



Program Action Plan for the End of DACA

This tool will help immigrant legal service providers and community-based organizations plan to effectively and efficiently respond to the end of DACA.

Preparing your program

○ 1. Analyze your client database and determine:

IF:

Initial and renewal DACA applications were received by DHS on/before Sept. 5, 2017

Initial DACA applications were NOT received by DHS on/before Sept. 5, 2017

A client's DACA EAD is set to expire on/before March 5, 2018, and a renewal application has not been filed

A client's DACA EAD is set to expire after March 5, 2018

THEN:

Inform your client that DACA has ended. USCIS will process these applications on a case-by-case basis and those that receive approvals will be issued a two-year EAD. Inform the applicants that they should notify your agency and DHS of any address changes during this time.

Inform your client that DACA has ended and that their applications will be rejected. Their applications with the USCIS fees will be returned. Make a policy and procedure about whether to return the agency service fee to your client. Document the withdrawal of representation and return of agency service fee to the client. Counsel on KYRs and avoiding scams and the unauthorized practice of immigration law.

Inform your client that DACA has ended but that he/she qualifies to file a renewal application now and prior to Oct. 5, 2017, in order to obtain a two-year EAD.

Inform your client that DACA has ended. USCIS will not accept renewal applications for people with EADs set to expire after March 5, 2018. Inform your client of existing and new risks associated with falling out of status. Counsel on KYRs and avoiding scams and the unauthorized practice of immigration law.

IF:

A DACA client was granted advance parole and still has time to travel during its granted validity period

A DACA client has a pending advance parole application as of Sept. 5, 2017

THEN:

Inform your client that DACA has ended. Although the validity period of his/her advance parole document is still current, each applicant needs to understand the increased risk of traveling abroad at this time.

Inform your client that DACA has ended USCIS will refund all associated fees on pending advance parole applications. Make a policy and procedure for whether to return the agency service fee to the applicant. Document the withdrawal of representation and return of agency service fee to the client. Counsel on KYRs and avoiding scams and the unauthorized practice of immigration law.

- 2. **Determine how your agency will provide notice of the end of DACA**, assistance with DACA renewals by Oct. 5, 2017, and conduct legal screening events to help those who are losing DACA 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 end of DACA.
- 5. **Determine the amount of legal service fee revenue expected to be lost** as a result of DACA termination.
- 6. **Update your fee schedule** to delete DACA initial service fees. After Oct. 5, 2017, delete DACA renewal service fees from your fee schedule.
- 7. **Determine if any donations are available** to help DACA renewal applicants with the USCIS application fee.
- 8. **Decide what types of volunteers to accept** given the expectation that people, legal practitioners and others will want to help vulnerable families.
- 9. **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.

- 10. Educate your agency's leadership on the:
 - A. meaning of the end of DACA, 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 DACA.

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 end of DACA. Emphasize the impact on your local community including the human cost, economic impact to businesses, etc. [Get a sample press release on CLINIC's DACA page.](#)
- 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 Dreamers' stories to the media as appropriate. Be sure to consider the risk of publicizing their status and consult Dreamers 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 the termination of DACA, visit:
cliniclegal.org/DACA**

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

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