

August 14, 2026

GENERAL LETTER NO. 6-D-45

ISSUED BY: Bureau of Financial, Food, and Work Supports
Division of Community Access and Eligibility

SUBJECT: Employees' Manual, Title 6, Chapter D, **Refugee Cash Assistance**, 4 and 5,
10-12, 19, 21, 24-29, 34, 38-44, 47-62, revised; 63-65, removed.

Summary

This chapter is revised to change the program time limits from four to eight months for individuals whose date of entry is on or after January 1, 2026.

Effective Date

Immediately.

Material Superseded

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

Page	Date
4 and 5, 10-12, 19, 21, 24-29, 34, 38-44, 47-65	May 2, 2025

Additional Information

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

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 9.10(11)

Procedure: Notify the local resettlement agency when a refugee applies for RCA during the first 8 months after entry into the United States. You do not need a release of information from the refugee.

Provide the refugee's address and phone number to the resettlement agency. 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:

USCRI (US Committee on Refugees and Immigrants) 1200 University Ave, Suite 205 Des Moines, IA 50314 (515) 528-7525	USCRI Affiliate Office Catherine McCauley Center 866 4 th Ave SE Cedar Rapids, IA 52403 (319) 363 4993
USCC (US Catholic Charities) 601 Grand Ave Des Moines, IA 50309 (515) 237-5045	Lutheran Services of Iowa 1308 S. Cleveland St Sioux City, IA 51106 (712) 255-2505
Lutheran Services of Iowa 3200 University Ave Des Moines, IA 50311 (515) 271-7411	International Rescue Committee (IRC) 108 3 rd St, Suite 200 Des Moines, IA 50309 (515) 216-3619

Contacting the Trafficking Verification Line

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

Policy: Aliens who are certified as "victims of trafficking" by the U.S. Department of Health and Human Services' Office of Refugee Resettlement are "eligible aliens" for RCA benefits for the allowable 8 months of assistance.

Procedure: 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 United States Citizenship and Immigrations Services (USCIS) 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 (866) 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 RCA 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 8 months from the date of the initial certification date. (See [Victims of Trafficking](#).)

Determining FIP Eligibility

Legal reference: P.L. 96-212; 441 IAC 60.4(1)

Policy: Consider eligibility for FIP before determining RCA eligibility. A refugee applicant or participant must accept FIP, rather than RCA, if eligible. Determine FIP eligibility by policies and procedures in [4-B, Application Processing](#), including FIP specified relative policies.

Procedure: When a refugee applicant is

- Eligible for FIP, issue an NOD approving FIP. No further action is required. Do not issue a notice denying RCA.
- 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](#).)

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

Documents/Codes	Explanation
I-94, Arrival/Departure Card , referencing Section 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
USCIS Form I-571	United States Refugee Travel Document ¹
I-766, Employment Authorization Document , with the code A05	
Order of an immigration judge granting asylum under Section 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 USCIS has waived the right to appeal the case. See Note 2 following this chart for information about cases for which the USCIS reserves the right to appeal. ²
Asylum Approval Letter from an USCIS Asylum Office “Recommended Asylum Approval” letters are not proof of asylee status.	The letter will note that the person has been granted asylum pursuant to Section 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.

Documents/Codes	Explanation
I-730, Approval Letter	The I-730 Approval Letter may be used as proof of asylee status for derivatives.
Visa 92 (or V-92) on the I-94, Arrival/Departure Card	May be accompanied by the words “section 208.” The person is the spouse or minor child of a previously granted asylee.

NOTES:

¹ U.S. Citizenship and Immigration Services (USCIS) 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 8-month RCA period. (See [Time Since Entry to the U.S.](#))

² If the USCIS 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 USCIS 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 USCIS 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 USCIS 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 USCIS 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. USCIS reserves the appeal but does not appeal. October 31 is considered as the date asylum is granted. The 8-month RCA period is October through May.

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

Documents/Codes	Explanation
I-94, Arrival/Departure Card , noting that the person has been admitted under Section 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, Employment Authorization Document , with the code A03	
USCIS Form I-571	United States Refugee Travel Document ¹
Visa 93 (or V-93) on the I-94, Arrival/Departure Card	May be accompanied by the words "section 207." Person is the spouse or minor child of a previously admitted refugee.

NOTES:

¹ USCIS 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 8-month RCA period. (See [Time Since Entry to the U.S.](#))

Acceptable documents for Iraqi Special Immigrants and Afghan Special Immigrants, Afghan Special Immigrant Parolee, Afghan Special Immigrant (SI) Conditional Permanent Resident (CPR), and Afghan Humanitarian Parolee:

Applicant	Documentation	Special Conditions
Iraqi or Afghan special immigrants (Principal Applicant, Spouse of Principal Applicant, or Child of Principal Applicant)	Form I-551, Permanent Resident Card, showing Iraqi or Afghan nationality with any of these status codes: ▪ SI1, SI2, SI3, SI6, SI7, SI9, or ▪ SQ1, SQ2, SQ3, SQ6, SQ7, SQ9 Or Iraqi or Afghan passport with an immigrant visa stamp noting admitted under a status code listed above and date of entry noted on passport or Form I-94, Arrival/Departure Record, Or DHS/CBP temporary Form I-551 Alien Documentation Identification and Telecommunication (ADIT) stamp Or DHS/USCIS temporary Form I-551 Alien Documentation Identification and Telecommunication (ADIT) stamp	Effective 2/19/22 the 12, 4, or 8-month period begins the date of entry into the United States, as noted on Form I-94 or other federal travel documentation. Determine the time period based on the individuals date of entry and the date of determination of RCA eligibility. Prior to 2/19/22: Effective 11/10/21 the 8- or 12-month period for Afghan SI CPR who remained in a Safe Haven is the date of entry into the community,” which is the date the individual departed the Safe Haven. See more information on how to verify the date of “entry into the community” below the chart. 11/9/21 and prior, the start date of the 8- or 12-month period was the date of entry into the United States, as noted on Form I-94 or other federal travel documentation.

Applicant	Documentation	Special Conditions
Afghan Special Immigrant Parolee (Principal Applicant, Spouse of Principal Applicant, or Child of Principal Applicant)	Form I-94 noting SI or SQ Parole (per section 602(B)(1) AAPA/Sec 1059(a) NDAA 2006) USCIS states that Special Immigrant Parolees are expected to have a separate, printed page on Customs and Border Protection (CBP) letterhead with their Form I-94, Arrival Departure Record, information, and the following notation, signed and dated by a USCIS officer: Special Immigrant Status (SQ/SI) Parolee Sec 602(b)(1) AAPA / Sec 1059(a) NDAA 2006 Date _____ USCIS officer: _____	Effective 2/19/22 the 12, 4, or 8-month period begins the date of entry into the United States, as noted on Form I-94 or other federal travel documentation. Determine the time period based on the individuals date of entry and the date of determination of RCA eligibility. Prior to 2/19/22: Effective 11/10/21 the 8- or 12-month period for Afghan SI/SQ Parolee who remained in a Safe Haven is the date of entry into the community,” which is the date the individual departed the Safe Haven. See more information on how to verify the date of “entry into the community” below the chart. 11/9/21 and prior, the start date of the 8- or 12-month period was the date of entry into the United States, as noted on Form I-94 or other federal travel documentation.

Applicant	Documentation	Special Conditions
Afghan Special Immigrant Conditional Permanent Resident (SI CPR) (Principal Applicant, Spouse of Principal Applicant, or Child of Principal Applicant)	Foreign passport with DHS/CBP admission stamp noting that the individual has been classified under IV (immigrant visa) Category CQ1, CQ2 or CQ3 Or Foreign passport with Machine Readable Immigrant Visa (MRIV) with code CQ1, CQ2, or CQ3 Or DHS Form I-551 (“green card”) with an IV (immigrant visa) code for category CQ1, CQ2 or CQ3 (ADIT) stamp Or DHS/CBP temporary Form I-551 Alien Documentation Identification and Telecommunication (ADIT) stamp Or DHS/USCIS temporary Form I-551 Alien Documentation Identification and Telecommunication (ADIT) stamp Or Form I-765 Employment Authorization Document (EAD) receipt notice with code C11 Or Form I-766 Employment Authorization Document (EAD) with code C11	Effective 2/19/22 the 12, 4, or 8-month period begins the date of entry into the United States, as noted on Form I-94 or other federal travel documentation. Determine the time period based on the individuals date of entry and the date of determination of RCA eligibility. Prior to 2/19/22: Effective 11/10/21 the 8- or 12-month period for Afghan SI CPR who remained in a Safe Haven is the date of entry into the community,” which is the date the individual departed the Safe Haven. See more information on how to verify the date of “entry into the community” below the chart. 11/9/21 and prior, the start date of the 8- or 12-month period was the date of entry into the United States, as noted on Form I-94 or other federal travel documentation.

Applicant	Documentation	Special Conditions
Afghan Humanitarian Parolee Arriving in the U.S. Between July 31, 2021 and September 30, 2023	Form I-94 with COA codes – “OAR”, “OAW”, “PAR”, “DT”, “PAROLED”, or Humanitarian Parole (per INA section 212(d)(5)(A)) Or Foreign passport with DHS/CBP admission stamp with COA codes “OAR”, “OAW”, “PAR”, “DT”, “PAROLED” or Humanitarian Parole (per INA section 212(d)(5)(A)) Or Foreign passport with DHS/CBP admission stamp noting Operation Allies Welcome or “OAW” Or Foreign passport with DHS/CBP admission stamp noting “DT”, Or	Effective 2/19/22 the 12, 4, or 8-month period begins the date of entry into the United States, as noted on Form I-94 or other federal travel documentation. Determine the time period based on the individuals date of entry and the date of determination of RCA eligibility. Prior to 2/19/22: The 12 months of RCA for Afghan Humanitarian Parolees (AHP) is the later of Oct 1, 2021, or the date of entry into community which is the date the individual departed the Safe Haven, whichever is later. If an AHP departed the Safe Haven prior to October 1, 2021, or bypassed the Safe Haven upon entry, use the eligibility date of October 1, 2021. If an AHP departed the Safe Haven after October 1, 2021, use the eligibility date from the travel documentation that they may have.

Applicant	Documentation	Special Conditions
Afghan Humanitarian Parolee Arriving in the U.S. Between July 31, 2021 and September 30, 2023 (Cont.)	Or Form I-765 Employment Authorization Document (EAD) receipt notice with code C11 Or I-765 Employment Authorization Document (EAD) with code C11 Or Form I-766 Employment Authorization Document (EAD) with the code C11	See more information on how to verify the date of “entry into the community” below the chart. Afghan Humanitarian Parolees are eligible for a limited period of time, either through March 31, 2023, or until the end of their parole term, whichever is later. Spouses and children of such individuals are eligible to apply for benefits even if they are granted parole after September 30, 2023

IMs can share the following steps with the resettlement agency, working with the client, so the agency can assist the client to verify their documentation and the date of entry into the community:

1. Contact the national resettlement agency for assurance and travel documentation.
2. Check the I-94 website: <https://i94.cbp.dhs.gov/i94/#/home>.
3. Check the CBP One Mobile App: see attached email titled “I-94 retrieval for Afghan arrivals”
4. Reach CBP online at TCC@cbp.dhs.gov with required information
5. Contact the local CBP deferred inspection site.
6. Seek evidence of travel from the Safe Haven (e.g., plane ticket, bus ticket, etc.)
7. Contact Bureau of Refugee services (BRS) via email at BRSrefugee@hhs.iowa.gov with applicant biographic information (Name, DOB, passport number, A-number, etc.) to enable BRS to reach out to ORR so that they can search their database for departure information.

*If the client or resettlement agency requests assistance in getting the verification of the alien's documentation or date of entry into the community the worker should follow the 7 steps above to obtain the information.

NOTE: If the client/resettlement agency is unable to obtain sufficient documentation **to establish the date of entry into the community** to establish the 8-month period after going through steps 1-7 above, eligibility workers may accept verbal/written attestations by the Afghan arrival in order to provide immediate services to the applicant. Case notes should be updated to reflect this occurrence, and **appropriate documentation must be obtained within 60 days or as soon as available – whichever is sooner.**

Workers must get verification of the alien's status; you **cannot** accept verbal/written attestation.

Acceptable Documents For Ukrainian Humanitarian Parolees (UHP) and Non-Ukrainian Individuals Who Last Habitually Resided In Ukraine and Received Humanitarian Parole Who Arrived in the U.S. Between February 24, 2022 and September 30, 2023:

Immigration Status or Category of Applicant	Documentation
Ukrainian citizen or national who received humanitarian parole, known as a Ukrainian Humanitarian Parolee (UHP)	Form I-94 noting humanitarian parole (per INA section 212(d)(5) or 8 U.S.C. § 1182(d)(5)) Or Foreign passport with DHS/CBP admission stamp noting "DT" Or Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or "U4U" Or Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or "UHP" Or Form I-765 Employment Authorization Document (EAD) receipt notice with code C11 Or Form I-766 Employment Authorization Document (EAD) with the code C11

Immigration Status or Category of Applicant	Documentation
A non-Ukrainian individual who received humanitarian parole and the U4U or UHP class of admission in response to their displacement from Ukraine	Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or “U4U” Or Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or “UHP”
A non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole, but without the U4U or UHP class of admission	Any one of the forms or stamps listed above for UHPs And Documentation of last habitual residence in Ukraine, including Crimea. (per U.S. department of State, Crimea is part of Ukraine, see https://www.state.gov/crimea-is-ukraine-2/) Acceptable documentation indicating last habitual residency in Ukraine includes an original Ukrainian government-issued document, such as a current driver’s license or identification card. For documentation outside of these examples, contact the SPIRS helpdesk for assistance.

Ukrainian Humanitarian Parolees (UHP) and non-Ukrainian individuals who last habitually resided in Ukraine and received humanitarian parole arriving in the U.S. between February 24, 2022 and September 30, 2023 are eligible to receive RCA without a waiting period and are immediately eligible for benefits as long as they meet all other RCA financial and non-financial eligibility requirements. They are eligible for a limited period of time, until the end of their parole term.

These policies also apply to the following family members of these individuals, even if they are granted parole after September 30, 2023: spouses, children, parents, legal guardians, and primary caregivers of such individuals who were unaccompanied minors.

NOTE: The 8 months of RCA eligibility is calculated differently for UHP and non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole that have one of these statuses.

Their 8 months start on 5/21/22, or the individual's date of humanitarian parole, whichever is later. If an individual from either of these populations was paroled and entered the United States between 2/24/22 and 5/21/22, their date of eligibility is 5/21/22. If they entered the United States after 5/21/22 their date of eligibility is their date of humanitarian parole.

UHPs and other non-Ukrainian individuals displaced from Ukraine are eligible for ORR benefits and services until the end of the individual's parole term, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

If a UHP or other non-Ukrainian individual displaced from Ukraine applies for and obtains Temporary Protected Status (TPS), the individual will remain eligible for ORR benefits and services until the end of the individual's parole term, due to their underlying receipt of humanitarian parole per INA section 212(d)(5). Note, however, that an individual with only TPS and no underlying humanitarian parole is not eligible for ORR benefits and services.

Acceptable Documents for Victims of a Severe Form of Trafficking in Persons:

Applicant	Documentation
Victim of a Severe Form of Trafficking in Persons	Certification Letter, Eligibility Letter, or Interim Assistance Letter from ACF Office On Trafficking in Persons (OTIP) Call the trafficking verification line at (866) 401-5510 to confirm the validity of the Certification Letter Certification and Eligibility Letters do not expire

Procedure: 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. 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.

Comment: 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.

Contract for Support

Legal reference: P.L. 96-212; 441 IAC 60.10(2)

Policy: 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: P.L. 96-212; 441 IAC 60.10(1)

Policy: 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.

Electronic Access Card Usage

Legal reference: 441 IAC 41.25(11)

Policy: A person who receives an RCA grant cannot use an electronic access card or personal debit card to access RCA benefits at:

- Liquor store or any place that mainly sells liquor,
- Casino or other gambling or gaming establishment, or
- Business which provides adult-oriented entertainment in which performers disrobe or perform in an unclothed state (such as a strip club).

Institution of Higher Education

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

Policy: 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)

Policy: Follow the policies and procedures outlined in [4-C, Temporary Absence](#).

Time Since Entry to the U.S.

Legal reference: 45 CFR 400.203 and 400.211; 441 IAC 60.7(217)

Policy: An eligible refugee may receive RCA only during the first 8 months they're in the United States, beginning the month they enter the U.S. on or after 1/1/26.

This time limit applies to each person, not to each case. The 8-month period begins the month the refugee enters the United States, regardless of which day during the month the refugee enters.

NOTE: See the comments section for the time limit for people who entered the United States prior to 1/1/26.

EXCEPTIONS:

- The “date of entry” for asylees is the date they are **granted** asylum and begins the 8-month eligibility period for RCA.
- The 8 months of RCA eligibility is calculated differently for Afghan Special Immigrant Parolees, Afghan Special Immigrant (SI) Conditional Permanent Resident (CPR), and Afghan Humanitarian Parolees. Please see [Documentation Required](#) for more information.
- The 8 months of RCA eligibility is calculated differently for UHP and non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole that have one of these statuses.

Their 8 months start on 5/21/22, or the individual’s date of humanitarian parole, whichever is later. If an individual from either of these populations was paroled and entered the United States between 2/24/22 and 5/21/22, their date of eligibility is 5/21/22. If they entered the United States after 5/21/22 their date of eligibility is their date of humanitarian parole.

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 8 months, or until the child reaches 8 months of age, whichever occurs first.

A refugee enters the United States 4/4/26, and is receiving RCA (aid type 06 series). The 8-month period for RCA ends November, 2026. The refugee is removed or canceled from RCA effective December 2022.6 No RCA is paid after December 2026.

Procedure: The following chart shows the 8-month period of eligibility based on the refugees date of entry month:

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

*The time limit for a refugee with date of entry prior to 10/1/21 is 8 months.

Example: For a September 2021 month of entry, the last month of eligibility for RCA is April 2022.

*The time limit for a refugee with date of entry of 10/1/21 or after and eligibility for RCA was determined on 5/4/25, or before is 12 months. Example: For an October 2021 month of entry, the last month of eligibility for RCA is September 2022.

*The time limit for a refugee with date of entry 10/1/21 or after and eligibility for RCA was determined on 5/5/25, or after is 4 months. Example: For a June 2025 month of entry, the last month of eligibility for RCA is September 2025.

Track the date each refugee will be considered as having been in the United States for 8 months so that you can cancel the case or remove the individual from the case.

When an individual is being removed from an RCA case after 8 months, reduce the grant if only part of the refugees on the case have been in the United States for 8 months. Cancel the entire case from RCA if all the refugees on the case have been in the United States for 8 months.

Send a timely notice when removing a refugee's needs from a case or when canceling a case due to the 8-month provision. See [4-A, Notification](#).

Comment: For refugees who entered the country prior to 10/1/21, the time limit for RCA, as further defined in this section, was the first 8 months the refugee is in the United States, beginning the month the refugee enters the country.

The eligibility period (time limit) is set by the procedure found in 45 CFR 400.211.

The time limit increased from 8 months to 12 months for refugees that entered the country on or after 10/1/21, on 3/28/22. This 12-month time limit increase was published in the Federal Register on 3/28/22. This change was communicated with states in Dear Colleague Letter 22-12.

The FR notice, available at <https://www.govinfo.gov/content/pkg/FR-2022-03-28/pdf/2022-06356.pdf>, also explains the history of changes to the RCA time limit.

The time limit decreased from 12 to 4 months for refugees that entered the country on or after 10/1/21, and eligibility for RCA was determined on 5/5/25 or after. The 4-month time limit decrease was published in the Federal Register on 3/21/25.

The FR notice, available at <https://www.govinfo.gov/content/pkg/FR-2025-03-21/pdf/2025-04839.pdf>

The time limit increased from 4 to 8 months for refugees that entered the country on or after 1/1/26, on 7/14/26. The 8-month time limit decrease was published in the Federal Register on 7/14/26.

The FR notice, available at <https://www.govinfo.gov/content/pkg/FR-2026-07-14/pdf/2026-14095.pdf> also explains the history of changes to the RCA time limit.

1. A refugee enters the United States 9/27/21, and is receiving RCA (aid type 06 series). The 8-month period for RCA ends 4/26/22. The refugee is removed or canceled from RCA effective 5/1/22. No RCA is paid after May 2022.
2. A refugee enters the United States 10/15/21 and is receiving RCA (aid type 06 series). The 12-month period for RCA ends 9/14/22. The refugee is removed or canceled from RCA effective 10/1/22. No RCA is paid after October 2022.
3. A refugee enters the United States 4/15/25, and the RCA eligibility is approved 5/3/25. The 12-month period for RCA ends 3/14/26. The refugee is removed or canceled from RCA effective 4/1/26. RCA won't be paid effective April 2026.

4. A refugee enters the United States 4/15/25April 15, 2025, and the RCA eligibility is approved 5/7/25. The 4-month period for RCA ends 7/14/26. The refugee is removed or canceled from RCA effective 8/1/26. RCA won't be paid effective August 2026.

Date of Entry for Asylees

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

Policy: The “date of entry” for asylees is the date they are **granted** asylum and begins the 8-month eligibility period for RCA.

1. An asylee entered the country on 2/15/20. Asylum is granted 11/6/20, and this is considered the “date of entry”. The 8-month RCA eligibility period is from November through June.
2. An asylee entered the country on 10/2/21. Asylum is granted 11/10/21, and this is considered the “date of entry”. The 12-month RCA eligibility period is from November through October.
3. An asylee entered the country on 2/11/25. Asylum is granted 5/1/25, and this is considered the “date of entry”. RCA eligibility is determined 5/6/25. The 4-month RCA eligibility period is from May through August.
4. An asylee entered the country on 6/1/26. Asylum is granted 8/7/26, and this is considered the “date of entry”. RCA eligibility is determined on 8/25/26. The 8-month RCA eligibility period is from August 2026 through March 2027.

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, Asylee Relative Petition**. 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 8-month RCA period from the date asylum is granted.

Victims of Trafficking

Legal reference: P.L. 104-193

Policy: The certification for a victim of trafficking is valid for 8 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.

Procedure: 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, trafficking victims who present the required certification letters, first determine their eligibility under FIP. Refer to [Determining FIP Eligibility](#) for special instructions.

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 (866) 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.

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 8-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 8-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.

NOTE: Refugees who are exempt from work requirements can volunteer to register for work.

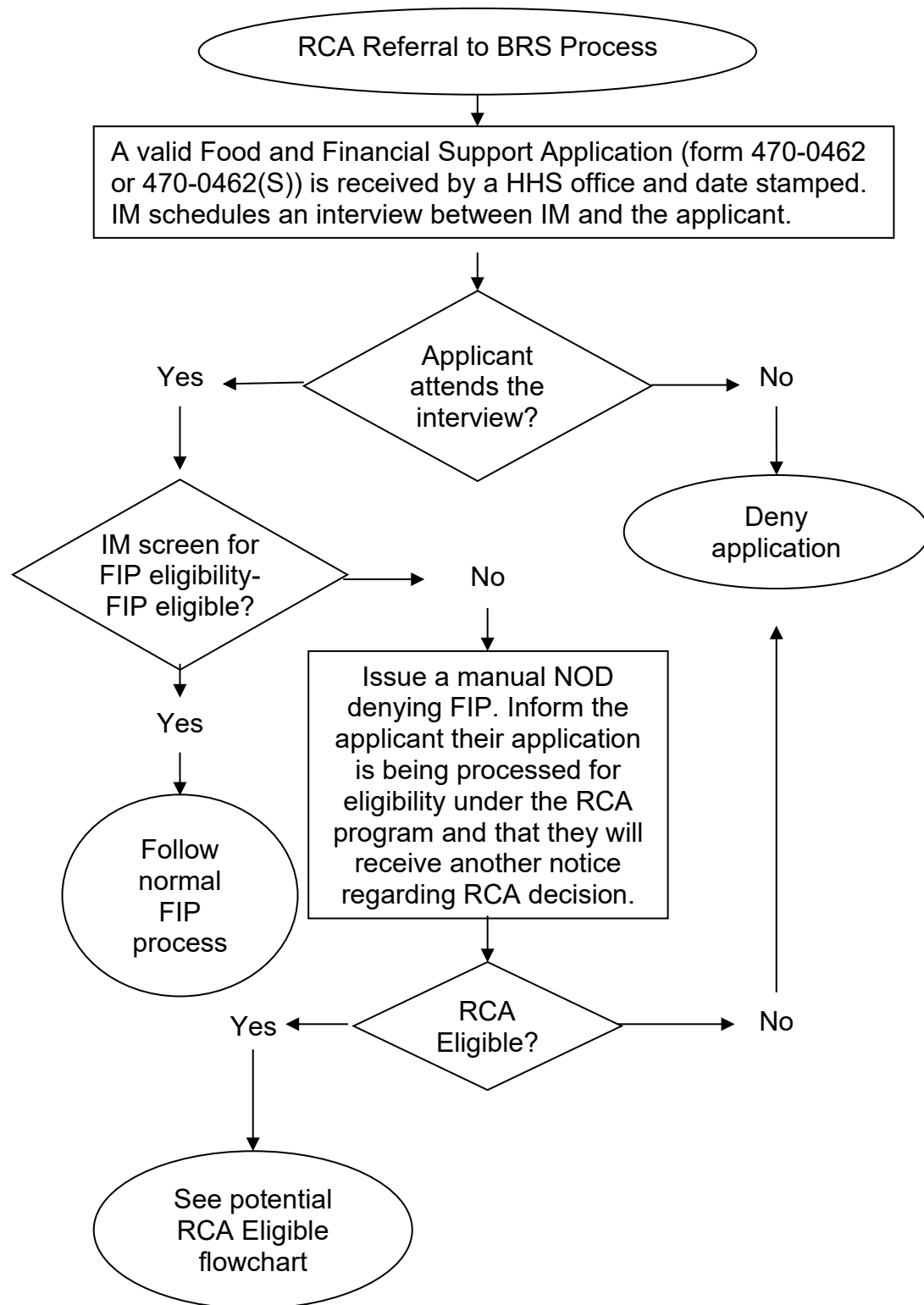
Work Registration Process

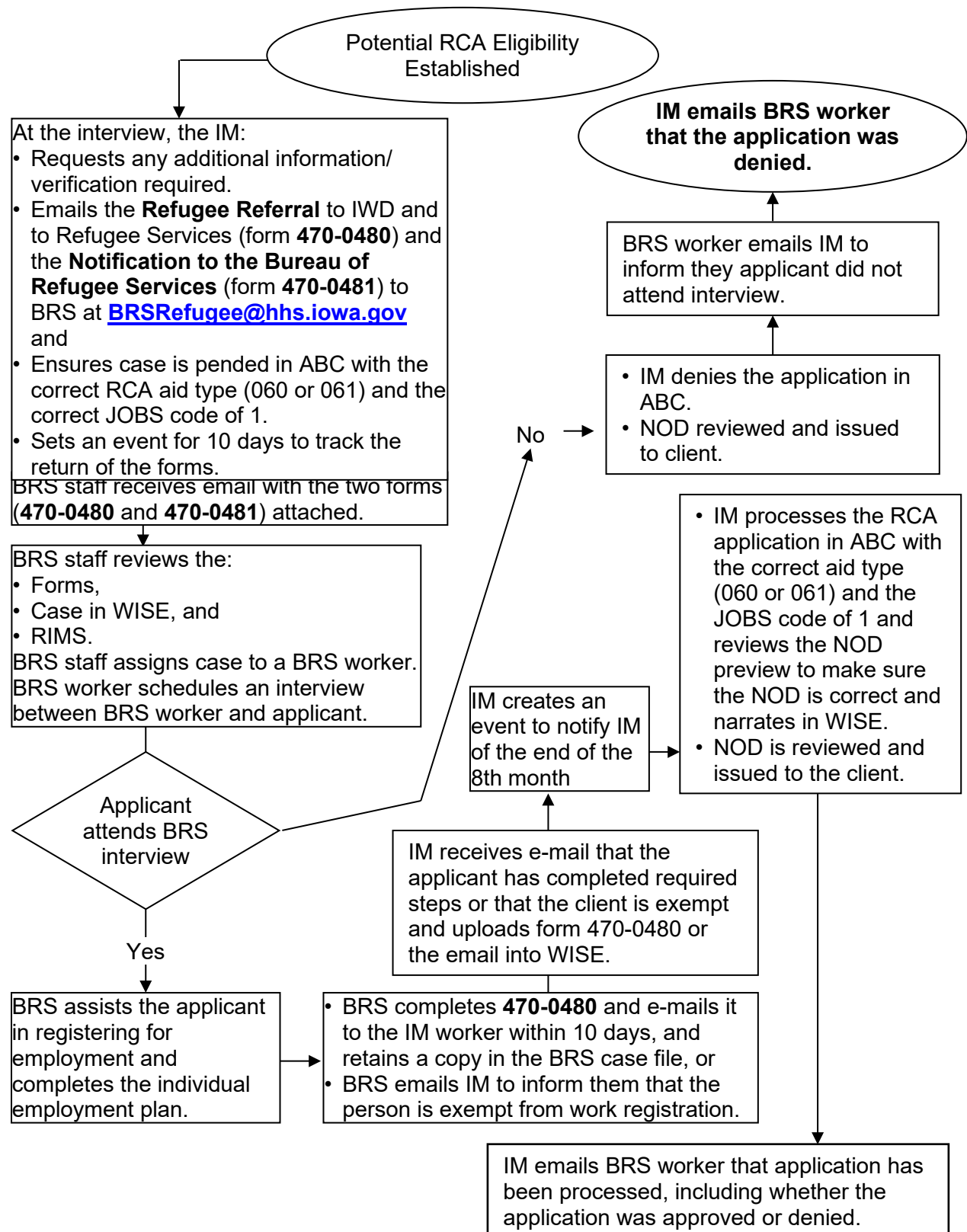
Legal reference: P.L. 97-363, 96-212; 441 IAC 60.8(217)

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

Procedure: Use form **470-0480, Refugee Referral to IWD and to Refugee Services** to register the refugee for work. Email the form to the Bureau of Refugee Services at BRSrefugee@hhs.iowa.gov. The Bureau will assist the refugee with registering for work with IWD. Once registration is complete, the Bureau signs the form, keeps a copy, and returns the original to your office.

Do not approve eligibility for RCA unless the required signature from the Bureau of Refugee Services is 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: P.L. 96-212; 441 IAC 60.9(1) and 60.9(3)

Policy: 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.

A refugee that is enrolled and participating in a full-time education or training program that is part of the individual employability plan is eligible for RCA if they meet all other eligibility criteria. 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 18th 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)

Policy: An employable refugee participant must carry out a job search program 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 RCA, if the refugee has been in the United States six months or more.

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: P.L. 96-212; 441 IAC 60.9(2)

Policy: 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: P.L. 96-212; 441 IAC 60.9(1)

Policy: 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 refugee requires training, request services from the Bureau of Refugee Services.

Training for Employed Refugee Participants

Legal reference: P.L. 96-212; 441 IAC 60.8(2) and 60.9(4)

Policy: 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”

Policy: 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.

Procedure: 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 [1-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: P.L. 96-212; 441 IAC 60.9(5)

Policy: At the time of application determine if in the previous 30 consecutive calendar days the applicant:

- Voluntarily quit appropriate employment for the purpose of receiving assistance, or
- Refused or failed to apply or accept an appropriate offer of employment.

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.

Procedure: 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: P.L. 96-212; 441 IAC 60.9(5)

Policy: 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.

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.

Procedure: 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.

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”

Policy: Provide a conciliation period before initiating the sanctions imposed under [Sanctions for Refusal or Failure to Cooperate](#). 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.

Procedure: 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: P.L 96-212, 96-363; 441 IAC 60.9(5)"c"

Policy: An employable refugee participant is ineligible for RCA 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.

Procedure: 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: P.L. 96-212; 45 CFR 400.61; 441 IAC 60.5 (6)

Policy: 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.

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 8-month limit in the same manner as though these refugees were included in the eligible group.

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: P.L. 96-212; 45 CFR 400.61; 400.66(d); 441 IAC 60.5(5) 60.7(2)

Policy: 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](#).

Earned Income Deductions

Policy: 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)

Policy: The total gross income of both the eligible group and the refugees excluded because of the 8-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
- 178.00	Diversion for Mrs. A's needs
<u>\$ 62.00</u>	
- 35.96	58% work incentive deduction
<u>\$ 26.04</u>	Mr. A's countable income
\$ 183.00	Mr. A's needs
- 26.04	
<u>\$ 156.00</u>	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

Policy: RCA payment policies are based on the corresponding FIP policies.

Payees

Legal reference: P.L. 96-212; 441 IAC 60.14(217)

Policy: Follow the policies and procedures outlined in [4-G, Payees](#).

Overpayments and Underpayments

Legal reference: P.L. 96-212; 441 IAC 60.15(217) and 60.16(217)

Policy: Follow the policies and procedures outlined in [4-H, Payments and Adjustments](#).

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