

CHANGE NOTICE FOR MANUAL

MANUAL: Refugee Assistance Manual

CHANGE NO.: 1-2004 **Date:** October 01, 2004

TO: County Directors of Social Services

EFFECTIVE October 01, 2004, make the following changes to the Refugee Assistance Manual.

I. BACKGROUND

The purpose of this change notice is to update and clarify Refugee Assistance policy.

II. SPECIFIC CHANGES

- A. References to the United States Bureau of Citizenship and Immigration Services (BCIS) have been changed to the United States Citizenship and Immigration Services (CIS).
- B. Clarification is added to consider a refugee, age 18 and over, for Refugee Cash Assistance (RCA), not just MAF.
- C. EIS will now accept an eight (8) month certification period for Refugee Cash Assistance (RCA/RRF) and Refugee Medical Assistance (RMA/MRF). It is no longer necessary to extend the 6 month certification at review.
- D. New Chapter IV, Refugee Cash Assistance Monitoring.
- E. Revision that certain aliens, including refugees, are required to apply for Adjustment to Lawful Permanent Resident status after being in the US one year.
- F. Updates to Appendices A, B, E, F, G, and H.
- G. New Appendix I, Asylee Documentation.
- H. New Appendix J, Refugee Cash Assistance Eligibility Monitoring Guide.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy to all applications and changes taken or processed on or after **October 01, 2004.**

This policy has been reviewed and approved by the Economic Services Committee.

Sincerely,

Jane Schwartz, Chief
Economic Independence Section