

NOTICE FOR NEW MANUAL ISSUANCE

Date 05/20/02

MANUAL: Refugee Assistance Program Manual

CHANGE NO.: 01-2002

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

Effective immediately upon receipt, the attached initial issuance of the Refugee Assistance Program Manual contains policy for Refugee Medical Assistance (RMA/MRF) and policy for Refugee Cash Assistance (RCA/RRF). Previously RMA policy was in the Refugee Assistance Program Manual, Volume I, issued July 01, 2000. RCA policy was previously in the AFDC Manual 2700 (Rev. 11-1-91) as transmitted by Change No. 31-91, and DSS Administrative Letter, Public Assistance No. 3-96.

BACKGROUND:

The enactment of the Refugee Act of 1980, Pub. L. No. 96-212 formally established national requirements for providing assistance to refugees. The Federal refugee program, administered by the states, includes Refugee Cash Assistance, and Refugee Medical Assistance.

MAJOR POLICY HIGHLIGHTS:

- A. Refugee Cash Assistance is primarily for adults, 18 years of age or older, married or single, who DO NOT HAVE DEPENDENT CHILDREN. A refugee is eligible for RCA only *after* being determined unable to meet the necessary Work First eligibility guidelines or while waiting for determination/enrollment in SSI or any other mainstream cash benefit program.
- B. Refugee Medical Assistance (RMA/MRF) is not tied to Refugee Cash Assistance; a refugee may, and often does, apply for and receive Refugee Medical Assistance only. Also, if a refugee loses eligibility for RCA/RRF, receipt of RMA/MRF does not terminate but continues uninterrupted without a redetermination of eligibility.
- C. An RCA application must be processed within *30 days* of the date the refugee or representative signs the application.
- D. RCA payments are not prorated. Enter in EIS the *first day of the month* of application as the date of application.
- E. RCA recipients are not subject to Work First work requirements or First Stop. Refugee Cash Assistance has unique work requirements specific to the RCA program as outlined in this manual. In certain counties, refugee specific service providers are the work registration site and provide the employment services required (See Appendix B). In counties where these providers exist, RCA recipients must be referred to these providers.

- F. Verification through the S.A.V.E. system is not to be initiated on RCA/RRF applicants.
- G. Social Security numbers are not a condition for receipt of RCA or RMA. Therefore, *Do not* require RCA applicants/recipients to provide Social Security Numbers or proof of application for Social Security Numbers.

IMPLEMENTATION INSTRUCTIONS

Apply the policies and procedures in this manual to all current and future applications for Refugee Cash Assistance.

If you have any questions concerning the enclosed manual, please contact the NC Refugee Program Consultant for Public Benefits, Gail Andersen at (919) 733-3810.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Tanner". The signature is fluid and cursive, with the first name "John" being the most prominent.

John T. Tanner, Chief
Adult and Family Services Section