



Department of Justice  
Immigration and Naturalization Service  
*Intergovernmental Service Agreement for Housing Federal Detainees*

ACL-0-H-0003

**Article I. Purpose**

A. Purpose. The purpose of this Intergovernmental Service Agreement (IGSA) is to establish an Agreement between the Immigration and Naturalization Service (INS), a component of the Department of Justice, and the County (*Service Provider*) for the detention and care of INS juveniles detained under the authority of the Immigration and Nationality Act, as amended. The Service Provider is responsible for maintaining compliance with the standards set forth by the *Flores v. Reno Settlement Agreement* (Attachment D) and the Immigration and Naturalization Service which include the Secure Juvenile Standards Checklist (Attachment E). **The *Flores v. Reno Settlement* applies to ALL INS juveniles regardless of their detention status.** The Service Provider must be licensed through state and/or county authorities. The term "Parties" is used in this Agreement to refer jointly to INS and the Service Provider.

B. Responsibilities. This Agreement sets forth the responsibilities of INS and the Service Provider. The Agreement states the services the Service Provider shall perform satisfactorily to receive payment from INS at the prescribed rate.

C. Guidance. The Parties will determine the detainee day rate in accordance with OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments (Attachment A) and the INS Cost Statement (Attachment B).

**Article II. General**

A. Funding. The obligation of INS to make payments to the Service Provider is contingent upon the availability of Federal funds. The INS will, however, neither present detainees to the Service Provider nor direct performance of any other services until the INS has the appropriate funding.

B. Subcontractors. The Service Provider shall notify and obtain approval from the INS if it intends to house INS Juveniles (a.k.a. minors) detainees in a facility other than that specified on the cover page of this document. If either that facility, or any future one, is operated by an entity other than the Service Provider, INS shall treat that entity as a subcontractor to the Service Provider. The Service Provider shall ensure that any subcontract includes all provisions of this Agreement, and shall provide INS with copies of all subcontracts in existence during any part of the term of this Agreement. The INS will not either accept invoices from, or make payments to, a subcontractor.

C. Consistent with law. Any provision of this Agreement contrary to applicable statutes, regulation, policies, or judicial mandates is null and void, but shall not necessarily affect the balance of the Agreement.

Article III. Covered Services

A. Bed space. The Service Provider shall provide secured detention on a space available basis for INS juvenile detainees categorized as a "List 1" detainee. List 1 detainees include the following: (1) juveniles classified criminal, chargeable as a criminal, and/or subject to extant criminal proceedings, (2) escape risks, (3) adjudicated delinquents, (4) juveniles who have committed a violent and/or threatening act toward self or another, and (5) juveniles who engaged in disruptive behavior while in a licensed shelter program. INS will place only List 1 detainees with Service Provider. The INS makes no distinction between medium and/or secure detention as it relates to placement as per the *Flores v. Reno Settlement* and for the purpose of this agreement, the Service Provider will be classified as a secure detention facility. The Service Provider shall house juvenile detainees as to gender. INS juveniles classified as List 1 detainees may be mixed with non-INS criminal offenders.

The INS will be financially liable only for the actual detainee days as defined in Paragraph C. of this Article.

B. Basic needs. The Service Provider shall provide secured detention for detainees (gender as specified in Paragraph A. of this Article) with safekeeping, housing, subsistence, medical and other services in accordance with this Agreement. In providing these services, the Service Provider shall ensure compliance with all applicable laws, regulations, fire and safety codes, policies, and procedures. If the Service Provider determines that INS has delivered a person for custody who is over the age of 18, the Service Provider shall not house that person with INS juvenile detainees and shall notify the INS immediately. The types and levels of services shall be those that the Service Provider routinely affords to other juveniles.

C. Unit of service and financial liability. The unit of service will be a "detainee day" (one person per day). The detainee day begins on the date of arrival. The Service Provider may bill INS for the date of arrival but not the date of departure. For example: If a detainee is brought in at 1900 Sunday and is released at 0700 on Monday, the Service Provider may bill for 1 detainee day. If a detainee is brought in at 0100, Sunday and is released at 2359 Monday, the Service Provider may bill for only 1 detainee day. The INS shall be responsible to pay for only those beds actually occupied.

- \* D. Interpretive services. The Service Provider shall make special provisions for non-English speaking, handicapped or illiterate detainees. The INS will reimburse the Service Provider for any costs associated with providing commercial written or telephone language interpretive services, and upon request, will assist the Service Provider in obtaining translation services. The Service Provider shall provide all instructions verbally (in English or the detainee's native language as appropriate) to detainees who cannot read. The Service Provider shall include the amount that the Service Provider paid for such services on their regular monthly invoice. The Service Provider shall not use detainees for translation services, except in emergency situations. If the Service Provider uses a detainee for translation service, it shall notify INS within 24 hours.

#### **Article IV. Receiving and Discharging Detainees**

- A. Required activity. The Service Provider shall receive and discharge detainees only from and to either properly identified INS personnel or other properly identified Federal law enforcement officials with prior authorization from INS. Presentation of U.S. Government identification shall constitute proper identification. The Service Provider shall furnish receiving and discharging services twenty-four (24) hours per day, seven (7) days a week. The INS shall furnish the Service Provider with reasonable notice of receiving or discharging detainee(s). The Service Provider shall ensure positive identification and recording of detainees and INS officers. The Service Provider shall not permit medical or emergency discharges except through coordination with on-duty INS officers.
- B. Restricted release of detainees. The Service Provider shall not release INS detainees from its physical custody to any persons other than those described in Paragraph A of this Article for any reason, except for either medical, other emergent situations, or in response to a federal writ of *habeas corpus*. If an INS detainee is sought for federal, state or local court proceedings, only INS may authorize release of the detainee for such purposes. The Service Provider shall contact INS immediately regarding any such requests.
- C. Service Provider right of refusal. The Service Provider retains final and absolute right either to refuse acceptance, or request removal, of any detainee exhibiting violent or disruptive behavior, or of any detainee found to have a medical condition that requires medical care beyond the scope of the Service Provider's health provider or DIHS Health provider. In the case of a detainee already in custody, the Service Provider shall notify the INS and request such removals, and shall allow the INS reasonable time to make alternative arrangements for the detainee. **The Service Provider further retains the right to refuse acceptance of any detainee based on population levels at the Facility.**
- D. Emergency evacuation. In the event of an emergency requiring evacuation of the Facility, the Service Provider shall evacuate INS detainees in the same manner, and with the same safeguards, as it employs for persons detained under the Service Provider's authority. The Service Provider shall notify INS within two hours of such evacuation.

**Article V. Minimum Service Standards**

The Service Provider shall:

- A. house INS detainees in a facility that complies with all applicable fire and safety codes as well as ensure continued compliance with those codes throughout the duration of the Agreement.
- B. provide guard personnel to ensure that there is a 24 hour visual supervision of detainees when housed in a dormitory type setting. The Service Provider shall visually and physically check detainees in individual cells at least hourly.
- C. **segregate sleeping quarters for detainees in custody by gender.**
- D. provide a mattress, with a mattress cover, and when appropriate, a blanket to each detainee held overnight.
- E. provide a minimum of three nutritionally balanced meals in each 24 hour period for each detainee. These meals shall provide a total of at least 2,400 calories per 24 hours. There will be no more than 14 hours or fewer than 4 hours between meals. The Service Provider will provide a minimum of two hot meals in this 24 hour period.
- F. provide medical services as described in Article VI below.
- G. provide a mechanism for confidential communication between INS detainees and INS officials regarding their case status and custody issues. The mechanism may be through electronic, telephonic, or written means, and shall ensure the confidentiality of the issue and the individual detainee.
- H. afford INS detainees, indigent or not, reasonable access to public telephones for contact with attorneys, the courts, foreign consular personnel, United Nations High Commissioner for Refugees (UNHCR), family members and representatives of *pro bono* organizations (Attachment C). Service Provider shall provide a minimum of two personal telephone calls per week totaling no less than ten minutes each. Special circumstances (e.g., security issues or the juvenile's emotional status) may require a redetermination. Telephone contact with attorneys, the courts, UNHCR, foreign consular personnel, *pro bono* organizations and the INS case officer should be unlimited within Service Provider guidelines.
- J. afford INS detainees, as part of their regular daily program, group sessions/positive peer group sessions, school, counseling, and other services as required by Part V. of the INS juvenile secure detention standards.

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K. permit INS detainees reasonable access to presentations by legal rights groups and groups recognized by INS consistent with good security and order. (Attachment C)

L. afford each INS detainee with reasonable access to legal materials for his or her case. The INS will provide the required materials. The Service Provider will provide space to accommodate legal materials at no additional cost to INS. (Note: The INS may waive this requirement where the average length of detention is 30 days or less.) (Attachment C)

M. visitation will be in accordance with Service Provider policies and procedures and MUST be pre-approved by INS. INS juveniles shall have access to legal counsel, foreign consular officers, family members, and representatives of *pro bono* organizations. (Attachment C). INS requires the Service Provider to provide attorney and telephone access and will provide an updated list of all approved visitors and outside contacts.

N. provide INS detainees with access to recreational programs and activities as described in the INS Recreation Standards (Attachment C) to the extent possible, under appropriate conditions of security and supervision to protect their safety and welfare.

**Article VI. Medical Services**

A. Auspices of Health Authority. The Service Provider shall provide INS detainees with on-site health care services under the control of a local government designated Health Authority. The Service Provider shall ensure equipment, supplies, and materials, as required by the Health Authority, are furnished to deliver health care on-site.

B. Level of Professionalism. The Service Provider shall ensure that all health care service providers utilized for INS detainees hold current licenses, certifications, and/or registrations with the State and/or City where they are practicing. **The Service Provider shall provide for the on-site services of a certified health care assistant acting under direction of a physician and pursuant to authority of RCW Chapter 18.135, a registered nurse, or nurse practitioner to provide health care and sick call coverage and a medical doctor on call, unless expressly stated otherwise in this Agreement.** In the absence of a health care professional, non-health care personnel may refer detainees to health care resources based upon protocols developed by United States Public Health Service (USPHS) Division of Immigration Health Service (DIHS). Healthcare or health trained personnel may perform screenings.

B. Access to health care. The Service Provider shall ensure that on-site medical and health care coverage as defined below is available for all INS detainees at the facility for at least eight (8) hours per day, seven (7) days per week. The Service Provider shall ensure that its employees solicit each detainee for health complaints and deliver the complaints in writing to the medical and health care staff. The Service Provider shall furnish the detainees instructions in his or her native language for gaining access to health care services as prescribed in Article III, Paragraph D.

D. On-site health care. The Service Provider shall furnish on-site health care under this Agreement. The Service Provider shall not charge any INS detainee an additional fee or co-payment for medical services or treatment provided at the Service Provider's facility. The Service Provider shall ensure that INS detainees receive no lower level of on-site medical care and services than those it provides to local inmates. On-site health care services shall include arrival screening within 24 hours of arrival at the Facility, sick call coverage, provision of over-the-counter medications, treatment of minor injuries (e.g., lacerations, sprains, contusions), treatment of special needs and mental health assessments. Detainees with chronic conditions shall receive prescribed treatment and follow-up care.

E. Arrival screening. Arrival screening shall include at a minimum TB symptom screening, planting of the Tuberculin Skin Test (PPD), and recording the history of past and present illnesses (mental and physical).

F. Unacceptable medical conditions. If the Service Provider determines that an INS detainee has a medical condition which renders that person unacceptable for detention under this Agreement, (for example, contagious disease, condition needing life support, uncontrollable violence), the Service Provider shall notify INS. Upon such notification the Service Provider shall allow INS reasonable time to make the proper arrangements for further disposition of that detainee.

G. DIHS Pre-approval for non-emergent off-site care. The DIHS acts as the agent and final health authority for INS on all off-site detainee medical and health related matters. The relationship of the DIHS to the detainee equals that of physician to patient. The Service Provider shall release any and all medical information for INS detainees to the DIHS representatives upon request. The Service Provider shall solicit advanced DIHS approval before proceeding with non-emergency, off-site medical care (e.g. immunizations, off-site lab testing, eyeglasses, cosmetic dental prosthetics, dental care for cosmetic purposes). The Service Provider shall submit supporting documentation for non-routine, off-site medical/health services to DIHS (See Attachment G). For medical care provided outside the facility, the DIHS may determine that an alternative medical provider or institution is more cost-effective or more aptly meets the needs of INS and the detainee. The INS may refuse to reimburse the Service Provider for non-emergency medical costs incurred that were not pre-approved by the DIHS. The Service Provider shall send all requests for pre-approval for non-emergent off-site care to:

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Managed Care coordinator  
Jim Sorenson  
t: 800-300-5891  
f: 800-497-0999

The Service Provider is to notify all medical providers approved to furnish off-site health care of detainees to submit their bills in accordance with instructions provided to:

UP & UP Health Services  
DIHS Claims  
P.O. Box 10250  
Gaithersburg, MD, 20898-0250  
Telephone: (888) 383-3922  
Fax: (888) 383-3957

H. Emergency medical care. The Service Provider shall furnish 24 hour emergency medical care and emergency evacuation procedures. In an emergency, the Service Provider shall obtain the medical treatment required to preserve the detainee's health. The Service Provider shall have access to an off-site emergency medical provider at all times. The Health Authority of the Service Provider shall notify the DIHS Managed Care Coordinator by calling the telephone number as listed in paragraph G as soon as possible, and in no case more than seventy-two hours after detainee receipt of such care. The Health Authority will obtain pre-authorization from the DIHS Managed Care Coordinator for service(s) beyond the initial emergency situation.

I. Off-site guards. The Service Provider shall, without any additional charge to INS, provide guards during the initial 8 hours detainees are admitted to an outside medical facility. If negotiated with INS, the Service Provider shall provide guards beyond the initial 8-hour period, at the regular hourly rate of those guards. Absent such an arrangement, INS will be responsible for providing the guards at the end of the initial 8-hour period. The Service Provider shall not, however, remove its guards until INS personnel relieve them. The Service Provider shall submit a separate invoice for guard services beyond the initial 8 hours with its regular monthly billing. The Service Provider shall obtain authorization for outside guard services directly from INS, not from the DIHS Managed Care Coordinator.

J. DIHS visits. The Service Provider shall allow Managed Care Coordinators reasonable access to its facility for the purpose of liaison activities with the Health Authority and associated Service Provider departments.

**Article VII. No Employment of Unauthorized Aliens**

Subject to existing laws, regulations, Executive Orders, and addenda to this Agreement, the Service Provider shall not employ aliens unauthorized to work in the United States. Except for maintaining personal living areas, persons detained for INS shall not be required to perform manual labor.

**Article VIII. Period of Performance**

This Agreement shall remain in effect indefinitely, or until terminated by either Party upon 60 days written notice, unless an emergency situation requires the immediate relocation of detainees, or the Parties agree to a shorter period under the procedures prescribed in Article X.

**Article IX. Inspection**

A. Jail Agreement Inspection Report. The Service Provider shall allow INS to conduct inspections of the facility, as required, to ensure an acceptable level of services and acceptable conditions of confinement as determined by the INS. No notice to the Service Provider is required prior to an inspection. The INS will conduct such inspections in accordance with the Jail Agreement Inspection Report a copy of which is included as Attachment F to this Agreement. The Jail Inspection Report stipulates minimum requirements for fire/safety code compliance, supervision, segregation, sleeping utensils, meals, medical care, confidential communication, telephone access, legal counsel, legal library, visitation, and recreation. The INS will share findings of the inspection with the Service Provider's facility administrator to promote improvements to facility operation, conditions of confinement, and level of service.

B. Possible termination. If the Service Provider fails to remedy deficient service INS identifies through inspection, INS may terminate this Agreement without regard to the provisions of Articles VIII and X.

C. Share findings. The Service Provider shall provide INS copies of facility inspections, reviews, examinations, and surveys performed by accreditation sources.

**Article X. Modifications and Disputes**

A. Modifications. Actions other than those designated in this Agreement will not bind or incur liability on behalf of either party. Either party may request a modification to this agreement by submitting a written request to the other. A modification will become part of this Agreement only after the INS Regional Contracting Officer and the authorized signatory of the Service Provider have approved it in writing.

C. Disputes. The INS Regional Contracting Officer and the authorized signatory of the Service Provider are the parties to settle disputes, questions, and concerns arising from this Agreement. Settlement of disputes shall be memorialized in a written modification between the INS Regional Contracting Officer and authorized signatory of the Service Provider.

#### **Article XI. Adjusting the Detainee Day Rate**

The INS shall reimburse the Service Provider at the detainee day rate shown on the cover page of this document. The Parties may adjust that rate 12 months after the date of signing, and every 12 months thereafter. The Parties shall base the rate and adjustments on the principles set forth in OMB Circular A-87. Such adjustments shall be effective on the first day of the month following execution of the modification.

#### **Article XII. Enrollment, Invoicing, and Payment**

A. Enrollment in electronic funds transfer. The Service Provider shall provide the INS office with the information needed to make payment by electronic funds transfer (EFT). Since January 1, 1999, INS has made all payments only by EFT. The Service Provider shall identify their financial institution and related information on Standard Form 3881, Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form, (Attachment H). The Service Provider shall submit a completed SF 3881 to the INS payment office prior to submitting its initial request for payment under this Agreement. If the EFT data changes, the Service Provider shall be responsible for providing updated information to the INS payment office.

B. Invoicing. The Service Provider shall submit an original itemized invoice containing the following information: the name and address of the facility; the name of each INS detainee, his or her A-number, and his or her specific dates of detention; the total number of detainee days; the daily rate; the total detainee days multiplied by the daily rate; an itemized listing of all other charges; and the name, title, address, and phone number of the local official responsible for invoice preparation. The Service Provider shall submit monthly invoices within the first ten working days of the month following the calendar month when it provided the services, to:

The U.S. Immigration & Naturalization Service  
511 Northwest Broadway  
Portland, OR 97209  
ATTN: Detention & Removals  
t: 503-326-7585  
f: 503-326-3566

C. Payment. The INS will transfer funds electronically through either an Automated Clearing House subject to the banking laws of the United States, or the Federal Reserve Wire Transfer System. The Prompt Payment Act applies to this Agreement. The Act requires INS to make payments under this Agreement the 30<sup>th</sup> calendar day after the Deportation office receives a complete invoice. Either the date on the Government's check, or the date it executes an electronic transfer of funds, shall constitute the payment date. The Act requires INS to pay interest on overdue payments to the Service Provider. The INS will determine any interest due in accordance with the Act.

#### **Article XIII. Government Furnished Property**

A. Federal Property Furnished to the Service Provider. The INS may furnish federal inventoried property and equipment to the Service Provider. Accountable property remains titled to INS and shall be returned to the custody of INS upon termination of the agreement. The suspension of use of bed space made available to INS is agreed to be grounds for the recall and return of any or all government furnished property.

B. Service Provider Responsibility. The Service Provider shall not remove INS property from the facility without the prior written approval of INS. The Service Provider shall report any loss or destruction of such property immediately to INS.

#### **Article XIV. Hold Harmless and Indemnification Provisions**

A. Service Provider held harmless. The INS shall, subject to the availability of funds, save and hold the Service Provider harmless and indemnify the Service Provider against any and all liability claims and costs of whatever kind and nature, for injury to or death of any person(s), or loss or damage to any property, which occurs in connection with or incident to performance of work under the terms of this Agreement, and which results from negligent acts or omissions of INS officers or employees, to the extent that INS would be liable for such negligent acts or omissions under the Federal Tort Claims Act, 28 USC 2691 *et seq.*

B. Federal Government held harmless. The Service Provider shall save and hold harmless and indemnify federal government agencies to the extent allowed by law against any and all liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with, or in any way incident to or arising out of the occupancy, use, service, operation or performance of work under the terms of this Agreement, resulting from the negligent acts or omissions of the Service Provider, or any employee, or agent of the Service Provider. In so agreeing, the Service Provider does not waive any defenses, immunities or limits of liability available to it under state or federal law.

C. Defense of suit. In the event a detainee files suit against the Service Provider contesting the legality of the detainee's incarceration and/or immigration/citizenship status, INS shall request that the U.S. Attorney's Office, as appropriate, move either to have the Service Provider dismissed from such suit, to have INS substituted as the proper party defendant, or to have the case removed to a court of proper jurisdiction. Regardless of the decision on any such motion, INS shall request that the U.S. Attorney's Office be responsible for the defense of any suit on these grounds.

B. INS recovery right. The Service Provider shall do nothing to prejudice INS' right to recover against third parties for any loss, destruction of, or damage to U.S. Government property. Upon request of the Contracting Officer, the Service Provider shall, at the INS' expense, furnish to INS all reasonable assistance and cooperation, including assistance in the prosecution of suit and execution of the instruments of assignment in favor of INS in obtaining recovery.

#### **Article XV. Financial Records**

A. Retention of records. All financial records, supporting documents, statistical records, and other records pertinent to contracts or subordinate agreements under this Agreement shall be retained by the Service Provider for at least three years for purposes of federal examinations and audit. The 3-year retention period begins at the end of the first year of completion of service under the Agreement. If any litigation, claim, negotiation, audit, or other action involving the records arises before the expiration of the 3-year period, the records must be retained until the action is completed and all issues are resolved or until the end of the regular 3-year period, whichever is later.

B. Access to records. The INS and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers or other records of the Service Provider or its sub-recipients, which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The rights of access must not be limited to the required retention period, but shall last as long as the records are retained.

C. Delinquent debt collection. The INS will hold the Service Provider accountable for any overpayment, or any breach of this Agreement that results in a debt owed to the Federal Government. The INS shall apply interest, penalties, and administrative costs to a delinquent debt owed to the Federal Government by the Service provider pursuant to the Debt Collection Improvement Act of 1982, as amended.

**Article XVI. Provision of Space to INS and EOIR**

A. Service Provider responsibilities. The Service Provider shall provide suitable support, office and administrative space, for use by INS. As necessary, the Service Provider will provide sufficient safe and secure storage space for all INS detainee baggage. In addition, the Service Provider agrees, if required, to furnish acceptable office and administrative space to the Executive Office of Immigration Review (EOIR). The Service Provider shall bear all costs associated with the use of jail and office space by INS and EOIR (e.g. those for preparing, operating and maintaining such facilities for INS and EOIR, and incurred for temporarily relocating the Service Provider's employees).

The Service Provider shall equip the office and administrative space furnished to INS and EOIR with a telephone system compatible with the federal telephone network. The Service Provider shall furnish the security and janitorial services for this space. The Service Provider shall include all costs associated with providing space or services under this Paragraph in the calculation of the detainee rate day rate. (Note: the Service Provider shall have no obligation under this Paragraph unless the Parties negotiate specific terms for such space or services.)

B. Federal Government responsibilities. The INS will incur the costs of installing computer cabling, telephone lines and any additional telephone trunk lines and telephone switch equipment which may be required. The INS will be responsible for payment of INS long-distance telephone bills for INS staff.

**ARTICLE XVII. Supplemental Program Information**

A. Legal Guardianship. All INS juvenile detainees placed in a licensed program remain in the legal custody of the INS and shall only be released under the authority of the INS.

B. Special Terms and Conditions.

- 1) The Service Provider and their staff are expressly prohibited from hindering or interfering with custody arrangements or the execution of final immigration court orders. Such action may be subject to prosecution as prescribed by law and may result in termination of this Agreement.
- 2) The Service Provider and their staff are expressly prohibited from filing for Special Immigrant Status (I-360) for the juveniles in their care without the expressed written consent of the INS.
- 3) The Service Provider shall not provide any information to the press concerning this agreement or any juvenile at the facility without prior approval from the Public Information Officer (PIO).

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- 4) Violation of these conditions may be cause for termination of this agreement.
- 5) As necessary, other special terms and conditions may be placed on the Service Provider.

Definition of Terms

INS Juvenile (a.k.a. minor) Detainee: Is defined as a male or female foreign national under 18 years of age who is detained in the legal custody of the Immigration and Naturalization Service. This definition shall cease to apply to any INS juvenile detainee who has reached the age of eighteen (18) years. Persons under the age of 18 emancipated by a state court or convicted and incarcerated for a criminal offense as adults are NOT considered juveniles.

Contracting Officer: The INS employee empowered to award, amend, modify, administer, and terminate contracts and agreements.

Flores v Reno Settlement Agreement: *Jenny Lisette Flores, et al. V. Janet Reno* was a class action lawsuit filed against the Immigration and Naturalization Service (INS) in 1985. It challenged several aspects of INS policy dealing with the arrest, processing, detention, and release of juvenile aliens in INS custody. Two decisions preceded the *Flores v. Reno Settlement Agreement* (the *Flores* are inconsistent with its terms. The settlement agreement became effective on February 24, 1997.

Public Information Officer(PIO): The officer designated by the INS as a point of contact for the press and other media venues.

Service Provider: The entity which provides the services described in the agreement.

Attachments:

- A. OMB Circular A-87
- \* B. INS Cost Statement Form
- C. INS Secure Juvenile Detention Standards, including:
  - Group Legal Rights Presentation
  - Access to Legal Materials
  - Detained Alien Recreation Policy
  - Detainee Telephone Access
  - Detainee Visitation
- D. *Flores v. Reno Settlement Agreement*
- E. INS Juvenile Standards Checklist, which include the appropriate Secure Juvenile Standards Checklist

F. Service Contract Facilities Inspection Checklist

- . DIHS Medical References
- . USPHS Immunization Policy and Procedure
- . DIHS Covered Services Plan
- . Pre-authorization Form
- . Sample Screening and Exam Forms

X SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form

Note: As additional INS Detention/Juvenile Standards are issued, INS will include to the Agreement by modification.



**U.S. Immigration  
and Customs  
Enforcement**

September 15, 2008

Cowlitz County Juvenile  
1725 1st Ave  
Longview, WA 98632

**Re: Accounts Receivable**

**To Whom It May Concern:**

In an effort to streamline the processing of jail invoices Immigration and Customs Enforcement, Detention and Removal Operations, will implement the following changes listed below. We are confident that these changes will bring about efficiencies that will expedite the payment process and we look forward to our continued working relationship with your office.

In order to implement the required consolidated invoicing language, the Contracting Officer has directed that Providers submit their invoices for ICE related detention commencing with the date of this letter as follows:

Invoices shall be submitted via one of the following three methods:

1. By mail:

DHS, ICE  
Burlington Finance Center  
P.O. Box 1620  
Williston, VT 05495-1620  
Attn: (example) ICE-DRO-FOD-Seattle

2. By facsimile (fax): (include a cover sheet with point of contact & # of pages)

802-288-7658

3. By e-mail:

Invoice.Consolidation@dhs.gov

Invoices submitted by other than these three methods will be returned. The contractor's Taxpayer Identification Number (TIN) must be registered in the Central Contractor Registration (<http://www.ccr.gov>) prior to award and shall be notated on every invoice submitted to ICE on or after Month XX, 2008 to ensure prompt payment provisions are met. The ICE program office shall also be notated on every invoice.

Addressee's Name

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The information required with each invoice submission is as follows:

Each invoice submitted shall contain the following information:

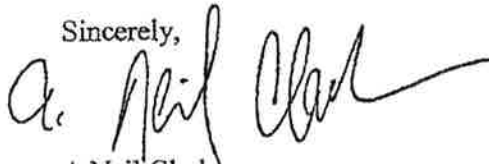
- a. the name and address of the facility;
- b. Invoice date and number;
- c. Agreement number, line item number and, if applicable, the Task order number;
- d. Terms of any discount for prompt payment offered;
- e. Name, title, and phone number of person to notify in event of defective invoice;
- f. Taxpayer Identification Number (TIN): The Contractor shall include its TIN on the invoice only if required elsewhere in this Agreement. (See paragraph 1 above.)
- g. the daily rate;
- h. the total number of residential/detainee days;
- i. the name of each ICE resident/detainee;
- j. resident's/detainee's A-number;
- k. specific dates of detention for each resident/detainee;
- l. the total residential/detainee days multiplied by the daily rate;
- m. For stationary guard services, the itemized monthly invoice shall state the number of hours being billed, the duration of the billing (times and dates) and the name of the resident(s)/detainee(s) that was guarded.

Items (a.) through (h.) must be on the cover page of each invoice.

Invoices without the above information may be returned for resubmission.

Should you have any questions regarding these changes or need clarification please contact Mission Support Supervisor Jackie Hagen at (206) 835-0077.

Sincerely,



A Neil Clark

Director, Seattle Field Office  
DHS ICE/DRO