



Case Managers: Reporting Human Trafficking Concerns to the Office on Trafficking in Persons

Unaccompanied Child (UC) Assessment

Every unaccompanied child in the Office of Refugee Resettlement (ORR) at the U.S. Department of Health and Human Services (HHS) care undergoes a required screening called the UC Assessment. The UC Assessment is filled out by care provider case managers in a Word Document, or in an online ORR database called the UC Portal. During your detail to ORR as a case manager, it is possible that you will complete this assessment through direct dialogue with a UC, or by entering information on the behalf of someone else. In some instances, case managers are completing hard copy assessments.

Trafficking Questions in the UC Assessment

Embedded within the UC Assessment is a section called TRAFFICKING. The TRAFFICKING section contains the following relevant subsections: *Coercion Indicators*, *Debt Bondage/Labor Trafficking*, and *Commercial Sex Indicators*. The questions in these sections help ORR to determine if the UC may have experienced human trafficking or are being brought to the United States for the purpose of human trafficking.

If you answer “yes” to any of the questions in these sections, then you will need to report the UC’s case to the HHS Office on Trafficking in Persons (OTIP).

Federal Reporting Requirement: The Trafficking Victims Protection Act (TVPA) requires Federal, State, or local officials to notify HHS within 24 hours after discovering a foreign national child under the age of 18 *may have* experienced sex or labor trafficking (22 U.S.C. § 7105). Therefore, you should notify HHS OTIP to facilitate the provision of assistance available for victims of a severe form of trafficking in persons.

***Remember:** Screening for human trafficking is not an exact science. It is possible that there are other indicators that lead you to have concerns. If at any point you are concerned that a UC may have been trafficked, or if you are unsure, then please report the case to OTIP.*

Steps to Report Trafficking Concerns to OTIP

1. If the UC has immediate safety concerns related to the trafficking, call 911 and the [National Human Trafficking Hotline](#) at 888-373-7888. You can also text the Hotline at 233733.
2. If the UC is not in immediate danger and human trafficking concerns were noted during the UC assessment process, **then contact the OTIP Child Protection Specialists at ChildTrafficking@acf.hhs.gov or 202-205-4582.**
 - If you email OTIP, do not provide any of the UC’s personal identifying information unless it is in a password protected document.
 - If you call OTIP, leave a voicemail with the UC’s information and trafficking concerns (as well as a callback name and number).

Human Trafficking Case Trends and Red Flags Among UC

- Asked or offered to have sex in exchange for something of value (even if the sex act or exchange did not occur)
- Offered cost of journey, shelter, food, etc. in exchange for sex
- Forced to work during journey
- Brought to the United States by someone the UC met online or offline (offer of a relationship, marriage, school, work, etc.)
- Forced to perform labor or services for a gang (sell drugs, perform lookout services, bring drugs across the border, etc.)
- Forced to work for caregiver or another individual
- Held for ransom during journey and forced to work while held
- Traveled to the United States with large or increasing debt and plan to work
- Held for purpose of engaging in sex acts
- Forced to work or pay off debts by sponsor or another individual
- Forced to pose as someone's child to help that person to cross the border

Trauma-Informed and Child-Centered Screening

- Use "TED Questions" (ask open-ended, non-leading, age-appropriate questions).
- Assess the impact of child's environmental factors and possible vulnerabilities with disclosure.
- Consider effects of trauma on the child's responses, cognitive abilities, and mental well-being.
- Build safety and trust.
- Allow the minor to share a narrative rather than asking for specific details and trying to get every detail of the situation.

TED Questions

T: Tell me about/Talk to me about.

E: Explain.

D: Describe.

Additional Resources

- Video: [How to Apply for an Eligibility Letter](#) (English)
- Fact Sheet: [Assistance for Child Victims of Human Trafficking](#) (English)
- Fact Sheet: [Asistencia para Menores de Edad Víctimas de Trata De Personas](#) (Spanish)
- Program Instruction: [Issuance of Child Eligibility Letters on or after Applicant's 18th Birthday if Application Received Prior to 18th Birthday](#) (English)
- [Eligibility Letter Benefits and Services](#) (English)
- [Carta de Elegibilidad Beneficios y Servicios](#) (Spanish)
- Training: [Submitting Requests for Assistance - Shepherd Case Management System](#) (English)
- Training: [HHS SOAR Online Trainings on Human Trafficking, accredited](#) (English, Spanish)