
Guide to the Orange County Social Services Agency Records

Collection number: MS-SEA015

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Descriptive Summary

Title: Orange County Social Services Agency records,

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Abstract: This collection of records of the Orange County Social Services Agency (OCSSA) includes documents related to the administration of government refugee assistance programs. The materials consist of administrative papers, correspondence, data and statistics, reports, legislative documents, memoranda, notes, proclamations and resolutions, and program plans, and document refugee assistance activities at the county and state level. Among the programs and agencies included as topics in this collection are: OCSSA Central Intake Unit, Greater Avenues for Independence (welfare program), Mutual Assistance Association, Refugee Employment Assistance Program, Refugee Demonstration Project, Refugee Employment Social Services, Refugee Resettlement Project, and Targeted Assistance Program.

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Access

Collection open for research.

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Acquisition Information

Gift of Hao Duong, former Orange County Refugee Services Coordinator, 1994.

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Organizational History

The Orange County Social Services Agency (OCSSA) has been providing refugee services since 1975. However, the bulk of the materials in this collection relate to those programs impacted by the United States Refugee Act of 1980. The Act increased the country's refugee quota from 17,400 to 50,000, established Congressional control over the entire process of admitting refugees, and appointed an Office of Refugee Resettlement (ORR) under the Department of Health and Human Services (DHHS). ORR administered a full range of federally funded programs that assisted in the resettlement process at the state and county levels.

OCSSA, under the direction of Deputy Director Dolores Churchill, became a County Refugee Coordinator (CRC). OCSSA literature explains that "CRCs are responsible for implementing strategies, funding and operating procedures for refugee services and programs. They provide advocacy with elective officials regarding refugee issues. The CRCs have knowledge and experience in naturalization, immigration and refugee program laws, policies and procedures."

Orange County, as well as California as a whole, experienced the greatest impact of refugee admittance from the 1980 Act and the Vietnam War. During this time, refugees were primarily from South Vietnam, Cambodia, and Laos. According to a 1981 report prepared by the National Association of Counties Research (NACoR), California's refugee population increased by 83,000 and those refugees on cash assistance increased by 55,000 in one year. In 1981 alone, Orange County saw an increase of 16,296 refugees over its 1978 figure, and 32.1% of OCSSA recipients were refugees. Compared to the rest of the nation, California had the highest refugee population and the highest proportion on cash assistance. Orange County experienced the nation's second highest county increase (Los Angeles County was ranked first). A report prepared by the OCSSA Financial Assistance Division and Office of Program Information indicated there was a 238.9% increase in the number of refugees receiving cash assistance from January 1979 to September 1981.

As of April 1, 1981, federal Refugee Cash Assistance (RCA) -- which allows 100 percent reimbursement to government agencies, voluntary agencies (Volag), and community based organizations (CBO) involved in the refugee effort-- was limited to refugees who have been in the US for less than 36 months. "Time-expired" refugees who were in the US longer than 36 months became eligible for state and locally funded programs. The expected costs from time-expired refugee cases added to the existing high concentration of refugees in the area and the fear of welfare dependency prompted OCSSA to concentrate on self-sufficiency programs through vocational and job training.

OCSSA developed the Refugee Plan for Resettlement, or Refugee Resettlement Plan (RRP), which included the Refugee Demonstration Project (RDP). The purpose of RDP was to remove refugees from traditional welfare programs, ensure accessibility for all refugees to employment programs specifically designed for refugees, and reduce long-term government costs.

Federal refugee extension acts in the mid-eighties allowed the continuation of RCA funds. RCA, General Relief (GR), and Aid to Families with Dependent Children (AFDC) funds enabled OCSSA to continue to develop services for refugees. The longest running refugee plan was the Targeted Assisted Plan (TA or TAP). TAP provided vocational training, job placement, and health services from 1984-1990. Other OCSSA refugee services included the utilization or implementation of the Greater Avenues for Independence (GAIN) program, Mutual Assistance Association (MAA), Refugee Employment Assistance Program (REAP), and Refugee Employment Social Services (RESS).

As of the year 2002, California has approximately one million refugees who have entered the state since 1979. The largest incoming refugee groups are from the former Soviet Union, Southeast Asia, and the former Yugoslavia.

California Work Opportunity and Responsibility to Kids (CalWORKs) program replaced the AFDC and GAIN programs with a single integrated, employment-focused program. The OCSSA's 1999/2000 fiscal report indicated that approximately 24% of OCSSA clients received assistance from CalWORKs, 5% from RCA, and 1% from GR funds.

The Orange County Social Services Agency continues to operate under the direction of the Board of Supervisors and the California Departments of Social Services (CDSS) and Health Services (CDHS). The CDSS supervises the Refugee Program in California.

Scope and Content of Collection

This collection of records of the Orange County Social Services Agency (OCSSA) includes documents related to the administration of government refugee assistance programs. The materials consist of administrative papers, correspondence, data and statistics, reports, legislative documents, memoranda, notes, proclamations and resolutions, and program plans, and document refugee assistance activities at the county and state level. Among the programs and agencies included as topics in this collection are: OCSSA Central Intake Unit, Greater Avenues for Independence (welfare program), Mutual Assistance Association, Refugee Employment Assistance Program, Refugee Demonstration Project, Refugee Employment Social Services, Refugee Resettlement Project, and Targeted Assistance Program.

Subjects of internal and published report include the characteristics, cultural history, demographics, progress, rights and/or trends of the Agency's refugee population and programs, as well as of the Orange County refugee community at large. Although the majority of the materials in this collection deal with Southeast Asian immigrant and refugee populations, Cuban, Haitian, Jamaican, and Romanian populations are also mentioned.

Arrangement

The collection is arranged by OCSSA program or administrative unit and therein by topic area. Except where it is noted, records within individual files are arranged chronologically. Top-level administrative documents and materials unrelated to the management of major programs or units are found within the file "General institutional records and documents."

Related Material

MS-SEA021, Robert Walsh Files on Southeast Asian Refugee Resettlement and Education, 1975-2001.

This collection is also supplemented by materials in the SEA Archive's newspaper clippings file.

Box 1 : 1-6 **Central Intake Unit (CIU).**

Scope and Content Note

Materials mostly consist of documents regarding the implementation and administrative functions of CIU, some Targeted Assistance Program (TAP) affiliated items are also included. CIU items related to TAP are also found with TAP II materials.

Box 1 : 1 **Correspondence, 1986**

Box 1 : 2-3 **Planning and implementation materials, 1985.**

Physical Description: 2 folders.

Scope and Content Note

Materials consist of agendas, budgets, correspondence, legislation, notes, and research.

Box 1 : 4-5 **Policies and procedure, 1985-1986.**

Physical Description: 2 folders.

Scope and Content Note

Materials consist of written policies and procedures as well as instructions, manuals, handbooks, and regulations and requirements.

Box 1 : 6 **Reports, 1985-1986**

Box 1 **General institutional records and documents.**

Box 1 : 7-12 **Correspondence, meeting minutes, and notes, 1981-1990.**

Physical Description: 6 folders.

Scope and Content Note

Items include materials relating to budget allocations, Dolores Churchill's (Deputy Director) meetings, state referrals, notes from the Refugee Forum Committee, and proposed refugee projects.

- Box 1 : 13 **Management plan, 1988-1991**
- Box 1 : 14 **Policies and procedures, 1988-1989**
- Box 1 : 15-26 **Reports.**
- Box 1 : 15-21 **Internal and non-published reports, 1979-1990.**
- Physical Description:** 7 folders.
- Scope and Content Note**
- Includes management summaries, statistics and data; and various reports regarding Orange County's refugee community.
- Box 1 : 22-26 **Published reports.**
- Physical Description:** 5 folders.
- Scope and Content Note**
- Includes reports published by the Department of Social Services (DSS) and other agencies.
- Box 1 : 27 **Resolutions of the Orange County Board of Supervisors, circa 1980-1987**
- Box 1 : 28 **Greater Avenues in Independence (GAIN) evaluation report**
- Box 2 : 1-7 and 8 **Refugee Demonstration Project (RDP)**
- Box 2 : 1 **Correspondence, 1986**
- Box 2 : 2-3 **Planning and implementation materials, 1984-1985.**
- Physical Description:** 2 folders.
- Box 2 : 4 **Budget, goals, and objectives, circa 1984-circa 1989**
- Box 2 : 5-6 and 8 : 1 **Reports**
- Box 8 : 1 **Caseload reports, computer printouts, 1985-1986.**
- Scope and Content Note**
- Printouts are calculations and tallies taken from data input into the project's automated information system.
- Box 2 : 5 **Correspondence and notes, 1985-1987**
- Box 2 : 6 **Evaluation report, circa 1989**
- Box 2 : 6a **Miscellaneous reports and statistics, 1986-1987**
- Box 2 : 7-9 **Refugee Employment Social Services (RESS)**
- Box 2 : 7 **Budget allocations materials, 1985-1986**
- Box 2 : 8 **Correspondence, 1984-1986**
- Box 2 : 9 **Reports, 1987-1988**
- Box 2 : 10 **RESS II / GAIN, correspondence and supporting materials, 1990-1991**
- Box 2 : 11-14 and 15 **Refugee Resettlement Project (RRP)**
- 1
- Box 2 : 11 **Correspondence, 1985-1986**
- Box 7 : 1 **Churchill, Dolores, 1986 September 22.**
- Scope and Content Note**
- Includes excerpts from refugee resettlement reports *Rediscovering governance: nonservice approaches to refugee resettlement* 1(1981) and *Capturing the change: The input of Indochinese refugees in Orange County* (1982).

Box 2 : 12-13 **Planning and implementation materials, 1981-1982.**

Physical Description: 2 folders.

Box 2 : 14 **Reports, 1984-1986**

Box 2 : 15 - 3 : 8, Targeted Assisted Program (TAP).

2 and 8 : 2-4

Scope and Content Note

Materials relate to the creation and development of TAP and the overall administrative functions of the program throughout its funding stages (e.g., TAP I, TAP II).

Box 2 : 15-24 and 8 : **Automation and data systems development materials**

2-4

Box 2 : 15 and 8 : **Automated system instructions**

2-4

Box 8 : 2-4 **Master menu and function descriptions, 1985.**

Physical Description: 3 folders.

Scope and Content Note

Includes information on transfer files and test runs.

Box 2 : 15 **Key commands and operation instructions, 1986**

Box 2 : 16-21

Correspondence and notes, 1983-1986.

Physical Description: 6 folders.

Box 2 : 22-23 **Data sub-committee material, 1986-1988.**

Physical Description: 2 folders.

Scope and Content Note

Includes correspondence, meeting minutes, and notes.

Box 2 : 24 **Memorandum of understanding (MOU), 1985**

Box 2 : 25-27 and 7 : **Planning and implementation materials**

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Box 2 : 25 **Background information and research, 1983**

Box 7 : 2 **Time expired refugees data, 1983**

Box 2 : 26 **Committee meeting minutes and notes, 1984-1986**

Box 2 : 27 **Correspondence, 1984-1986**

Box 3 : 1-8 **Policies and procedures**

Box 3 : 1 **Correspondence and notes, 1984-1986**

Box 3 : 2-3 **Contractor guidelines, handbooks, and monitoring procedures, circa 1984-1986.**

Physical Description: 2 folders

Box 3 : 4 **Miscellaneous materials regarding policies and procedures, 1983-1991**

Box 3 : 5-8 **Reporting procedures**

Box 3 : 5-6 **Instructions, operational manuals, and supporting documents, 1984-1986.**

Physical Description: 2 folders.

Box 3 : 7 **Sample report forms, 1983-1988.**

Scope and Content Note

Organized alphabetically.

- Box 3 : 8 **Welfare grant reduction (WGR) reporting procedures and instructions, 1984-1986**
- Box 3 : 9 - 4 : 19 **TAP I**
7 : 3
Box 3 : 9-18 and 7 : **Contractors materials.**
3
 Scope and Content Note
- Materials relate to outside organizations and agencies awarded TAP funding for providing social services to the Orange County refugee community.
- Box 3 : 9-10 **Contract agreements and contractor literature, 1984-1985.**
- Physical Description:** 2 folders.
- Scope and Content Note**
- Includes materials produced by or written about the contracting organizations. Materials are organized alphabetically.
- Box 3 : 11 **Correspondence, 1984-1985**
Box 3 : 12-18 **Proposals and grant applications, 1983.**
- Physical Description:** 7 folders.
- Scope and Content Note**
- Organized alphabetically.
- Box 7 : 3 **Vietnamese Youth Center proposal, appendix 7, 1984**
Box 3 : 19-22 **Planning and implementation materials**
Box 3 : 19-20 **Agenda, legislation, and supporting documents, 1983-1985.**
- Physical Description:** 2 folders.
- Scope and Content Note**
- Includes agenda item transmittals (AIT's), plan amendments and drafts, resolutions, sanctions, standard agreements, and supporting correspondence and notes.
- Box 3 : 21 **Bidder information and requests for proposal (RFP), 1983-1984.**
- Scope and Content Note**
- Materials relate to the bidding process and proposal solicitation from OCSSA to prospective contractors.
- Box 3 : 22 **Budget, goals, and objectives, 1984-1985**
Box 3 : 23 - 4 : 19 **Reports**
Box 3 : 23-24 **Contractors monitoring and status reports, 1984-1985.**
- Physical Description:** 2 folders.
- Box 4 : 1-7 **County reports and supporting documents**
Box 4 : 1-5 **Final evaluation report and supporting documents, 1984-1986.**
- Physical Description:** 5 folders.
- Scope and Content Note**
- Materials include report drafts, editorial comments, data, and planning notes.

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| Box 4 : 6-7 | Quarterly reports and correspondence, 1984-1985. Physical Description: 2 folders. |
| Box 4 : 8 | Projects summary report, 1984. Scope and Content Note Include evaluation reports and reviews on TAP I-funded activities. |
| Box 4 : 9-11 | State reports and supporting documents, 1984-1986. Physical Description: 3 folders. Scope and Content Note Statewide TAP evaluation reports administered by the CDSS. |
| Box 4 : 12-19 | Targeted Assistance Programs Reporting Systems (TARS). Scope and Content Note Comprises required internal reports used to document statistical, demographic, and grant termination and reduction data to be completed by county welfare departments, CIU, or contractor. |
| Box 4 : 12-13 | Caseload movement reports and assessments, 1984-1985. Physical Description: 2 folders. |
| Box 4 : 14 | Intake assessment and referral reports, 1984-1986 |
| Box 4 : 15 | Job retention and termination draft evaluation, 1985 |
| Box 4 : 16 | Refugee demographic reports, 1984-1985 |
| Box 4 : 17 | Refugee program reports statistics, 1985 |
| Box 4 : 18-19 | WGR reports and evaluation results, 1984-1985. Physical Description: 2 folders. |
| Box 4 : 20 - 5 : 3 : 4-10, and 8 : 5-6 | TAP II |
| Box 4 : 20-25 | Contractors materials |
| Box 4 : 20-22 | Contract agreements and amendments, 1985. Physical Description: 3 folders. |
| Box 4 : 23 | Correspondence, 1985-1986 |
| Box 4 : 24 | List and description of contractors, 1984-1986 |
| Box 4 : 25 | Meeting minutes and notes, 1985-1986 |
| Box 4 : 26 | Correspondence and notes, circa 1984-1986 |
| Box 4 : 27 - 5 : 22 and 7 : 4-8 | Planning and implementation materials |
| Box 4 : 27-28 | Agenda, legislation, and supporting materials, 1984-1986. Physical Description: 2 folders. |
| Box 4 : 29-30 | Bidder information and RFPs, 1984-1985. Physical Description: 2 folders. |
| Box 5 : 1 | Budget, goals, and objectives, 1985-1987 |
| Box 5 : 2 | Program overviews, 1985-1986 |

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| Box 5 : 3-22 | User survey questionnaire development, response, and results, 1984. |
| | Physical Description: 20 folders. |
| | Scope and Content Note |
| | Surveys, administered by OCSSA to refugee client base for needs assessment purposes, are multilingual and arranged by contractor, age, ethnic group and/or employment status. |
| Box 7 : 4-8 | Survey responses from Cambodian community, 1984. |
| | Physical Description: 5 folders. |
| Box 5 : 23-32, 7 : 9-10, and 8 : 5-6 | Reports |
| Box 5 : 23-24 | Contractors monitoring and status reports, 1985-1986. |
| | Physical Description: 2 folders. |
| Box 5 : 25 | County, quarterly reports, 1985-1986 |
| Box 5 : 26 | State biannual reports, 1985-1986 |
| Box 5 : 27-32, 7 : 9-10, and 8 : 5-6 | TARS reports and supporting documents |
| Box 5 : 27 and 8 : 6 | Caseload movement reports |
| Box 8 : 6 | Computer printouts, 1985-1986 |
| Box 5 : 27 | Evaluation results only, 1986 |
| Box 5 : 28 | Intake assessment and referral reports, 1985-1986 |
| Box 5 : 29 | Refugee demographic reports, 1985-1986 |
| Box 8 : 5 | Employment, computer printouts, 1985-1986 |
| Box 5 : 30 | Refugee program reports, 1985-1986 |
| Box 7 : 9 | Oversize reports, 1986-1987 |
| Box 7 : 10 | Referral reports, 1985-1986 |
| Box 5 : 31-32 | WGR reports and evaluation results, 1985-1986. |
| | Physical Description: 2 folders. |
| Box 5 : 33-42 and TAP IIA | |
| 7 | |
| Box 5 : 33 | Contractors meeting minutes and notes, 1986-1988 |
| Box 5 : 34-35 | Correspondence, 1986-1987. |
| | Physical Description: 2 folders. |
| Box 5 : 36-40 | Planning and implementation materials |
| Box 5 : 36-37 | Agenda, legislation, and supporting documents, 1984-1987. |
| | Physical Description: 2 folders. |
| Box 5 : 38 | Bidder information and RFPs, 1986 |
| Box 5 : 39 | Budget, goals, and objectives, circa 1985-1987 |
| Box 5 : 40 | Program overviews, 1985 |
| Box 5 : 41-42 and 8 : 7 | Reports, TARS |
| Box 8 : 7 | Caseload reports, computer printouts, 1986 |
| Box 5 : 41 | Refugee demographic reports, 1987 |
| Box 5 : 42 | WGR reports, 1986-1987 |
| Box 6 : 1 | TAP III, federal notice, 1985 |

Box 6 : 2-10 and TAP IV

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Box 6 : 2 Contractors, list and description, 1986-1987**Box 6 : 3 Correspondence, 1986****Box 6 : 4-7 Planning and implementation****Box 6 : 4 Agenda, legislation, and supporting documents, 1986-1987****Box 6 : 5 Budget, goals, and objectives, 1986-1987****Box 6 : 6 Community meeting notes, circa 1986****Box 6 : 7 Program overviews, 1986****Box 6 : 8-10 and 7 : Reports**

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Box 6 : 8 County quarterly reports, 1986-1987**Box 6 : 9-10 and 7 : TARS reports and supporting documents**

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Box 7 : 11 Refugee demographic reports, 1987**Box 6 : 9 Refugee employment services statistics, 1987****Box 6 : 10 WGR reports, 1987****Box 6 : 11-16 TAP IVA****Box 6 : 11 Contractors meeting minutes and notes, 1988****Box 6 : 12-15 Planning and implementation materials****Box 6 : 12 Agenda, legislation, and supporting materials, 1987-1988****Box 6 : 13 Budget, goals, and objectives, 1988-1990****Box 6 : 14 Community meeting memos, circa 1988****Box 6 : 15 Refugee Employment Social Services (RESS) integration materials, 1988****Box 6 : 16 Reports, TARS, WGR termination and sanctions report, 1988****Box 6 : 17-38 TAP VI / RESS****Box 6 : 17-20 Contractors materials****Box 6 : 17-18 Contract agreements and amendments, 1990-1991.****Physical Description:** 2 folders.**Box 6 : 19 Correspondence, 1989****Box 6 : 20 Meeting minutes and notes, 1989****Box 6 : 21-34 Planning and implementation materials****Box 6 : 21-25 Agenda, legislation, and supporting materials, 1988-1991.****Physical Description:** 5 folders.**Box 6 : 26 Bidder information and RFPs, 1989****Box 6 : 27-29 Budget, goals and objectives, 1988-1991.****Physical Description:** 3 folders.**Scope and Content Note**

Includes RES II allocations.

Box 6 : 30 Community forum meeting minutes and notes, 1989-1990**Box 6 : 31 Correspondence, 1991****Box 6 : 32 Mutual Assistance Association (MAA) integration materials, 1989-1991****Box 6 : 33 Notes, 1989-1991****Box 6 : 34 Program overview of GAIN, 1991****Box 6 : 37-38 Reports****Box 6 : 37 Client pool report materials, 1986-1989****Box 6 : 38 Contractor status reports, 1990**