case Number	Name	Date of Eligibility/Enrollment	180th date	Affiliate
TZ-131357	SHAW, VIOLET	8/13/2019	2/8/2020	AZLIRS01
TZ-131362	DIAZ, RYAN	8/13/2019	2/8/2020	AZLIRS01
TZ-132981	REID, TONY	8/13/2019	2/8/2020	AZLIRS01
UP-118031	CUNNINGHAM, DIANNE	8/22/2019	2/17/2020	AZLIRS01
RW-127136	HOWELL, JEREMY	8/22/2019	2/17/2020	AZLIRS01
AF-967879	OBRIEN, LEON	8/27/2019	2/22/2020	AZLIRS01
RW-125599	BYRD, BERTHA	8/27/2019	2/22/2020	AZLIRS01
TZ-130586	PALMER, DAISY	8/28/2019	2/23/2020	AZLIRS01
ET-944442	WEAVER, VIRGIL	9/5/2019	3/2/2020	AZLIRS01
UP-120391	HOLLAND, RUBEN	9/10/2019	3/7/2020	AZLIRS01
EC-102948	CASTILLO, JOANNE	9/18/2019	3/15/2020	AZLIRS01
BY-121809	MENDOZA, FRED	11/6/2019	5/3/2020	AZLIRS01
BY-121511	GREEN, KENT	11/26/2019	5/23/2020	AZLIRS01

3. On the *Matching Grant – 180 Day Report* screen, click on the **Extension** tab.



4. On the *Extension* screen, click **Enroll in extended services**.



5. A new window will open, prompting you for the Enrollment month and Enrollment type.

Enrollment type values are:

- Enrolled for the first time in extended case** – clients receiving extended services for the first time
- Enrolled as re-extended case** – clients who exited the extended service program as self-sufficient, but have lost that status and returned for extended services a second or third time

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- c. **Enrolled in previous month** – clients who were reported as receiving extended services the previous month and whose eligibility for extended services has not changed.
- 6. Once enrolled, a record will be generated under the *Extensions* tab. Under *Enrollment Month* there will be a link to complete the Extension Outcome Report.

Note: This outcome report must be completed and submitted to the RA on the last day of the enrollment month (and no later than the 5th day of the next month)

Enrollment month	Enrollment type	Status
May 2020	Enrolled for the first time in extended case	Saved

- 7. The purpose of this report is to report the employment status of the enrolled individuals after each month their MG support is extended and, if applicable, to note the specific reason the case is not self-sufficient at the time the report is completed.

[MG Main](#) | [Finances](#) | [120 Day Report](#) | [180 Day Report](#) | **Extension** | [MG Case Notes](#) | [Case Forms](#)

[Extension Outcome Report](#)

MG Case Extension Outcome Report - May 2020

Enrollment type: [Edit](#)

1. Individual employment: *

Name	Employable?	Employment status
CASTILLO, JOANNE	Yes	Employed: Previous employer
ALLEN, GREGORY	No	Select status
CAMPBELL, MARIO	No	Not employed
RODRIGUEZ, RAY	No	Employed: New employer
DAVIS, EMILY	No	Employed: Previous employer
DANIELS, CRAIG	No	

2. Economically Self-Sufficient? *

Yes No

Reason case is not self-sufficient:

MG Extension Report History:

Status	Comments	Changed By	Date
Corrections Needed	Review employer information.	YVONNE ALEXANDER	5/29/2020
Submitted		Test_Affiliate Corbett	5/29/2020

Employment statuses for employable individuals:

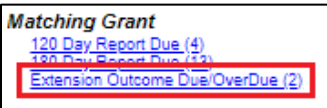
- a. **Employed: New employer** – extended clients who were placed in employment with a new employer
- b. **Employed: Previous employer** – extended clients who were rehired by their previous employer
- c. **Not employed** – extended clients who are not working OR the number of hours they are working with their current employer does not make the case self-

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sufficient. (for example, if a client has had their hours heavily reduced due to COVID-19 impacts, they would be considered “not employed” as they were not rehired nor placed in a new position)

For the **Reason case is not self-sufficient** textbox, a case could be considered not self-sufficient due to:

- Case member being furloughed and their employer has not re-opened at the time of this report
 - Case member’s hours being cut and the case’s income does not exceed their expenses.
8. On the IRIS Dashboard, there is a notification under **Matching Grant**, indicating which extended MG cases have an outcome report that’s due or overdue.



Clicking on the case number in each notification record, will route you directly to the above-mentioned outcome report.

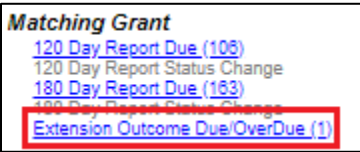
There are 2 MG Case Extension Outcome Reports Due/OverDue

Case Number	Enrollment month	Enrollment type	Due Date	Affiliate
UP-118031	May 2020	Enrolled for the first time in extended case	6/5/2020	AZLIRS01
EC-102948	May 2020	Enrolled for the first time in extended case	6/5/2020	AZLIRS01

Please note: If the RA determines that the extension outcome report needs a correction after it has been submitted, it will reappear in the MG Case Extension Outcomes Reports notification, prompting the affiliate to review the report and make any necessary changes.

Reviewing Due/Overdue Extension Outcome Reports (RAs)

- 1. RAs can review which MG extension cases have an outcome report due or overdue from the IRIS Dashboard. Under *Matching Grant*, there is an **Extension Outcome Due/OverDue** notification.

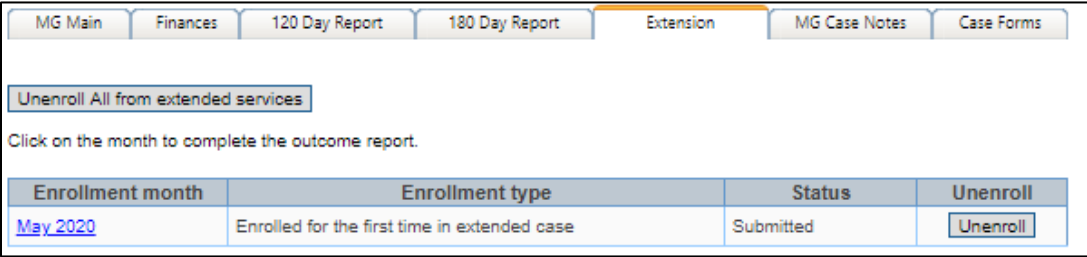


There is 1 MG Case Extension Outcome Report Due/OverDue

Case Number	Enrollment month	Enrollment type	Due Date	Affiliate
JP-118031	May 2020	Enrolled for the first time in extended case	6/5/2020	AZLIRS01

Reviewing Completed MG Case Extension Outcome Reports (RAs)

- 1. To review a completed MG Case Extension Outcome Report, navigate to a specific case.
- 2. Click on the **Matching Grant** tab.
- 3. Under *Matching Grant*, choose **Open Case File**
- 4. Choose the **Extension** tab.
- 5. On the *Extension* tab, you'll see all months the case has been enrolled in for extended services.



An RA can unenroll a case from extended services for every month using the **Unenroll All from extended services** button or for a specific month using the **Unenroll** button in a specific record.

- 6. To review a report, click on the month/year under **Enrollment month**.
- 7. Below is a sample of an extension report, as completed by an affiliate:

MG Main | Finances | 120 Day Report | 180 Day Report | **Extension** | MG Case Notes | Case Forms

Extension Outcome Report

MG Case Extension Outcome Report - May 2020

Enrollment type:

1. Individual employment: *

Name	Employable?	Employment status
CASTILLO, JOANNE	Yes	Employed: Previous employer
ALLEN, GREGORY	No	
CAMPBELL, MARIO	No	
RODRIQUEZ, RAY	No	
DAVIS, EMILY	No	
DANIELS, CRAIG	No	

2. Economically Self-Sufficient? *
 Yes No

Reason case is not self-sufficient:

MG Extension Report History:

Status	Comments	Changed By	Date
Submitted		Test_Affiliate Corbett	5/29/2020
Saved		Test_Affiliate Corbett	5/29/2020
Pending		Test_Affiliate Corbett	5/29/2020

If there's an issue with the extension outcome report that requires an affiliate's attention, you can click on **Corrections Needed**.

You will be prompted to add a reason you marked the case as needing corrections.

Incomplete Reason *

Review employer information.

Once saved, the report will again be marked as Due/Overdue under the MG Case Extension Outcomes Reports notification, prompting the affiliate to review the report and make any necessary changes.

MG Extended Services Outcomes Standard Report (RAs)

1. RAs can generate the MG Extended Services Outcomes Report by navigating to **Reports > Standard Reports > Matching Grant > MG Extended Services Outcomes**
2. Specify the enrollment month and affiliate to generate the report. The report--which has been formatted to ORR's requirements--will contain a breakdown of the cases enrolled in extended MG services.

MG Extended Services Outcomes

Enrollment month: *

Select Affiliate: *

Fields marked by an asterisk (*) are required.

1 of 1

MG Extended Services Outcomes - LIRS
Reporting Period: May 2020

Approved Matching Grant Program Service Locations			A. Extended Clients Served During this Reporting Period								B. Status of Employable Clients During the Reporting Period					C. Self-Sufficiency Status			
			1 First-time clients Extended in the Program		2 Re-Extended Clients		3 Clients Continuing from the Previous Month		4 Total Clients Served this Month		1 Total Clients Deemed Employable	Total Clients Newly Employed			4 Total Clients Employed	5 % of Employable Employed	1 Economically Self-sufficient		2 Economically Self-sufficient as a Percentage of All Clients Served
Voluntary Agency	Local Service Provider Site		Cases	Indiv.	Cases	Indiv.	Cases	Indiv.	Cases	Indiv.		Employable	Employed	Employed			Employed	%	Cases
LIRS	Phoenix	AZ	6	24	0	0	0	0	6	24	10	5	3	8	80.00%	5	7	83.33%	29.17%
Total			6	24	0	0	0	0	6	24	10	5	3	8	80.00%	5	7	83.33%	29.17%