



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**Mike Carroll**  
*Secretary*

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**DATE:** September 18, 2015      **TRANSMITTAL NO.:** I-15-09-0013

**TO:** Economic Self-Sufficiency Operations Managers  
Economic Self-Sufficiency Program Offices

**FROM:** Dianna Laffey, Chief, Program Policy (**Signature on File**)

**SUBJECT:** New U.S. Customs and Border Protection (CBP) Procedures for Issuance of I-94 Records for Refugees

**EFFECTIVE:** Upon Receipt

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This memorandum notifies staff about a change in CBP procedures for issuance of the I-94 Arrival/Departure Record to Refugees.

**New CBP Procedure:**

Effective September 7, 2015, CBP no longer issues the paper I-94 record at Ports of Entry locations. Issuances of I-94 records are now automated and the refugee must obtain the I-94 online. The electronic version of the I-94 is available at [www.cbp.gov/I94](http://www.cbp.gov/I94). Refugees must enter his or her name, date of birth, and alien number without the "A" in the passport number field on this site to get a printout of the I-94 record.

**DCF Procedures:**

Staff must continue to use SAVE to verify the noncitizen status of refugees if the applicant does not have an I-94 record but can provide their alien number. The Social Security Administration (SSA) requires an original transportation boarding letter stamped by CBP with a refugee stamp and a printout of the I-94 record for refugees to apply for a social security number. Staff must tell applicants to go online and print the I-94 document for SSA.

If there are policy questions, Region offices may email Connie Mathers at [connie.mathers@myflfamilies.com](mailto:connie.mathers@myflfamilies.com)

cc: Assistant Secretary for Economic Self-Sufficiency (Jennifer Lange)  
Director (Jeri Flora)  
Customer Call Center (Liesta Sykes, Guerschom Alcin, Georgina Santana)  
Data and Technology (William Martinez)  
EBT (Michael Pogue)  
FLORIDA Help Desk (Glenda Washington)  
Information Technology (Kit Goodner, Barbara Roglieri)

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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Planning and Special Projects (Suzanne Poirier, Margie France)  
Office of Appeal Hearings (Nathan Koch)  
Office of Communications (Michelle Glady)  
Office of the General Counsel (Herschel Minnis)  
Office of Quality Management (Tonyaleah Veltkamp, Cindy Mickler, Annette  
Wiechers, Susan Thomas)  
Program Policy (Dorthene Baker, Voletta Bogan, Connie Mathers)  
Public Benefits Integrity (Andrew McClenahan, Sheri Hall, Fred Young)  
Florida Legal Services (Cindy Huddleston)  
Refugee Services (Patti Grogan)