



Program Action Plan for TPS Decisions

This tool will help immigrant legal service providers and community-based organizations plan to effectively and efficiently respond to the decisions on TPS for certain nationalities.

Preparing your program

1. Analyze your client database and determine how many clients currently have TPS.

Visit www.uscis.gov/tps for more information on re-registration periods and deadlines for Honduras, El Salvador, Nicaragua, Haiti, Nepal, Sudan, Syria, South Sudan, Somalia, Yemen, and Liberia. Don't forget to consider late re-registration and initial late registration applicants.

2. Determine how your agency will provide notice of the decisions on TPS for certain nationalities, assistance with TPS re-registration, and conduct legal screening events to help those who are losing TPS identify possible eligibility for an immigration benefit. Consider your staffing limitations for one-on-one services and your capacity to conduct workshops to serve more people.
3. Update your website, phone system and social media messages to give the public easy access to accurate information. Decide if a dedicated phone line with multi-prompt, multi-lingual messages is necessary to direct phone traffic and help relieve staff from answering unexpected calls.
4. Ensure that future consultation, intake and client agreement documents are updated and accurate to reflect the decisions on TPS for certain nationalities.
5. Determine the amount of legal service fee revenue expected to be lost as a result of TPS decisions on certain nationalities.
6. Determine if any donations are available to help low-income, vulnerable TPS re-registration applicants with the USCIS application fee.
7. Decide what types of volunteers to accept given the expectation that people, legal practitioners and others will want to help vulnerable families.

- 8. **Determine whether your program will be able to assist those who need court representation**, and if not, have referral lists ready that provide qualified low cost legal providers that are able to assist with such matters. Consider adding court representation to your program's menu of services and obtain training and experience towards pursuing full accreditation for your staff, if applicable.
- 9. **Educate your agency's leadership** on the:
 - A. meaning of the decisions on TPS for certain nationalities, including the human impact;
 - B. number of people affected nationally, locally and from your client roster;
 - C. impact on different agency departments;
 - D. impact on the community, especially social service providers; and
 - E. what your agency's immigration program needs to adequately respond, including ongoing advocacy for legislation.

Preparing your community

- 1. **Host a forum** with key community stakeholders on building a seamless response action plan that addresses community-wide needs. Focus on education and services including:
 - A. Know Your Rights presentations;
 - B. safety net and financial counseling services available to undocumented persons;
 - C. advanced family planning resources (such as assistance with guardianship and power of attorney) in case of enforcement actions; and
 - D. employment rights, access to healthcare, and other access to resources that aid those losing TPS.

Make sure the forum is hosted in a safe space (in case of enforcement actions).

- 2. **Identify qualified, low-cost immigration legal practitioners and other providers who can take referrals.** Think beyond legal services—basic needs, mental health, financial planning, spiritual counseling, etc.
- 3. **Gather and print a sufficient number of multi-lingual resources** for undocumented immigrants such as Know Your Rights cards, information about avoiding scams and the unauthorized practice of immigration law, emergency family planning checklists, etc.
- 4. **Prepare local consulate contact information** for undocumented immigrants so they can obtain passports, other national identity documents, and access other consular services.

Call to action

- 1. **Ask your agency's leader to issue a press statement** denouncing the termination of TPS for certain nationalities. Emphasize the impact on your local community including the human cost, economic impact to businesses, etc. [Get a sample press release on CLINIC's TPS page at cliniclegal.org/TPS](https://cliniclegal.org/TPS).
- 2. Encourage clients to participate in local advocacy efforts.
- 3. Select appropriate staff members at your agency to speak to the media.
- 4. **Lift up TPS holder's stories to the media** as appropriate. Be sure to consider the risk of publicizing their status and consult TPS holders about using pseudonyms and avoiding identifying information in interviews.
- 5. **Connect with other activists/organizations in your community** in person and on social media. Support each other.

For more resources and updated information on TPS for certain nationalities, visit: cliniclegal.org/TPS

For case-specific legal questions, contact the CLINIC attorney hotline:
cliniclegal.org/ask-experts.

For program and case management questions, contact your Field Support Coordinator:
cliniclegal.org/affiliates/resources.