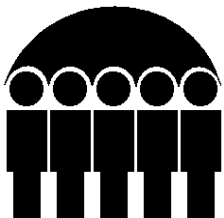


Revised October 10, 1995

Employees' Manual
Title 6
Chapter D

OTHER INCOME MAINTENANCE PROGRAMS
REFUGEE CASH ASSISTANCE



Iowa
Department
of
Human Services

	<u>Page</u>
OVERVIEW	1
Legal Basis.....	1
Relationship to the Family Investment Program	2
Administration	2
APPLICATION PROCESSING	3
Contacting the Bureau of Refugee Services	3
Contacting the Sponsor.....	3
Contacting the Local Resettlement Agency	4
Contacting the Trafficking Verification Line	5
Determining FIP Eligibility	6
NONFINANCIAL ELIGIBILITY	6a
Age.....	7
Alienage Requirements.....	7
Documentation Required	9
Nonrefugee Child of Refugee Parent.....	11
United States Citizen	12
Benefits From SSI and Other Sources	12
Contract for Support	13
Duplicate Assistance.....	13
Eligible Group	13
Participation in a Strike	14
Residency.....	14
Social Security Number	15
Students.....	15
Full-Time Student	15
Institution of Higher Education	16
Temporary Absence From Home	16
Time Since Entry to the U.S.	16
Date of Entry for Asylees	18
Victims of Trafficking	18a

	<u>Page</u>
Work Requirements	19
Exemption Criteria.....	20
Work Registration Process.....	22
Individual Employability Plan	22
Job Search	23
Appropriate Work.....	24
Standards Applying to Both Work and Training	25
Training for Employed Refugee Participants	26
Failure to Meet Work Requirements	26
Applicants	27
Participants	28
Conciliation Period	29
Sanctions for Failure or Refusal to Cooperate.....	30
RESOURCES	31
INCOME.....	32
Work Expense Deduction	33
Income of Refugees Over Time Limit	33
PAYMENT	35
Payees	35
Overpayments and Underpayments	35

OVERVIEW

Refugees resettled in the United States are usually brought here by a national voluntary resettlement agency or, in the unique case of Iowa, by a state government agency which is also a voluntary resettlement agency.

The refugees also usually have a local sponsor, such as an individual, a church, or fraternal group. The sponsors and resettlement agencies take on a moral obligation to help refugees secure employment, education, medical care, and basic needs, such as housing, food, clothing, furniture, and pocket money. They also help refugees adjust to life in the United States.

The Refugee Resettlement Program (RRP) is a federal program that provides for assistance when:

- ◆ There is a breakdown with the sponsor, or
- ◆ The refugee needs to help make the transition to self-sufficiency.

RRP provides funding for the following programs:

- ◆ Refugee Cash Assistance (RCA), described in this chapter.
- ◆ Refugee Medical Assistance (RMA), described in 6-D(1).
- ◆ Foster care and social casework services for refugee minors, described in XIII-F.

The RRP provides 100% federal funding for the Refugee Cash Assistance (RCA) program. RRP funds are available for a specific period of time, based upon each individual refugee's length of time in the United States. Once a refugee reaches the time limit, eligibility for RCA ceases. (See [Time Since Entry to the U.S.](#))

Legal Basis

The following statutes amend the Immigration and Nationality Act to revise procedures for the admission of refugees:

- ◆ The Refugee Act of 1980, Public Law 96-212.
- ◆ The Refugee Assistance Amendments of 1982, Public Law 97-363.
- ◆ The Refugee Assistance Extension Act of 1986, Public Law 99-605.

OVERVIEW

Legal Basis

Revised March 9, 1999

Iowa Department of Human Services
Title 6 Other Income Maintenance Programs
Chapter D Refugee Cash Assistance

These laws also amend the Migration and Refugee Assistance Act of 1962 to establish a uniform basis for resettlement of admitted refugees. Public Law 100-202 provides for certain Amerasians in Vietnam and close family members to be admitted under immigrant status but be eligible for benefits as though they were refugees.

The Refugee Act of 1980 established an Office of Refugee Resettlement within the Department of Health and Human Services. The state plan for the Refugee Resettlement Program designates the Iowa Department of Human Services as the single state agency to administer the program.

Federal participation requirements are found in Code of Federal Regulations, Title 45, Part 400. The state's rules for Refugee Cash Assistance are found in 441--Chapter 60 of the Iowa Administrative Code.

Relationship to the Family Investment Program

When refugees apply for cash assistance, first determine eligibility for assistance under the Family Investment Program (FIP). When FIP eligibility does not exist, then examine the refugee household for eligibility under the RCA program.

The RCA program follows the FIP policies on eligibility, need, resources, and income in Title 4, unless specifically addressed in this chapter as being different for RCA.

Administration

Legal reference: Public Law 96-212; 441 IAC Chapter 60

The administration of the RCA program must be in compliance with policies set forth in 4-A, [ADMINISTRATION](#).

Provide information to all persons making inquiry about the RCA program, without regard to whether they are potential applicants, are making inquiry on behalf of specific persons or groups, or are making inquiry simply as a matter of securing information.

Remember: The FIP pamphlets do not apply to the RCA program.

APPLICATION PROCESSING

Legal reference: Public Law 96-212; 441 IAC 60.2(217), 60.3(217), 60.12(217)

Each refugee wishing to do so must have the opportunity to apply for cash assistance without delay, in person or by mail. Follow the policies and procedures in 4-B, [APPLICATION PROCESSING](#), including the completion of the *Public Assistance Application*, form 470-0462 or 470-0466 (Spanish), and the processing of this application.

Consider all applications submitted by or for a refugee for FIP eligibility **before** considering eligibility for RCA. See the following sections for information about these steps in application processing:

- ◆ [Contacting the Bureau of Refugee Services](#)
- ◆ [Contacting the sponsor](#)
- ◆ [Contacting the local resettlement agency](#)
- ◆ [Determining FIP eligibility](#)

Contacting the Bureau of Refugee Services

Legal reference: Public Law 96-212

Notify the Bureau of Refugee Services of applications for cash (or medical) assistance by sending form 470-0481, *Notification to Bureau of Refugee Services*.

Contacting the Sponsor

Legal reference: Public Law 96-212; 441 IAC 9.10(11)

Contact the sponsor when a refugee applies for RCA. The purpose of the contact is to determine:

- ◆ What assistance is provided to the refugee and
- ◆ Whether the refugee has quit employment or failed to appear for a job or job interview when referred.

A telephone contact with the sponsor is sufficient. You do not need a release of information from the refugee.

Document in the case record the sponsor's name and address and what contributions the sponsor is providing to the refugee. Also document whether the refugee has quit a job or refused to appear for job interviews when referred. If the sponsor provides a written statement, include this in the case record.

Contacting the Local Resettlement Agency

Legal reference: 45 CFR 400.27; 441 IAC 9.3(3)“e”

Notify the local resettlement agency when a refugee applies for Refugee Cash Assistance during the first eight months after entry into the United States. You do not need a release of information from the refugee.

Provide the refugee's address and telephone number to the resettlement agency. When the Bureau of Refugee Services is the local resettlement agency, form 470-0481, *Notification to Bureau of Refugee Services*, constitutes the notice.

This contact makes the local resettlement agency aware of a possible breakdown between the refugee and the sponsor. The resettlement agency must inform you if the refugee has quit a job or failed or refused to appear for a job or a job interview.

The local resettlement agencies are:

Bureau of Refugee Services (Iowa)
1200 University Avenue, Suite D, Des Moines, IA 50314-2330
1-800-362-2780 or 283-7999 (local)

Catholic Charities (Dubuque Diocese) (USCC)
1229 M. Loretta, P.O. Box 1309, Dubuque, IA 52001
563/556-2580

Catholic Charities (Sioux City Diocese) (USCC)
1822 Jackson Street, P.O. Box 2025, Sioux City, IA 51104
712/252-4545

Jewish Family Services (representing the Hebrew Immigrant Aid Society) (HIAS)
910 Polk Boulevard, Des Moines, IA 50312
515/277-6321

Lutheran and Catholic Services Refugee Cooperative Ministry
3116 University Avenue, Des Moines, IA 50311
515/277-1510

Bureau of Refugee Services
1706 Brady Street, Suite 208, Davenport, IA 52803
563/324-7913

Contacting the Trafficking Verification Line

Legal reference: Victims of Trafficking & Violence Protection Act of 2000

Aliens who are certified as “victims of trafficking” by the Department of Health and Human Services’ Office of Refugee Resettlement are “eligible aliens” for Refugee Cash Assistance benefits for the allowable eight month’s of assistance.

When a victim of trafficking applies for benefits, follow normal procedures for determining eligibility for refugee cash assistance except:

- ◆ Accept the original Office of Refugee Resettlement certification letter for adults or letter for children under 18 years old in place of INS documentation.

Although trafficking victims are not required to provide any documentation of their immigration status for benefit purposes, they may have various documents, such as form I-94, *Arrival/Departure Card*, with a stamp showing parole under Section 212(d)(5) of the INA, an employment authorization document, etc. The documentation may serve to verify identity.

- ◆ Contact the trafficking verification line at (202) 401-5510 to confirm the validity of the certification letter for adults or letter for children under 18 years old and to notify the Office of Refugee Resettlement of the benefits for which the person has applied.

Note: Do not contact SAVE concerning victims of trafficking, because SAVE will not have this information.

- ◆ Note the “entry date” for Refugee Cash Assistance benefit purposes. The person’s “entry date” is the certification date, which is in the body of the certification letter or letter for children. The certification is valid for eight months from the date of the initial certification date. (See [Victims of Trafficking](#).)

Determining FIP Eligibility

Legal reference: Public Law 96-212; 441 IAC 60.4(1)

Consider eligibility for FIP before determining RCA eligibility. A refugee applicant or participant must accept FIP, rather than Refugee Cash Assistance, if eligible. Determine FIP eligibility by policies and procedures in Title 4, [FAMILY INVESTMENT PROGRAM](#), including FIP specified relative policies.

When a refugee applicant is ineligible for FIP for any reason, issue a manual *Notice of Decision*, form 470-0486 or 470-0486(S), to the refugee informing the refugee of ineligibility for FIP. This notice is in addition to the manual or automated *Notice of Decision* for RCA and must be adequate. (See 4-A, [NOTIFICATION](#).)

State in the notice that the application is being processed for eligibility under the RCA program and that the applicant will receive another notice informing the applicant of that decision.

NONFINANCIAL ELIGIBILITY

Legal reference: Public Law 96-212; 441 IAC Chapter 60

The following FIP nonfinancial eligibility policies do **not** apply to the RCA program:

- ◆ FIP requirements for “categorical relatedness” are waived for the RCA eligibility determination. RCA eligibility is not based on family composition or presence of a child. This provision is designed to avoid a needy refugee becoming a burden on state or local public or voluntary resources, if the resettlement plan has broken down.
- ◆ PROMISE JOBS program requirements in 4-J do not apply to the RCA program.
- ◆ RCA applicants and participants do not assign support and are not required to assist in contacting an absent parent.
- ◆ Policies in 4-C, [PERSONS WHO MISREPRESENT THEIR PLACE OF RESIDENCE](#), do not apply to the RCA program.

Aid types for RCA groups are in the 06 series.

The following sections explain the RCA nonfinancial eligibility requirements for:

- ◆ [Age](#)
- ◆ [Alienage](#)
- ◆ [Benefits from SSI and other sources](#)
- ◆ [Contracts for support](#)
- ◆ [Duplicate assistance](#)
- ◆ [Composition of the eligible group](#)
- ◆ [Participation in a strike](#)
- ◆ [Residency](#)
- ◆ [Social security number](#)
- ◆ [Students](#)
- ◆ [Temporary absence from the home](#)
- ◆ [Time since entry to the United States](#)
- ◆ [Work requirements](#)

Age

Legal reference: 441 IAC 60.5(1)

An unmarried refugee under age 18 who lives with a person who is not a specified relative as defined in 4-C, [SPECIFIED RELATIVES](#), is not eligible for RCA. Refer the person to the service unit for assistance.

Alienage Requirements

Legal reference: Public Law 96-212 and 100-202; 45 CFR 400.43 and 400.44;
441 IAC 60.1(217)

A “refugee” is any person who:

- ◆ Is outside any country of the person’s nationality or, if the person has no nationality, is outside the country in which the person last habitually resided, **and**
- ◆ Is unable or unwilling to return to that country and unable or unwilling to avail himself or herself of the protection of that country because of persecution, or a well-founded fear of persecution, because of:
 - Race.
 - Religion.
 - Nationality.
 - Membership in a particular social group.
 - Political opinion.

Refugees meet the alienage requirements of the Refugee Resettlement Program when they have an immigration status shown in the following chart.

ALIENS ELIGIBLE FOR THE REFUGEE RESETTLEMENT PROGRAM

- ◆ A person granted asylum under Section 208 of the Immigration and Nationality Act (INA).¹
- ◆ A person admitted as a refugee under Section 207 of the Immigration and Nationality Act.²
- ◆ A person paroled as a refugee or asylee under Section 212(d)(5) of the Immigration and Nationality Act.³
- ◆ A Cuban or Haitian entrant, in accordance with requirements in 45 CFR Part 401.
- ◆ An Amerasian from Vietnam who is admitted to the U.S. as an immigrant pursuant to Section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts of 1988.⁴
- ◆ A person admitted for permanent residence, provided the person previously held one of the statuses listed above.

Notes:

¹ An applicant for asylum is not eligible for RCA.

² The date of eligibility for time-limited services begins when the spouse or child enters the United States. It is not linked to the principal's date of arrival.

³ People admitted or paroled under Section 212(d)(5) whose I-94 immigration document includes the words "humanitarian" or "public interest parolee" (PIP) are not eligible for RCA. Examine their eligibility under FIP only. (See [Documentation Required](#) for more information.)

⁴ Section 101(e) of Public Law 100-202 was amended by the 9th proviso under Migration and Refugee Assistance in title II of Public Law 100-461, the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989, as amended.

The following sections address:

- ◆ [Documentation requirements for each of the eligible statuses](#)
- ◆ [Nonrefugee children of refugee parents](#)
- ◆ [United States citizens](#)

Documentation Required

Legal reference: Public Law 96-212; 441 IAC 60.1(3)

The refugee shall provide documentation to substantiate the immigration status. If the name of the agency that resettled the refugee is not on the document provided, the refugee shall provide the name of the resettlement agency.

Include in the case record:

- ◆ Documentation for each person of the person’s:
 - Local sponsoring resettlement agency.
 - Sponsor’s name and address.
 - Alien registration number.
 - Date of entry.
 - Nationality. (This refers to the person’s country of origin, such as Cambodia or Cuba, not to the person’s ethnicity.)
- ◆ A copy of the document used to verify alienage.

For **asylees** whose status was granted under §208 of the INA, acceptable documentation includes:

Documents/Codes	Explanation
I-94, <i>Arrival/Departure Card</i> , referencing §208 of the INA	Notations may include references to employment authorization, indefinite status, and the requirement to obtain permission before leaving the U.S.
AS-1 admission code on the I-94	Approved asylee principal
AS-2 admission code on the I-94	Approved spouse of an asylee principal
AS-3 admission code on the I-94	Approved child of an asylee principal
INS Form I-571	<i>United States Refugee Travel Document</i> ¹
I-766, <i>Employment Authorization Document</i> , with the code A05	
I-688B, <i>Employment Authorization Document</i> , with the provision of law 274a.12(a)(5)	This is an older version of the employment authorization document but it is still in use.

Documents/Codes	Explanation
Order of an immigration judge granting asylum under §208 of the INA	Determine the 8-month RCA period from the date on the order (the date asylum was granted). An order of an immigration judge serves as proof of asylee status if the INS has waived the right to appeal the case. See Note 2 following this chart for information about cases for which the INS reserves the right to appeal. ²
Asylum Approval Letter from an INS Asylum Office “ <u>Recommended Asylum Approval</u> ” letters are <u>not</u> proof of asylee status.	The letter will note that the person has been granted asylum pursuant to §208 of the INA and may include information concerning refugee and asylee relative petition, work authorization, and the refugee travel document.
Written decision from the Board of Immigration Appeals (BIA)	The “entry date” (i.e., asylum grant date) will be the date on the BIA decision.
I-730, <i>Approval Letter</i>	The I-730 <i>Approval Letter</i> may be used as proof of asylee status for derivatives.
Visa 92 (or V-92) on the I-94, <i>Arrival/Departure Card</i>	May be accompanied by the words “section 208.” The person is the spouse or minor child of a previously granted asylee.

Notes:

¹ INS Form I-571 does not distinguish between refugees and asylees. A person with this document may be a refugee or an asylee. You must request other documentation to confirm whether the person is a refugee or asylee to be able to determine the eight-month RCA period. (See [Time Since Entry to the U.S.](#))

² If the INS has reserved its right to appeal, an immigration judge order will not serve, on its own, as proof of asylee status. If an asylee brings an immigration judge order that shows the INS has reserved its right to appeal, wait 30 days from the date on the immigration judge order.

On or after the 31st day, call the Executive Office for Immigration Review (EOIR) case status line at (800) 898-7180 to find out whether the INS has appealed the case. The EOIR reports that it may take up to five days after the 30-day appeal deadline for the information to be relayed to the case status line. Continue to call the EOIR case status line until the appeal information has been updated. Delay the RCA eligibility determination until then.

If the INS has appealed the case, the person is not yet an asylee and is not eligible for RCA benefits. In that instance, deny the application.

If the INS has not appealed the case and 30 days have passed since the date on the immigration judge order, the person is an asylee and is eligible for RCA. The date asylum is granted is 30 days after the date on the order. Example:

An immigration judge order is dated October 1. INS reserves the appeal but does not appeal. October 31 is considered as the date asylum is granted. The eight-month RCA period is October through May.

Acceptable documents for **refugees** admitted under §207 of the INA:

Documents/Codes	Explanation
I-94, <i>Arrival/Departure Card</i> , noting that the person has been admitted under §207 of the INA	Notations may include references to employment authorization, indefinite status, and the requirement to obtain permission before leaving the U.S.
RE-1 admission code on the I-94	Principal refugee
RE-2 admission code on the I-94	Spouse of principal refugee
RE-3 admission code on the I-94	Child of principal refugee
RE-4 admission code on the I-94	Collateral relatives of principal refugee
RE-5 admission code on the I-94	Certain Haitian refugees
I-766, <i>Employment Authorization Document</i> , with the code A03	
I-688B, <i>Employment Authorization Document</i> , with the provision of law 274a.12(a)(3)	This is an older version of the <i>Employment Authorization Document</i> but it is still in use.
INS Form I-571	<i>United States Refugee Travel Document</i> ¹
Visa 93 (or V-93) on the I-94, <i>Arrival/Departure Card</i>	May be accompanied by the words “section 207.” Person is the spouse or minor child of a previously admitted refugee.

Note:

¹ INS Form I-571 does not distinguish between refugees and asylees. A person with this document may be a refugee or an asylee. You must request other documentation to confirm whether the person is a refugee or asylee to be able to determine the eight-month RCA period. (See [Time Since Entry to the U.S.](#))

Acceptable documents for people **paroled** as refugees or asylees under §212(d)(5) of the INA:

Documents/Codes	Explanation
I-94, <i>Arrival/Departure Card</i> , noting that the person has been paroled as a refugee or asylee under §212(d)(5)	To be eligible under this provision, the I-94 must note that the person is a refugee or asylee .
I-766, <i>Employment Authorization Document</i> , with the code A04	
I-688B, <i>Employment Authorization Document</i> , with the provision of law 274a.12(a)(4)	This is an older version of <i>The Employment Authorization Document</i> but it is still in use.

Note: This status rarely has been granted since 1980, so it is unlikely that you will encounter this type of documentation.

You may encounter other people who are not refugees or asylees who have been paroled under §212(d)(5). The documentation of other parolees under §212(d)(5) may include language, such as “humanitarian” or “public interest parole.”

An example of a population with this documentation is parolees who receive benefits under the “Lautenberg Amendment,” a special provision that allows nationals from the former Soviet Union, Vietnam, Laos, or Cambodia to adjust their status after having resided in the United States for one year.

These types of parolees under §212(d)(5) are not eligible for RCA benefits. Only persons who are listed as refugees or asylees are eligible under this provision. However, if the person is a national of Cuba or Haiti, the person may be eligible under the provisions for Cuban and Haitian entrants. (See below.)

Acceptable documents for **Cuban and Haitian entrants**, in accordance with the requirements in 45 CFR 401.2, depends on whether the person has been granted parole status and whether the person is the subject of a removal, deportation, or exclusion proceeding:

- ◆ Any person granted parole status as a Cuban/Haitian entrant (status **pending**) or granted any other special status¹ subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the person at the time assistance or services are provided.

Documents/Codes	Explanation
An I-94, <i>Arrival/Departure Card</i> , with a stamp showing parole at any time as a “Cuban/Haitian Entrant (Status Pending)”	I-94 may refer to §212(d)(5).
CH6 adjustment code on the I-551	The person technically retains the status Cuban/Haitian Entrant (Status Pending) even after becoming a permanent resident,
An I-94, <i>Arrival/Departure Card</i> , with a stamp showing parole into the U.S. on or after April 21, 1980	I-94 may refer to §212(d)(5).
A Cuban or Haitian passport with a §212(d)(5) stamp dated after October 10, 1980.	

Note:

¹ The phrase, “any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti” does not refer to lawful permanent residence obtained under the Nicaraguan Adjustment and Central American Relief Act (NACARA) or the Haitian Refugee Immigration Fairness Act (HRIFA).

Although NACARA and HRIFA offer a special opportunity for nationals of Cuba and Haiti, the *status* conferred by these laws, *lawful permanent residence*, is not a “special status.” Thus, if the person did not qualify as a Cuban and Haitian entrant, adjustment of status, regardless of the legal basis for the adjustment, does not make the person a Cuban and Haitian entrant.

NONFINANCIAL ELIGIBILITY

Alienage Requirements

August 21, 2001

Iowa Department of Human Services

Title 6 Other Income Maintenance Programs

Chapter D Refugee Cash Assistance

- ◆ A national of Cuba or Haiti who was **paroled** into the United States and has not acquired any other status under the INA and with respect to whom a final, nonappealable, and legally enforceable order of removal, deportation, or exclusion¹ has **not** been entered.

Documents/Codes	Explanation
An I-94, <i>Arrival/Departure Card</i> , showing parole into the United States	I-94 may refer to §212(d)(5), humanitarian or public interest parole.
I-766, <i>Employment Authorization Document</i> , with the code A04	
I-766, <i>Employment Authorization Document</i> , with the code C11	
I-688B, <i>Employment Authorization Document</i> , with the provision of law 274a.12(a)(4) ²	This is an older version of the <i>Employment Authorization Document</i> but it is still in use.
I-688B, <i>Employment Authorization Document</i> , with the provision of law 274a.12(c)(11) ²	This is an older version of the <i>Employment Authorization Document</i> but it is still in use.

- ◆ A national of Cuba or Haiti who is the **subject** of removal, deportation or exclusion proceedings³ under the INA and with respect to whom a final, nonappealable, and legally enforceable order of removal, deportation or exclusion¹ has not been entered.

Documents	Explanation
INS Form I-221	<i>Order to Show Cause and Notice of Hearing</i>
INS Form I-862	<i>Notice to Appear</i>
INS Form I-220A	<i>Order of Release on Recognizance</i>
INS Form I-122	<i>Notice to Applicant Detained for a Hearing Before an Immigration Judge</i>
INS Form I-221S	<i>Order to Show Cause, Notice of Hearing and Warrant for Arrest</i>

Documents/Codes	Explanation of Codes
Copy of INS Form I-589, <i>Application for Asylum and Withholding of Removal</i> date stamped by the Executive Office for Immigration Review (EOIR)	Person is subject of removal, deportation or exclusion proceedings.
Copy of INS Form I-485, <i>Application to Register Permanent Residence or to Adjust Status</i> , date stamped by EOIR	Person is subject of removal, exclusion or deportation proceedings.
EOIR-26, <i>Notice of Appeal</i>	Date stamped by the Office of the Immigration Judge
I-766, <i>Employment Authorization Document</i> , with the code C10	Application for suspension of deportation or cancellation of removal submitted
I-688B, <i>Employment Authorization Document</i> , with the provision of law 274a.12(c)(10) ²	Application for suspension of deportation or cancellation of removal submitted
Other applications for relief that have been date stamped by EOIR	
Other documentation pertaining to an applicant's removal, exclusion, or deportation proceedings	Example: A notice of a hearing date before an immigration judge

Notes:

¹ Whether there is a final, nonappealable, legally enforceable order of removal, deportation or exclusion is a legal determination that cannot be made by reviewing any of the listed documents. It is not a decision that can be made in the course of the RCA eligibility determination.

It is suggested that you require a written declaration, under penalty of perjury, that the person has a status that makes the person eligible for RCA and use other methods to verify this information. For example, you may call the EOIR case status line at (800) 898-7180, submit Form G-845 to the local INS office, ask the applicant for more information, or access the SAVE system.

² If a person provides an I-688B *Employment Authorization Document*, which does not provide information about nationality, you must request other documentation to confirm that the person is a Cuban or Haitian national.

NONFINANCIAL ELIGIBILITY

Alienage Requirements

August 21, 2001

Iowa Department of Human Services

Title 6 Other Income Maintenance Programs

Chapter D Refugee Cash Assistance

³ Although the listed documents show that proceedings have been initiated in a case, they do not confirm that proceedings are continuing. To confirm that proceedings are continuing, you will need to use other methods, such as calling the EOIR case status line at (800) 898-7180, submitting Form G-845 to the local INS office or accessing the SAVE system.

If an applicant appears eligible from the available documentation, include the person in the RCA grant until verification is received. If the verification received from INS indicates that the person is not an eligible refugee, remove the person from the RCA grant, subject to timely notice. Recoup excess RCA issued for the person during the interim.

Acceptable documents for eligible **Amerasians** include the following:

Documents/Codes	Explanation
AM-1 admission code on the I-94	Amerasian born in Vietnam after January 1, 1962, and before January 1, 1976, who was fathered by a U.S. citizen
AM-2 admission code on the I-94	Spouse or child of Amerasian
AM-3 admission code on the I-94	Mother, guardian, or next-of-kin of Amerasian
AM-6 adjustment code on Form I-551, <i>Permanent Resident Card</i> (or <i>Resident Alien Card</i>)	Amerasian (see above)
AM-7 adjustment code on Form I-551, <i>Permanent Resident Card</i> (or <i>Resident Alien Card</i>)	Spouse or child of Amerasian
AM-8 adjustment code on Form I-551, <i>Permanent Resident Card</i> (or <i>Resident Alien Card</i>)	Mother, guardian, or next-of-kin of Amerasian
Vietnamese exit visa with codes AM-1, AM-2 or AM-3	“Laissez Passer”; may have temporary I-551 stamp
Vietnamese passport with codes AM-1, AM-2 or AM-3	May have temporary I-551 stamp
United States passport with codes AM-1, AM-2 or AM-3	

Acceptable documents for **lawful permanent residents** who previously held one of the statuses identified above. (Note that this does not refer to Amerasians who are admitted as lawful permanent residents. See the chart above for all documents pertaining to Amerasians.):

Documents/Codes	Explanation
Form I-551 with the following codes:	<i>Permanent Resident Card (or Resident Alien Card)</i>
RE6	Adjusted principal refugee
RE7	Spouse of RE6
RE8	Child of RE6
RE9	Collateral relatives of RE6
AS6	Adjusted principal asylee
AS7	Spouse of AS6
AS8	Child of AS6
CH6	Adjusted Cuban/Haitian entrant (status pending)
HA6	Adjusted Cuban and Haitian entrant (Haitian national who had applied for asylum)
HB6	Adjusted Cuban and Haitian entrant (Haitian national who had been paroled)
GA6	Adjusted Iraqi asylee
GA7	Spouse of GA6
GA8	Child of GA6

Documents/Codes	Explanation
Foreign passport with unexpired, temporary I-551 stamp and the following codes:	
RE6	Adjusted principal refugee
RE7	Spouse of RE6
RE8	Child of RE6
RE9	Collateral relatives of RE6
AS6	Adjusted principal asylee
AS7	Spouse of AS6
AS8	Child of AS6
<i>Employment Authorization Document:</i>	
Form I-766 with the code A10	Withholding of deportation or removal (This code only confirms eligibility for Cuban or Haitian nationals.)
Form I-688B with the provision of law 274a.12(a)(10)	Withholding of deportation or removal (This code confirms eligibility only for Cuban or Haitian nationals.)

Nonrefugee Child of Refugee Parent

Legal reference: Public Law 96-212; 45 CFR 400.208(a); 441 IAC 60.1(2)

A nonrefugee child meets the alienage requirements for Refugee Cash Assistance as long as the parent in the home with the child (or both parents if both are in the home) is a refugee. The child in this situation may have been born in the United States or elsewhere. If the parent in the home is a refugee, the child meets the alienage requirement for RCA, regardless of whether the absent parent is a refugee.

United States Citizen

Legal reference: Public Law 96-212; 45 CFR 400.208(b); 441 IAC 60.1(217)

A United States citizen or other nonrefugee is ineligible for the Refugee Resettlement Program unless the policy under [Nonrefugee Child of Refugee Parent](#) applies.

Both parents are in the home. One parent is a refugee and the other parent is a United States citizen. They have a child born in the United States. The refugee parent meets the alienage requirements for the RRP. The other parent and child are not eligible for the RRP because they are U.S. citizens.

If a United States citizen is eligible for FIP, that person's case must be processed as a FIP case.

Exception: Amerasians from Vietnam admitted as U.S. citizens may qualify for RCA if determined ineligible for FIP.

Benefits From SSI and Other Sources

Legal reference: Public Law 96-212; 441 IAC 60.4(217)

Refugees who are 65 or older, blind, or disabled must apply for Supplemental Security Income (SSI) and accept SSI if eligible. *Immediately* refer these refugees to the district Social Security office to apply for SSI. Once you have made the referral, determine eligibility for RCA. If they are otherwise eligible, refugees may draw RCA during the period that their SSI applications are pending.

Application for SSI (when referred) is an eligibility factor for RCA, unlike FIP. Refugees who fail to apply for SSI when you instruct them to are ineligible. Track the referral to be sure an SSI application has been made. If the refugee does not apply for SSI, terminate RCA, if eligibility is already established.

SSI policy provides for adjusting the retroactive benefit amount downward by the amount of RCA paid to a child or adult during the period covered by the retroactive benefit. Since ineligibility for RCA does not begin until receipt of an SSI payment, RCA payments issued before the receipt of SSI do not constitute overpayments, and are not subject to recovery.

In addition to FIP and SSI, RCA applicants and participants must apply for and accept all other benefits for which they may qualify. See 4-C, [BENEFITS FROM OTHER SOURCES](#), for details.

Contract for Support

Legal reference: Public Law 96-212; 441 IAC 60.10(2)

A person entitled to total support under the terms of an enforceable contract is not eligible to receive RCA when the other party obligated to provide the support is fulfilling that part of the contract.

Duplicate Assistance

Legal reference: Public Law 96-212; 441 IAC 60.10(1)

A person whose needs are included in an RCA grant cannot concurrently receive a grant under any other public assistance program administered by the Department or from a public assistance program in another state. See 4-C, [DUPLICATE ASSISTANCE](#), for more information.

Eligible Group

Legal reference: Public Law 96-212; 441 IAC 60.5(1)

Each adult refugee is considered as a separate RCA group, with the exceptions that:

- ◆ Married refugees living together are considered members of the same RCA group; and
- ◆ A refugee child is considered a member of the same RCA group as the child's parents when living together.

An unmarried 18-year-old refugee living with parents eligible for RCA must be a member of the parents' RCA group when the refugee is a full-time student expected to complete secondary school before age 19. Secondary school includes an equivalent level of vocational or technical training.

A refugee living alone who is at least age 18 or who is married is a one-member eligible group if otherwise eligible for RCA. (By Iowa law a child becomes an adult when the child marries, unless the marriage is annulled.) A refugee living alone who is under age 18 and unmarried is not eligible for RCA. Refer the refugee to the service unit for assistance.

Nine refugees live together: a mother, father and child under 18, the brother of the mother and his spouse, the adult sister of the mother, two other unrelated adult refugees, and the father's niece (under 18), for whom he is caretaker.

Eligibility for cash assistance is processed as six separate eligible groups:

- ◆ Mother, father and child: one three-member group, either FIP or RCA;
- ◆ Brother of mother and spouse: one two-member RCA group;
- ◆ Sister of mother: one one-member RCA group;
- ◆ Two other unrelated refugees: two separate one-member RCA groups;
- ◆ Niece of father: one one-member FIP group.

Participation in a Strike

Legal reference: Public Law 96-212; 441 IAC 60.10(3)

The spouse and children are ineligible for RCA for any month in which the other spouse or parent is participating in a strike on the last day of the month.

Any person who is not a parent or spouse is ineligible for RCA for any month in which the person is participating in a strike on the last day of that month.

Refer to 4-C, [STRIKERS](#), for details.

Residency

Legal reference: 441 IAC 60.5(2)

To be eligible for RCA, a refugee must meet the requirements in 4-C, [RESIDENCY](#).

Social Security Number

Legal reference: 441 IAC 60.5(3)

To be eligible for RCA, a refugee must meet the requirements in 4-C, [SOCIAL SECURITY NUMBER](#).

Students

Legal reference: Public Laws 96-212 and 97-363; 441 IAC 60.6(217)

Refugee Cash Assistance is not available to refugees who are full-time students in institutions of higher education unless the program is approved as part of an individual employability plan. (See [Individual Employability Plan](#) for details.)

Full-Time Student

Legal reference: Public Law 97-363; 34 CFR 690.2; 441 IAC 60.6(2)

A *full-time student* is a student who is carrying a full-time academic workload that equals or exceeds:

- ◆ 12 semester or 12 quarter hours per academic term in those institutions using standard semester, trimester, or quarter hour systems;
- ◆ 24 semester hours or 36 quarter hours per academic year for institutions using credit hours to measure progress, but not using semester, trimester, or quarter systems, or the prorated equivalent for programs of less than one academic year;
- ◆ 24 clock hours per week for institutions using clock hours;
- ◆ A series of courses or seminars which equals 12 semester hours or 12 quarter hours in a maximum of 18 weeks; or
- ◆ The work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student.

Institution of Higher Education

Legal reference: Public Law 97-363; 34 CFR 668.2(a)(4), 668.3(a)(5), 668.4(a)(4); 441 IAC 60.6(1)

An “institution of higher education” is an educational institution that provides a program as specified below.

- ◆ A public or private nonprofit institution of higher education that provides:
 - An educational program for which it awards an associate, baccalaureate, graduate, or professional degree, or
 - At least a two-year program that is acceptable for full credit toward a baccalaureate degree, or
 - At least a one-year training program that leads to a certificate or degree and prepares students for gainful employment in a recognized occupation.
- ◆ A proprietary institution of higher education that provides at least a six-month program of training to prepare students for gainful employment in a recognized occupation.
- ◆ A postsecondary vocational institution is a public or private nonprofit educational institution that provides at least a six-month program of training to prepare students for gainful employment in a recognized occupation.

Temporary Absence From Home

Legal reference: 441 IAC 60.11(217)

Follow the policies and procedures outlined in 4-C, [TEMPORARY ABSENCE](#).

Time Since Entry to the U.S.

Legal reference: 45 CFR 400.203; 441 IAC 60.7(217)

Except as described in [Date of Entry for Asylees](#), an eligible refugee may receive Refugee Cash Assistance only during the first eight months the refugee is in the United States, beginning the month the refugee enters the country. This time limit applies to each person, not to each case. The eight-month period begins the month the refugee enters the United States, regardless of which day during the month the refugee enters.

<u>Month of Entry</u>	<u>Last Month of Eligibility for RCA</u>
January	August
February	September
March	October
April	November
May	December
June	January
July	February
August	March
September	April
October	May
November	June
December	July

A nonrefugee child in the home with one or both refugee parents is eligible for RCA until each parent has been in the United States for eight months, or until the child reaches eight months of age, whichever occurs first.

A refugee enters the United States September 27, 1998, and is receiving RCA (aid type 06 series). The eight-month period for RCA ends April 26, 1999. The refugee is removed or canceled from RCA effective May 1, 1999. No RCA is paid after May 1999.

Use the tickler system (ABCT) to enter the date each refugee entered the United States. Under “due date,” enter the date the refugee will be considered as having been in the United States for eight months. Enter the message by entering the date of entry first, then listing the name of each refugee who came into the United States on that date.

The tickler message is sent to you the month before the due date and the month due. Refer to 14-B(4), [TICKLER ON-LINE DISPLAY \(ABCT\)](#), for additional information.

When an individual is being removed from an RCA case after eight months, reduce the grant if only part of the refugees on the case have been in the United States for eight months. Cancel the entire case from RCA if all the refugees on the case have been in the United States for eight months.

Send a timely notice when removing a refugee's needs from a case or when canceling a case due to the eight-month provision. See 4-A, [NOTIFICATION](#).

Date of Entry for Asylees

Legal reference: ORR State Letter No. 00-15; 45 CFR 400.203(b); 400.211

The "date of entry" for asylees is the date they are granted asylum and begins the eight-month eligibility period for RCA.

February 15	Date of entry
November 6	Date asylum is granted
November 6 is considered the "date of entry." The eight-month RCA eligibility period is from November through June.	

If an asylee includes his or her spouse and children on the asylum application, the family members have the same "entry" date (i.e., asylum grant date) as the principal asylee.

In some cases, an asylee's family may not yet be in the U.S. To bring the family to the U.S., the principal asylee must complete form I-730, *Approval Letter*. The family members' physical date of entry is their "entry" date (i.e., asylum grant date) from which to determine their RCA period. This date will be noted on the I-730 (and I-94 and Visa 92).

If family members live in the United States but are not included on the principal's asylum application, the principal asylee must complete form I-730. The approval date of the I-730 is considered the family members' "entry" date (i.e., asylum grant date) from which to determine their RCA period. The I-730 approval date will also be noted on the person's I-94.

Cuban and Haitian entrants may be eligible for RCA before they are granted asylum. However, people who previously were eligible for RCA in accordance with ORR regulations for Cuban and Haitian entrants cannot receive an additional eight-month RCA period from the date asylum is granted.

Victims of Trafficking

Legal reference: Public Law `104-193

The certification for a victim of trafficking is valid for eight months from the date of the initial certification date. The person's "entry date" is the certification date in the body of the certification letter or letter for children under 18 years old issued by the Department of Health and Human Services, Office of Refugee Resettlement.

Once you have verified that the person is a victim of trafficking, you will need to determine if the person meets other eligibility requirements. If so, issue benefits to the same extent as for a refugee.

As with any other refugee, for trafficking victims who present the required certification letters, first determine their eligibility under FIP. Refer to [Determining FIP Eligibility](#) for special instructions. For specific instructions on medical assistance, refer to 6-D(1), [Accepting FMAP-Related or SSI-Related Medicaid](#).

Record the expiration date of the certification letter or the letter for children by using the tickler system, and conduct redeterminations of eligibility at that time. The expiration date is specified in the person's certification letter.

Victims of trafficking may not yet have standard identity documents, such as driver's licenses. Do not automatically deny applications for people who cannot confirm their identity. In these cases, call the trafficking verification line at (202) 401-5510 for assistance.

Some victims of trafficking may not yet have or may not be able to get a social security number for work purposes. Assist these people in obtaining non-work social security numbers. Do so by sending a letter to the Social Security Administration that:

- ◆ Is on letterhead.
- ◆ Includes the applicant's name.
- ◆ Mentions that this person is a trafficking victim.
- ◆ References the non-work reason for which the number is required to receive benefits.
- ◆ States that the applicant meets the requirements to receive benefits except for the social security number.

NONFINANCIAL ELIGIBILITY

Victims of Trafficking

January 8, 2002

Iowa Department of Human Services

Title 6 Other Income Maintenance Programs

Chapter D Refugee Cash Assistance

If you encounter a person you believe may meet the definition of trafficking victim, go through your usual channels to obtain instructions on providing the person with assistance in contacting the Office of Refugee Resettlement for possible certification by that agency.

Trafficking victims are eligible for RCA only for one eight-month period, the same as refugees. Cancel RCA at the end of the specified certification period. You must give timely notice.

Note: A victim of trafficking who is issued recertification letter by the Office of Refugee Resettlement may be eligible to receive FIP benefits beyond the eight-month certification period.

If a victim of trafficking gains an eligible alien status, use the new eligible alien status to be used when redetermining eligibility for that person.

Work Requirements

Legal reference: Public Law 97-363, Public Law 96-212; 441 IAC 60.8(217) and 60.9(217)

An employable refugee must:

- ◆ Register for employment with the Iowa Workforce Development (IWD) within 30 days of the receipt of RCA.
- ◆ Participate in employment services provided by the Bureau of Refugee Services within 30 days from receipt of assistance. Participation includes:
 - Developing an individual employability plan.
 - Participating in job search, where applicable.
 - Going to a job interview arranged by the Bureau of Refugee Services.
 - Participating in a social service or targeted assistance program which the Bureau of Refugee Services determines to be available or appropriate.
- ◆ Apply for and accept an offer of employment meeting the standards described in [Appropriate Work](#) and [Standards Applying to Both Work and Training](#). The refugee must accept such a job without regard to whether the job would interrupt a program of services planned or in progress, unless the refugee:
 - Is currently participating in a program in progress of on-the-job-training or vocational training approved as part of the refugee's individual employability plan, or
 - Is enrolled full time in a professional recertification program approved as part of the refugee's individual employability plan.
- ◆ Not voluntarily quit a job.
- ◆ Participate in any employability service program that is determined available and appropriate by the Department.

An *employable* refugee is a refugee who does not meet the criteria listed under [Exemption Criteria](#). Refugees who are exempt from these requirements can volunteer to register for work.

Exemption Criteria

Legal reference: Public Law 96-212; 441 IAC 60.8(1)

The following refugees are exempt from work registration (and other work and training requirements):

- ◆ A refugee who is under the age of 16 or aged 65 or older.
- ◆ A refugee aged 16 or 17 who is attending elementary, secondary, vocational, or technical school as a full-time student. (See 4-C, [SCHOOL ATTENDANCE](#), for the definition of full-time student.)
- ◆ A refugee of 18 years of age who is a full-time student in a secondary school, or in the equivalent level of vocational or technical training, when the refugee is reasonably expected to complete this program before reaching age 19. (See 4-C, [SCHOOL ATTENDANCE](#), for the definition of full-time student.)
- ◆ A refugee who is ill, when the Department determines on the basis of medical evidence or on another sound basis that the illness or injury is serious enough to temporarily prevent entry into employment or training.

- ◆ A refugee who is incapacitated, when a physician or psychologist determines that physical or mental impairment, by itself or in conjunction with age, prevents the refugee from engaging in employment or training. (See 4-C, [Verification of Incapacity](#), for more information on how to obtain evidence.)
- ◆ A refugee who is caring for another member of the household who has a physical or mental impairment which requires care in the home on a substantially continuous basis, as determined by a physician or licensed or certified psychologist, and no other appropriate household member is available.
- ◆ A woman who is pregnant if it has been medically verified that the child is expected to be born in the month in which work registration would otherwise be required or within the next six months.
- ◆ A parent or other eligible caretaker of a child under the age of three who personally provides full-time care for the child with only very brief and infrequent absences from the child. “Brief and infrequent absence” means short-term absences which do not recur on a regular basis. Only one parent or other caretaker relative may be exempt under this policy.

Consider any involvement by the parent in work of less than 129 hours per month or attendance in school of less than full time, as defined by the school, brief and infrequent. Also consider recreational activities and vacations by the parent or child that result in the parent being absent from the child brief and infrequent.
- ◆ A refugee who is working at least 30 hours a week in unsubsidized employment expected to last a minimum of 30 days. The exemption continues when there is temporary break in full-time employment expected to last no longer than ten work days. (Determine hours of self-employment by the actual number of hours worked in a month.)

Inability to communicate in English does not exempt a refugee from registration for employment services, participation in employability service programs and acceptance of appropriate offers of employment.

Work Registration Process

Legal reference: Public Law 97-363, Public Law 96-212; 441 IAC 60.8(217)

All employable refugees who apply for or receive RCA must register with the Iowa Workforce Development (IWD) for employment as a condition of receiving cash assistance. Any RCA applicant or participant who is exempt as described in [Exemption Criteria](#) can register, but is not required to do so.

Use form 470-0480, *Refugee Referral to IWD and Refugee Services*, to register the refugee for work. The refugee must first take this form to IWD to be completed and then forward the form to the Bureau of Refugee Services in Des Moines. The Bureau signs the form, keeps a copy, and returns the original to your office.

Do not approve eligibility for RCA unless the required signatures from the Bureau of Refugee Services and the IWD are on form 470-0480 and you have the form in the case file. Once you receive the signed form, RCA eligibility can be effective as early as seven days after the date of application.

Individual Employability Plan

Legal reference: Public Law 96-212; 441 IAC 60.9(3)

Each RCA participant must have an individual employability plan, unless the participant is exempt as described under [Exemption Criteria](#). The plan is part of the family's self-sufficiency plan. The Bureau of Refugee Services is responsible for developing the individual employability plan in coordination with the RCA participant. The plan must:

- ◆ Be designed to lead to the earliest possible employment and not be structured in such a way as to discourage or delay employment or job seeking.
- ◆ Contain a definite employment goal, attainable in the shortest time consistent with the employability of the refugee in relation to opening in the area.

Do not deny RCA to a refugee of any age who is otherwise eligible while the refugee is enrolled and participating in a full-time education or training program that is part of an individual employability plan. Such a program is limited to one year in duration and must be approved by the Bureau of Refugee Services.

“One year” means the 12-month period beginning with the date that the client’s training plan is established by the Bureau of Refugee Services. For applicants, this must occur shortly after the date of application. For participants, it must occur within 30 days after the participant’s eighteenth birthday. The “year” includes any time the refugee was enrolled in such a program in the U.S. before the refugee’s application for assistance.

An education or training program for full-time attendance in a college or professional training program by a refugee in need of professional refresher training or other recertification services in order to qualify to practice that profession in the United States may be approved when:

- ◆ The training does not exceed one year’s duration (including any time enrolled in such a program in the United States before the refugee’s application for assistance).
- ◆ The training is specifically intended to assist the professional in becoming relicensed in that profession.
- ◆ The training, when completed, can realistically be expected to result in relicensing.

Full-time attendance in a college program for a person age 18 or over is not considered appropriate training, unless the program is for job-related training or professional relicensing.

Job Search

Legal reference: 45 CFR 400.80; 441 IAC 60.9(4)

An employable refugee participant must carry out a job search program beginning at any time required by the Bureau of Refugee Services. The Bureau of Refugee Services must require the job search program to begin:

- ◆ No later than six months after the refugee entered the United States, or
- ◆ At the time the refugee is determined eligible for Refugee Cash Assistance, if the refugee has completed at least six months in the United States at the time of such determination.

The job search program must continue for at least eight consecutive weeks and must meet such requirements as the Bureau of Refugee Services determines appropriate. This includes the amount of time to be devoted to employer contacts per week or the number of employer contacts required per week.

The Bureau of Refugee Services must determine and carry out the procedures it considered necessary to ensure that the requirements for participation in job search are met.

Appropriate Work

Legal reference: Public Law 96-212; 441 IAC 60.9(2)

Use the following criteria to determine whether a specific job is appropriate work:

- ◆ Appropriate work may be temporary, permanent, full-time, part-time, or seasonal work, if it meets the other work standards listed under [Standards Applying to Both Work and Training](#);
- ◆ The wage must meet or exceed the federal or state minimum wage law, whichever is applicable; or if such laws are not applicable, the wage cannot be less favorable than the wage normally paid for similar work in that labor market; but in no event shall it be less than three-fourths of the minimum wage rate;
- ◆ The daily hours of work and the weekly hours of work must not exceed those customary to the occupation; and
- ◆ A person cannot be required to accept employment if:
 - The position offered is vacant due to a strike, lockout, or other bona fide labor dispute;
 - The person would be required to work for an employer contrary to the conditions of the person's existing membership in the union governing that occupation. However, employment not governed by the rules of a union in which the person has membership may be deemed appropriate.

Standards Applying to Both Work and Training

Legal reference: Public Law 96-212; 441 IAC 60.9(1)

The following additional standards must be met before an employable refugee can be required to accept a work or training assignment.

- ◆ The job or training referral must be related to the physical and mental capability of the person to perform the task on a regular basis. Any claim of adverse effect on physical or mental health shall be based on adequate medical testimony from a physician (includes chiropractor) or licensed or certified psychologist, indicating that participation would impair the person's physical or mental health. The cost of obtaining medical evidence is allowable 100% reimbursable cost to the state.
- ◆ The total daily commuting time to and from home to the work or training site to which the person is referred must not normally exceed two hours, not including the transporting of a child to and from a child care facility, unless a longer commuting distance and time are generally accepted in the community. In that case, the round-trip commuting time must not exceed the generally accepted community standards.
- ◆ The work or training site to which the person is referred must not be in violation of applicable federal, state, or local health and safety standards.
- ◆ Referrals must not be made which are discriminatory in terms of age, sex, race, creed, color, or national origin.
- ◆ When child care is required, the child care must meet state licensing or registration requirements.
- ◆ Available manpower statistics for a local area must indicate adequate employment potential for persons obtaining the given training. The employment must also meet the other appropriate work requirements.
- ◆ The work or training assignment must be within the scope of the individual's employability plan.
- ◆ The quality of training must meet local employers' requirements so that the individual will be in a competitive position within the local labor market. The training must also be likely to lead to employment which will meet the appropriate work criteria.

- ◆ If a refugee is a professional in need of professional refresher training and other recertification services in order to qualify to practice the individual's profession in the United States, the training may consist of full-time attendance in a college or professional training program, provided that the training is approved by the Bureau of Refugee Services as a part of the individual's employability plan and:
 - It does not exceed one year's duration (including any time enrolled in the program in the United States before the refugee's application for assistance);
 - It is specifically intended to assist the professional in becoming relicensed in the individual's profession;
 - If completed, it can realistically be expected to result in relicensing.

When the Bureau of Refugee Services determines that the refugee requires training, request services from the Bureau of Refugee Services.

Training for Employed Refugee Participants

Legal reference: Public Law 96-212; 441 IAC 60.9(4)

An employable refugee participant who is employed *less* than 30 hours a week is required to participate in part-time employability services when it is available and appropriate. Determine this after consulting with the Bureau of Refugee Services. This is a condition for continued receipt of assistance by the participant.

When the refugee participant is employed *at least* 30 hours per week, then encourage, but do not require, part-time employability services, provided that such services do not interfere with the participant's job. Implement this policy in cooperation with the Bureau of Refugee Services (and Iowa Workforce Development or an area school, if appropriate).

Failure to Meet Work Requirements

Legal reference: 45 CFR 400.82, 441 IAC 60.9(5)"a"

An employable refugee applicant or participant who fails or refuses to comply with the requirements in [Work Requirements](#) is ineligible for RCA.

The Bureau of Refugee Services will notify you when a refugee fails or refuses to participate in the Bureau's programs. When the Bureau notifies you of noncompliance, implement the sanctions in this section.

Unless the refugee is exempt as described in [Exemption Criteria](#), terminate assistance when an employable RCA participant has refused or failed to comply with any work requirements without good cause.

Give timely and adequate notice when taking action to reduce, discontinue, or terminate assistance. (Timely notice is not required when denying an application.) See 4-A, **NOTIFICATION**, for details.

Include in the notice an explanation of the reason for the action and consequences of the failure or refusal, and notice of the refugee's right to appeal the Department's action. (See I-E, **APPEALS AND HEARINGS**, for specific information.)

The following sections entitled [Applicants](#), [Participants](#), [Conciliation Period](#), and [Sanction for Failure or Refusal to Cooperate](#) describe the effect of noncompliance for an applicant and for a participant.

Applicants

Legal reference: Public Law 96-212; 441 IAC 60.9(5)

Determine at the time of application whether the applicant voluntarily quit for the purpose of receiving assistance or refused or failed to apply or accept an appropriate offer of employment during the previous 30 consecutive calendar days.

When IWD or the Bureau of Refugee Services made the job referral, consult with that agency to determine whether the client had an acceptable basis for refusal or failure.

Deny assistance when an employable refugee applicant during the 30 consecutive calendar days immediately before the receipt of assistance:

- ◆ Voluntarily quits appropriate employment for the purpose of receiving assistance.
- ◆ Refuses or fails to:
 - Register for work.
 - Submit the registration form to the bureau of refugee services.
 - Apply for or accept an appropriate offer of employment.

The first day of possible eligibility for RCA is 31 calendar days after the date an employable refugee applicant has voluntarily quit appropriate employment or refused or failed to apply for or accept an appropriate offer of employment. The dependent family of the ineligible refugee may, however, apply for and receive RCA.

Employment from any source is subject to this policy, if determined appropriate, using criteria under [Appropriate Work](#) and [Standards Applying to Both Work and Training](#) in this chapter.

Exception: An employable refugee may refuse a job offer without penalty if the refugee is currently participating in an approved program in progress of on-the-job training, vocational training or professional recertification.

Consult with the Bureau of Refugee Services when a refugee claims participation in a program that allows a job refusal.

Participants

Legal reference: Public Law 96-212; 441 IAC 60.9(5)

The refugee must accept employment or training from any source if determined appropriate by the county office. An employable refugee who fails or refuses to meet these requirements is not eligible for RCA.

Terminate assistance when an employable refugee participant fails or refuses to meet the requirements in [Work Requirements](#).

The dependent family of the ineligible refugee may, however, apply for and receive cash assistance.

Use criteria under [Appropriate Work](#) and [Standards Applying to Both Work and Training](#) to determine if employment or training is appropriate.

Determine whether the participant had good cause to quit. When the participant quits a job that was offered by IWD or by the Bureau of Refugee Services, consult with that agency in making its determination.

Exception: An employable refugee may refuse a job offer without penalty if the refugee is currently participating in an approved program in progress of on-the-job training or professional recertification.

Consult with the Bureau of Refugee Services when a refugee claims participation in a program plan that allows a job refusal.

Follow the procedure set forth in [Conciliation Period](#) and [Sanctions for Failure or Refusal to Cooperate](#).

Conciliation Period

Legal reference: 441 IAC 60.9(5)“e”

Before initiating the sanctions imposed under [Sanctions for Refusal or Failure to Cooperate](#), provide a conciliation period. Attempt to contact the refugee to try to facilitate cooperation as soon as possible, but not later than ten days following the date that failure or refusal to participate becomes known.

The conciliation period cannot exceed 30 days. Either the Department or the participant may terminate the period sooner if either believes that the dispute cannot be resolved by conciliation.

Whenever feasible, include Bureau of Refugee Services (BRS) staff in any conciliation conferences between you and the refugee. BRS staff can help to ascertain, evaluate, and remove barriers that may be interfering with the refugee’s ability to participate.

Coordinate with BRS staff all the activities in this regard and fully apprise each other of respective efforts to encourage the refugee’s participation.

When a need for social services is identified as the reason for not participating, BRS will work with the refugee to plan and initiate activities directed toward removing such barriers. These may include family counseling, medical services, psychological evaluations, and referral to other community services or agencies.

During the conciliation conferences with BRS staff, consider the refugee’s views and clearly explain the refugee’s rights and responsibilities under the program. Also inform the refugee of the consequences of continued failure to participate as required.

Conciliation may be considered successfully achieved when a refugee expresses a genuine desire to continue participation in the program and immediately performs accordingly.

Sanctions for Failure or Refusal to Cooperate

Legal reference: Public Law 96-212, Public Law 96-363; 441 IAC 60.9(5)“c”

An employable refugee participant is ineligible for Refugee Cash Assistance for the following periods when assistance is terminated for refusing or failing to meet the requirements in [Failure to Meet Work Requirements](#):

- ◆ For three payment months for the first occurrence.
- ◆ For six payment months for the second and subsequent occurrences.

Apply the sanctions in the following manner:

- ◆ If the eligible group includes other people, reduce the grant by the amount included on behalf of the refugee subject to the sanction. If the employable refugee is a caretaker relative, issue assistance in the form of protective payments to the remaining members of the assistance unit.
- ◆ If the sanctioned person is the only person in the eligible group, cancel the case.
- ◆ Notify the Bureau of Refugee Services and the sponsor (or the local sponsoring resettlement agency, when there is no available sponsor) of the action taken.

After the required conciliation period has expired, issue a timely notice of the reduction or termination and the reasons for it. Recover excess benefits that are received in the month following the month of refusal or failure. If assistance is continued pending an appeal decision, all overpayments issued pending the final decision are subject to recovery if the Department’s action is upheld.

Apply these sanctions whether the employment or training is offered through Iowa Workforce Development, the Bureau of Refugee Services, or another source.

Do not apply the sanctions if a voluntary registrant fails or refuses to participate in appropriate employability services or to accept an appropriate offer of employment. However, the Bureau of Refugee Services may deregister the refugee for up to 90 days from the date the refugee failed or refused to cooperate.

RESOURCES

Legal reference: Public Law 96-212; 45 CFR 400.61; 441 IAC 60.5(5), (6)

| When determining eligibility for RCA, treat resources the same as for FIP. Do not deem the income and resources of sponsors to determine RCA eligibility. Also, do not consider resources left behind in the refugee's country of origin.

The resource limit for an applicant household is \$2,000.

The resource limit for a participant household is \$5,000. Allow the \$5,000 participant limit for any applicant case containing a member:

- ◆ Who received a cash grant in Iowa in the month before the month of application (unless the grant is subject to recoupment).
- ◆ Who did not get a grant in the month before the month of application due to the limit on grants for under \$10 or due to rounding.
- ◆ Whose assistance grant was suspended in the month before the month of application.

| See 4-D, [VEHICLES](#), for the exempt equity amount for motor vehicles.

Exempt up to \$10,000 in equity for tools of the trade for households with self-employment members.

| Exempt the balance in an individual development account (IDA).

Consider the resources of refugees who are excluded because of the eight-month limit in the same manner as though these refugees were included in the eligible group.

RESOURCES

Revised December 29, 2006

Iowa Department of Human Services
Title 6 Other Income Maintenance Programs
Chapter D Refugee Cash Assistance

Family P is being examined for RCA eligibility. Mr. P and one child have been in the United States for eight months. Mrs. P and one child have not been in the United States eight months. The applicant resource limit for this family is \$2,000.

Mr. P has \$1,700 in countable resources and Mrs. P has \$500 in countable resources. Their combined countable resources equal \$2,200. Mrs. P and the child are not eligible for RCA, since the family's resources exceed the \$2,000 applicant limit.

See 4-D, [RESOURCES](#), for more information.

INCOME

Legal reference: Public Law 96-212; 45 CFR 400.61; 400.66(d); 441 IAC 60.5(5), (6); 60.7(2)“d”

When determining eligibility for RCA, treat income in the same manner as for FIP except where otherwise stated. See 4-E, [INCOME](#), 4-F, [BUDGETING](#), and 4-G, [CASE MAINTENANCE](#).

Resettlement monies, whether in the form of vendor payments (for rent, utilities, etc.) or cash given directly to the refugee, are exempt as income and as a resource.

Exempt interest and dividend income. (See 4-E, [Interest Income](#).)

Count child support received as unearned income. The first \$50 of monthly support is exempt as income and a resource when payments are made by a legally responsible person.

Exempt deposits into an individual development account (IDA). (See 4-E, [Individual Development Accounts](#).)

Work Expense Deduction

Allow the following deductions from nonexempt gross earnings or the net profit from self-employment for any person whose income must be considered:

1. 20% earned income deduction.
2. Diversion for persons not living in the home.
3. Diversion for ineligible or excluded persons in the home, if appropriate.
4. 58% work incentive deduction. (EXCEPTION: Do not apply the 58% work incentive deduction when determining initial eligibility for a case as described in 4-F, [BUDGETING](#).)

See 4-E, [Earned Income Deductions](#), for more information.

Income of Refugees Over Time Limit

Legal reference: 45 CFR 400.62; 441 IAC 60.7(1) and (2)

The total gross income of both the eligible group and the refugees excluded because of the eight-month limit must meet the gross income limit of the eligible group.

When the eligible refugee group has income, divert the income to meet the needs of the refugees ineligible because of the time limit who would otherwise have been included in the refugee assistance group.

First use the income of the refugees ineligible because of the time limit who would otherwise have been included in the assistance group to meet the needs of the ineligible group. Then apply it to the eligible group's needs.

The amount of need for the ineligible group is the difference between the needs of the group including the ineligible refugees and the needs of the group excluding the ineligible refugees. Apply any excess as unearned income to the needs of the eligible group.

This policy differs from FIP policy in that you can divert income from an eligible individual to an ineligible spouse (who is over the time limit).

1. Mr. V has not been in the United States eight months. He has gross earned income of \$700 and no resources. Mrs. V and one child have been in the United States eight months. Neither Mrs. V nor the child has any income or resources. Mr. V is not eligible for RCA, as \$700 gross earned income exceeds the gross income level for one person.

2. Mr. A has been in the United States less than eight months and has gross income of \$300 from part-time employment. His wife has been in the United States more than eight months and has no income. They have no resources.

Mr. A's gross income meets the gross income test for one person. To determine the amount to divert from Mr. A's income for Mrs. A's needs, the worker takes \$361 (the needs including the ineligible person) and subtracts \$183 (the needs excluding the ineligible person). \$178 is the amount Mr. A can divert for his wife.

Mr. A is allowed the following deductions and diversions:

\$ 300.00	Mr. A's gross earnings
- 60.00	20% earned income deduction
- <u>178.00</u>	Diversion for Mrs. A's needs
\$ 62.00	
- <u>35.96</u>	58% work incentive deduction
\$ 26.04	Mr. A's countable income

\$ 183.00	Mr. A's needs
- <u>26.04</u>	
\$ 156.00	Mr. A's grant amount (rounded)

3. Mr. B and his two children have not been in the United States eight months. Mr. B has \$200 unearned income. He and the children have no resources. Mrs. B, who has been in the United States eight months, has \$400 unearned income and no resources. The total income, \$600, is less than the gross income level for the three-member group that has been in the United States less than eight months.

To figure the amount of the grant, the worker first takes \$495 (the needs including Mrs. B) and subtracts \$426 (the needs excluding Mrs. B). \$69 is the amount Mrs. B is allowed to meet her needs. Mrs. B's income of \$400 minus her needs of \$69 leaves \$331 to be applied to the eligible group's needs of \$426.

Mr. B's income of \$200 plus \$331 from Mrs. B equals \$531. Mr. B and the two children have needs of \$426 and \$531 income to be applied. Mr. B and the two children are not eligible for RCA.

PAYMENT

RCA payment policies are based on the corresponding FIP policies.

Payees

Legal reference: Public Law 96-212; 441 IAC 60.14(217)

Follow the policies and procedures outlined in 4-G, **PAYEES**.

Overpayments and Underpayments

Legal reference: Public Law 96-212; 441 IAC 60.15(217) and 60.16(217)

Follow the policies and procedures outlined in 4-H, [PAYMENTS AND ADJUSTMENTS](#).

Process any overpayment or suspected fraud according to 4-H, [OVERPAYMENTS](#).



October 10, 1995

GENERAL LETTER NO. 6-D-25

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, *Refugee Cash Assistance*, Title page, revised; Contents (pages 1 and 2), revised; and pages 1 through 35, revised.

Summary

This general letter transmits the revised 6-D, *Refugee Cash Assistance*.

The existing Chapter VI-D, *Refugee Resettlement Program: Cash Assistance*, has been reorganized and rewritten to incorporate the Department's updated manual format and writing style.

In addition, the revised Refugee Cash Assistance (RCA) chapter incorporates FIP welfare reform changes from Manual Letter IV-Zero-20, dated September 21, 1993, that affect RCA policies.

Also, the following policy changes are made as a result of changes in federal regulations for the RCA program:

- ◆ A pregnant woman is exempt from work registration and other work and training requirements if her child is expected to be born in the month in which registration would otherwise be due or within the next six months. (Under the old policy, the exemption starts with the seventh month of pregnancy.)
- ◆ A parent or other caretaker relative with a child under age three who personally provides full-time care for the child is exempt from work registration and other work and training requirements. (Under the old policy, the exemption is granted for a child under age six.)
- ◆ The standards for work and training assignments are defined.
- ◆ The Bureau of Refugee Services must develop an individual employability plan for each employable refugee member in a family as part of a family self-sufficiency plan. The revised policy also defines criteria a refugee must meet under the plan and the consequences for failing to meet them.

Effective Date

The welfare reform changes incorporated from Manual Letter IV-Zero-20 are effective upon receipt.

Any new policies are effective October 1, 1995.

Implementation Instructions

Applicants

Apply the new policies to applications *received* on or after October 1, 1995.

Participants

1. As of October 1, 1995, parents with children age three and older are no longer exempt from work registration and other work and training requirements. These parents are subject to sanction if they fail or refuse to cooperate with work requirements.
2. Currently registered participants who start their fourth month of pregnancy on or after October 1, 1995, are exempt from the work registration and other work and training requirements. Therefore, do not enforce sanctions when pregnant participants who meet the new exemption policy fail or refuse to cooperate with these requirements.
3. The Bureau of Refugee Services will review participants' existing work and training plans and make revisions as deemed appropriate to meet the new requirements for an individual employability plan.

Desk Reviews Required

1. During the month of October 1995, complete desk reviews of existing cases to identify parents with children age three and older. If they are not already registered for work, issue form PA-2368-8, *Refugee Referral to DES and to Refugee Services*, with instructions for completion of the form, and refer these parents to DES and BRS. Parents with children age three and older who fail or refuse to cooperate on or after October 1, 1995, are subject to sanction.
2. Also review each case to identify participants who are in the fourth month of pregnancy or beyond as of October 1, 1995. These participants are not subject to sanction if they fail or refuse to cooperate with work registration or other work and training requirements on or after October 1, 1995.

Note: A participant in the fourth month of pregnancy or beyond who is in a conciliation period on October 1, 1995, is not subject to sanction due to the new exempt status. Thus, there is no need to continue the conciliation period. However, any sanction *in effect* on October 1, 1995, for a pregnant participant as described in the preceding paragraph remains in effect.

The Bureau of Refugee Services will send out notification to RCA participants that describe the policy changes contained in this general letter.

Material Superseded

Remove the following pages from Employees' Manual, Title VI, Chapter D and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	August 11, 1981
Contents (pages 1 and 2)	May 29, 1990
1 through 8	May 29, 1990
9 through 12	March 30, 1993
13	May 29, 1990
14, 15	September 24, 1991
16	March 30, 1993
17 through 42	May 29, 1990

Additional Information

Contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 22, 1996

GENERAL LETTER NO. 6-D-26

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, *Refugee Cash Assistance*, Contents (page 2), revised; and page 35, revised.

Summary

Page 35 is revised to state that the new policies for intentional program violation in the Family Investment Program also apply to Refugee Cash Assistance.

Effective Date

These policies will become effective when the Bureau of Family Investment announces that system changes for an automated referral process are completed. See General Letter 4-M-1, dated October 22, 1996, for details.

Material Superseded

Remove Contents (page 2) and page 35, both dated October 10, 1995, from Employees' Manual, Title 6, Chapter D, and destroy them.

Additional Information

Contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 7, 1997

GENERAL LETTER NO. 6-D-27

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual Title 6, Chapter D, *Refugee Cash Assistance*, Contents (page 1), revised; and pages 3, 4, 7, 8, 10, 11, 18, 19, 31, and 32, revised.

Summary

Eligibility for Refugee Cash Assistance (RCA) is largely based on FIP policies. When Iowa implemented FIP welfare reform October 1, 1993, the RCA program became subject to the welfare reform FIP policies, including the four-month exemption of earnings from new employment or self-employment (work transition period or WTP).

Effective October 1, 1997, FIP is discontinuing the WTP. Consequently, the WTP is also discontinued for the RCA program.

This general letter transmits the following changes:

- ◆ Reference to the work transition period (WTP) is removed.
- ◆ Reference to FIP control groups is removed.
- ◆ The exempt motor vehicle equity amount is updated to reflect the current limit.

Effective Date

The changes regarding the WTP are effective October 1, 1997. The remaining changes are effective upon receipt.

Special Instructions

Effective October 1, 1997, the WTP is eliminated. This means applicants or participants who start new employment or self-employment on October 1, 1997, or later will no longer have their earnings exempted for the first four months of work. As a result, they will be subject to monthly reporting like any other household that contains a member with countable earned income.

Applicants

Do not grant the WTP to, or exempt from monthly reporting, households who:

- ◆ Apply on or after October 1, 1997.
- ◆ Apply before October 1, but whose RCA is not approved until October 1 or later, when the new employment is obtained on or after October 1.

However, applicants who begin new employment or self-employment after the date of application but on or before September 30, 1997, can get the WTP (if otherwise eligible for it) and are exempt from monthly reporting for the first two months of work.

Participants

Do not grant the WTP to, or exempt from monthly reporting, participants who start new employment or self-employment on October 1, 1997, or later. However, participants who start new employment or self-employment on or before September 30, 1997, can get the WTP (if otherwise eligible for it) and are exempt from monthly reporting for the first two months of work.

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 10, 1995
3, 4, 7, 8, 10, 11, 18, 19, 31, 32	October 10, 1995

Additional Information

Refer to General Letters 4-B-49, dated September 23, 1997; 4-E-16, dated September 30, 1997; and 4-G-4, dated September 23, 1997, for additional information.

Contact your regional benefit payment administrator if you need additional information.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

March 9, 1999

GENERAL LETTER NO. 6-D-28

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, *Refugee Cash Assistance*, Contents (pages 1 and 2), revised; and pages 1 through 5, 15, 19, 22, 26, 27, 28, 30, and 35, revised.

Summary

This general letter transmits the following changes:

- ◆ FIP refugee aid types 31-0, 31-4 and 31-5 are eliminated. In the past, the state share of program costs for refugees who qualified for FIP was covered by federal funds from the Office of Refugee Resettlement (ORR) for the refugees' first four months in the country. To identify the ORR funding source, workers were required to use the 31-0 aid types on FIP refugee cases during the four-month period. At the end of the four-month period, workers replaced the special 31-0 aid types with the applicable 30-0 aid types as used on any other FIP case.
- ◆ Because ORR no longer funds refugees who are on FIP, there is no need to continue using the special aid type. Thus, instructions for use of the 31-0 aid type series are removed from the RCA manual (and also from 14-B-Appendix). Workers are instructed to use the regular 30-0 FIP aid type series as on any other FIP case.
- ◆ Legal references are updated.
- ◆ The terms "Employment Services" and "DES" are replaced with "Iowa Workforce Development" and "IWD," respectively.

Effective Date

Upon receipt.

Special Instructions

Do not use aid types 31-0, 31-4 or 31-5 when approving refugees for FIP assistance on or after receipt of this general letter.

Under previous instructions, workers tracked the four-month period of the 31-0 aid types via the tickler system. As was the practice in the past, workers are asked to replace these aid types on active FIP refugee cases with the applicable regular FIP aid type at the end of the four-month period.

Remember to use the 06-0 aid types for refugees eligible for cash assistance who do not qualify for FIP.

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 7, 1997
Contents (page 2)	October 22, 1996
1, 2	October 10, 1995
3, 4	October 7, 1997
5, 6	October 10, 1995
7, 8	October 7, 1997
9, 15	October 10, 1995
19	October 7, 1997
22, 26, 27, 28, 30	October 10, 1995
35	October 22, 1996

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

September 19, 2000

GENERAL LETTER NO. 6-D-29

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, **REFUGEE CASH ASSISTANCE**, Contents (page 1), revised; pages 5 through 20 and 32 through 35, revised.

Summary

Revisions to this chapter:

- ◆ Redefine the “date of entry” for asylees as the date asylum is granted. To better serve asylees, the federal Office of Refugee Resettlement (ORR) has issued instructions that the “date of entry” for asylees is the date they are granted asylum and begins the eight-month RCA eligibility period.

The eight-month eligibility period for Refugee Cash Assistance (RCA) begins with the date the person enters the U.S. However, people seeking asylum cannot access RCA until they have actually been granted asylum.

Because of the time it generally takes the Immigration and Naturalization Service (INS) to process alien status adjustments, asylees are often prohibited from accessing RCA because the eight-month period from the date they entered the U.S. has expired by the time they are granted asylum.

February 15	–	date of entry
November 6	–	date asylum is granted

Under the new policy, November 6 is considered the “date of entry.” The eight-month RCA eligibility period is November through June. Under the old policy, the asylee would not have been able to access RCA because the eight-month period (February through September) would have expired September 30, before the date asylum was granted.

- ◆ Exempt as income and as a resource cash resettlement monies that sponsors or resettlement agencies may give directly to the refugee.

Resettlement agencies or sponsors provide one-time federal financial resettlement assistance when refugees first arrive in the U.S. to pay for immediate living expenses, such as housing, furniture, clothing, food, etc.

Most of the financial assistance is provided via vendor payments to landlords, stores, and other entities that provide goods or services to the refugee. The resettlement agency or sponsor may give a small amount of the resettlement funds directly to the refugee for personal items. Final federal ORR regulations require exemption of these monies.

- ◆ Update existing language to reflect current policy.

Effective Date

October 1, 2000.

Implementation Instructions

Revised Date of Entry for Asylees

For asylee applicants, use the new “date of entry” definition when processing RCA applications on or after October 1, 2000, even if the application date and the RCA effective date are before October 1.

For asylee participants, use the new definition effective with the October 2000 payment month. No desk reviews are required, because you should receive ticklers identifying refugees whose eight-month RCA period is nearing completion.

Do not cancel RCA for asylees whose current eight-month RCA period is based on the true date they entered the country and ends September 30, 2000, or later. Continue their RCA case as appropriate based on the new “entry” date (i.e., the date asylum was granted) not to exceed a total of eight months (if otherwise eligible).

The asylee entered the U.S. in February 2000. Asylum was granted May 14. The RCA application was received May 17 and approved effective May 24. Based on the February date of entry, the 8-month RCA period ends September 30. However, under the new policy, the asylee may continue to receive RCA through the month of December (if otherwise eligible).

Federal instructions are effective retroactive to June 15, 2000. If an asylee comes to your attention who was denied for or cancelled from RCA between June 15 and September 30, based on the previous policy, but whose eight-month RCA period from the date asylum was granted has not expired, refer the case to Central Office for consideration of an exception to policy. Follow the instructions in Employees’ Manual 1-B, **EXCEPTIONS TO POLICY**.

Exempting Cash Resettlement Monies

Financial resettlement assistance, whether in the form of payments to vendors or cash given directly to the refugee, is disbursed immediately upon the refugee's arrival in the U.S. Thus, any such cash payments affect only people applying for RCA.

When processing RCA applications on or after October 1, exempt cash resettlement monies when determining RCA eligibility and benefit amount beginning with the October payment month. Count cash resettlement monies in accordance with the policy on gifts when determining RCA eligibility and benefit amount for any payment month before October 2000.

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 9, 1999
5	March 9, 1999
10, 11	October 7, 1997
12-14	October 10, 1995
15	March 9, 1999
16, 17	October 10, 1995
18	October 7, 1997
19	March 9, 1999
20	October 10, 1995
32	October 7, 1997
33, 34	October 10, 1995
35	March 9, 1999

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 13, 2001

GENERAL LETTER NO. 6-D-30

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, **REFUGEE CASH ASSISTANCE**, Contents (pages 1 and 2), revised; and pages 3, 4, 5, 6, 22, and 35, revised.

Summary

Revisions to this chapter:

- ◆ Remove references to intentional program violation policies that were never implemented and are deleted by General Letter 4-M-3.
- ◆ Remove obsolete references to deprivation and the FIP Unemployed Parent program.
- ◆ Correct form and page numbers.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 19, 2000
Contents (page 2)	March 9, 1999
3, 4	March 9, 1999
5, 6	September 19, 2000
22	March 9, 1999
35	September 19, 2000

Additional Information

See General Letter 4-M-3 for information on eliminating FIP intentional program violation policies. Refer questions about this general letter to your regional benefit administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 21, 2001

GENERAL LETTER NO. 6-D-31

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, *REFUGEE CASH ASSISTANCE*, Contents (page 1), revised; pages 4, 5, 7 through 10, and 11, revised; and pages 10a through 10g, new.

Summary

This chapter is revised to:

- ◆ Modify the definition of "refugee" to agree with the definition of the Immigration and Nationality Act (INA). The change does not impact RCA eligibility.
- ◆ Update addresses and phone numbers of refugee resettlement agencies.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 13, 2001
4, 5	March 13, 2001
7-11	September 19, 2000

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 8, 2002

GENERAL LETTER NO. 6-D-32

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 6, Chapter D, **REFUGEE CASH ASSISTANCE**, Contents (page 1), revised; pages 5 and 6, revised; and pages 6a, 18a, and 18b, new.

Summary

This chapter is revised to include an additional "eligible alien" status. A person who is certified as a victim of trafficking by the U.S. Department of Health and Human Services' Office of Refugee Resettlement is eligible for Refugee Cash Assistance (RCA) benefits to the same extent as a refugee.

The policy transmitted by this General Letter applies only to alien applicants who do not have another "eligible alien" status as required by the RCA program when the alien claims to be a "victim of trafficking." If a victim of trafficking obtains another "eligible alien" status, the new eligible alien status is to be used for determining eligibility for that person.

Approximately 50,000 women and children are trafficked into the U.S. each year (along with an unknown number of men). Traffickers force their victims into prostitution, slavery, and forced labor through coercion, threats of physical violence, psychological abuse, torture, and imprisonment. To deter these crimes, and to provide federal and state assistance to victims, the Trafficking Victims Protection Act was passed and signed into law in October 2000.

The Trafficking Victims Protection Act of 2000 names the U.S. Department of Health and Human Services, Office of Refugee Resettlement (ORR) as the only agency that has the authority to certify people as victims of trafficking. The Act provides that victims of trafficking, as certified by ORR, are eligible for public benefits and services to the same extent as refugees.

People who are certified by ORR as victims of trafficking qualify for assistance regardless of their immigration status. For the purpose of qualifying for RCA benefits, they are to be treated the same as refugees, even though they may not have a refugee immigration status.

ORR issues official certification letters to adult victims who are determined by that agency to be victims of trafficking. ORR issues similar letters for children who are determined to be victims of trafficking. The ORR certification letter is proof that the person to whom the letter is issued is eligible for RCA to the same extent as if the person has a refugee status. A person's status as a victim of trafficking does not extend eligibility for RCA beyond the eight-month limit.

Effective Date

Upon receipt. No desk reviews of ongoing cases are required.

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 13, 2001
5	August 21, 2001
6	March 13, 2001

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 29, 2006

GENERAL LETTER NO. 6-D-33

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 6, Chapter D, *REFUGEE CASH ASSISTANCE*,
pages 27, 32, and 33, revised.

Summary

This chapter is revised to:

- ◆ Remove references to suspension of benefits. Under prospective budgeting, suspension policies will no longer apply for Refugee Cash Assistance.
- ◆ Remove reference to retrospective budgeting. All Refugee Cash Assistance cases will be prospectively budgeted.
- ◆ Update references.

Effective Date

January 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
27	March 9, 1999
32, 33	September 19, 2000

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 10, 2007

GENERAL LETTER NO. 6-D-34

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 6, Chapter D, *REFUGEE CASH ASSISTANCE*,
pages 33 and 34, revised.

Summary

This chapter is revised to update text and an example to reflect an increase in the work incentive deduction from 50% to 58%.

Effective Date

August 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 6, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
33	December 29, 2006
34	September 19, 2000

Additional Information

Refer questions about this general letter to your area income maintenance administrator.