Employees' Manual
Title 6, Chapter D
Revised May 2, 2025

Refugee Cash Assistance

Page

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 4
Determining FIP Eligibility 5

Nonfinancial Eligibility **6**
Age 7
Alienage Requirements 7
Documentation Required 9
Using SAVE (Systematic Alien Verification for Entitlements) 32
Nonrefugee Child of Refugee Parent 33
United States Citizen 33
Benefits from SSI and Other Sources 33
Contract for Support 34
Duplicate Assistance 34
Electronic Access Card Usage 34
Eligible Group 35
Participation in a Strike 36
Residency 36
Social Security Number 37
Students 37
Full-Time Student 37
Institution of Higher Education 38
Temporary Absence from Home 38
Time Since Entry to the U.S. 38
Date of Entry for Asylees 42
Victims of Trafficking 43
Work Requirements 45
Exemption Criteria 45
Work Registration Process 47
Individual Employability Plan 50
Job Search 51
Appropriate Work 51
Standards Applying to Both Work and Training 52
Training for Employed Refugee Participants 53
Failure to Meet Work Requirements 54

Page

Resources **58**

Income **59**
Earned Income Deductions 59
Income of Refugees Over Time Limit 60

Payment **62**
Payees 62
Overpayments and Underpayments 62

Overview

Refugees resettled in the United States are usually brought here by a national 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.**)

A refugee enrolled in the matching grant program is not eligible for RCA.

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.

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 U.S. 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

Policy: 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: P.L. 96-212; 441 IAC 60

Policy: The administration of the RCA program must be in compliance with policies set forth in **4-A, Administration**.

Procedure: 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: P.L. 96-212; 441 IAC 60.2(217), 60.3(217), 60.12(217)

Policy: Any refugee wishing to apply for cash assistance has the right to without delay. An application for RCA must be submitted on form **470-0462** or **470-0462(S), Food and Financial Support Application**. The application can be submitted in person, by mail, by fax, or electronically. Follow the policies and procedures in **4-B, Application Processing** for handling the application.

Procedure: 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: P.L. 96-212

Procedure: Notify the Bureau of Refugee Services of applications for cash assistance by sending form **470-0481, Notification to the Bureau of Refugee Services**.

Contacting the Sponsor

Legal reference: P.L. 96-212; 441 IAC 9.10(11)

Procedure: 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.

Phone 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 9.10(11)

Procedure: Notify the local resettlement agency when a refugee applies for RCA during the first 12 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

USCC (US Catholic Charities)
601 Grand Ave
Des Moines, IA 50309
(515) 237-5045

Lutheran Services of Iowa
3200 University Ave
Des Moines, IA 50311
(515) 271-7411

USCRI Affiliate Office
Catherine McCauley Center
866 4th Ave SE
Cedar Rapids, IA 52403
(319) 363 4993

Lutheran Services of Iowa
1308 S. Cleveland St
Sioux City, IA 51106
(712) 255-2505

International Rescue Committee
(IRC)
108 3rd 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 12 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 12 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**.)

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: P.L. 96-212; 441 IAC Chapter 60

Policy: 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.

Procedure: Aid types for RCA groups are in the 06 series.

- 06-0 RCA or RMA or both, family
- 06-1 RCA or RMA or both, adult

The following sections explain the RCA nonfinancial eligibility requirements for:

- **Age**
- **Alienage**
- **Benefits from SSI and other sources**
- **Contracts for support**
- **Duplicate assistance**
- **Electronic access card usage**
- **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)

Policy: 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: P.L. 96-212 and 100-202; 45 CFR 400.43 and 400.44; 441 IAC 60.1(217)

Policy: 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 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. ▪ Iraq and Afghan Special Immigrants per section 1244(g) of Div. A of P.L. 110-181, as amended (8 U.S.C. Section 1157 note) and Section 602(b) (8) of Div. F of P.L. 111-8, as amended (8 U.S.C. Section 1101 note) ▪ Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, P.L. 106-386, as amended, 22 U.S.C. Section 7105(b)(1)(A) and (C).

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: P.L. 96-212; 441 IAC 60.1(3)

Policy: 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.

Procedure: 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 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 12-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 12-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 12-month RCA period is October through September.

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 12-month RCA period. (See **Time Since Entry to the U.S.**)

It can be an acceptable document if refugee travel document is stamped and noted “admitted as a refugee/dependent of a refugee for an **indefinite** period to Section 207(c)(2) of the Immigration & Nationality Act. If you DEPART the United States, you will need PRIOR PERMISSION in return. EMPLOYMENT AUTHORIZED”

[2]*Effective* April 26, 2013 U.S. Customs and Border Protection (CBP) automated the Form I-94 at airports and seaports. Depending on the circumstances of issuance, a Form I-94 may be the traditional paper card or may be an electronic printout. See 8 CFR. 1.4(d).

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

Documents/Codes	Explanation
I-94, Arrival/Departure Card, noting that the person has been paroled as a refugee or asylee under Section 212(d)(5)	To be eligible under this provision, the I-94 must note that the person is a **refugee or asylee**.
I-766, Employment Authorization Document, with the code A04	

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 status[1] 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, Arrival/Departure Card** with a stamp showing parole at any time as a "Cuban/Haitian Entrant (Status Pending)"	I-94 may refer to Section 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, Arrival/Departure Card**, with a stamp showing parole into the U.S. on or after April 21, 1980	I-94 may refer to Section 212(d)(5).
A Cuban or Haitian passport with a Section 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.

In addition, certain Haitians have been granted Temporary Protected Status (TPS) since 2010. TPS is not a "special status" for Cuban/Haitian Entrant purposes. However, TPS beneficiaries may obtain an "advance parole" document to travel abroad.

If a Haitian TPS beneficiary has an I-94 or other entry document indicating that he or she was subsequently permitted to re-enter the United States in "parole" or the I-94 is marked "paroled/TPS," then the parole entry may permit the individual to be a Cuban/Haitian Entrant. If the document only indicates TPS and does not indicate "parole" in any manner, he or she may not be a Cuban/Haitian Entrant. Please contact USCIS for verification of possible Cuban/Haitian Entrant status for Haitians with TPS who appear to have traveled abroad and returned to the United States. Provide USCIS with a copy of the documentation that the individual presents.

- 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, non-appealable, and legally enforceable order of removal, deportation, or exclusion[1] has **not** been entered.

Documents/Codes	Explanation
An **I-94, Arrival/Departure Card**, showing parole into the United States	I-94 may refer to Section 212(d)(5), humanitarian or public interest parole.
CHP admission code on I-94	Cuban Humanitarian Parolee
HHP admission code on I-94	Haitian Humanitarian Parolee
I-766, Employment Authorization Document, with the code A04	
I-766, Employment Authorization Document, with the code C11	

- A national of Cuba or Haiti who is the **subject** of removal, deportation or exclusion proceedings[3] under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion[1] has not been entered.

Documents	Explanation
USCIS Form I-221	**Order to Show Cause and Notice of Hearing**
USCIS Form I-862	**Notice to Appear**
USCIS Form I-220A	**Order of Release on Recognizance**
USCIS Form I-122	**Notice to Applicant Detained for a Hearing Before an Immigration Judge**
USCIS Form I-221S	**Order to Show Cause, Notice of Hearing and Warrant for Arrest**
Copy of USCIS Form **I-589, Application for Asylum and Withholding of Removal** date stamped by the Executive Office for Immigration Review (EOIR)	Person is subject of removal, deportation or exclusion proceedings.
Copy of USCIS Form **I-485, Application to Register Permanent Residence or to Adjust Status**, date stamped by EOIR	Person is subject of removal, exclusion or deportation proceedings.
EOIR-26, Notice of Appeal	Date stamped by the Office of the Immigration Judge
I-766, Employment Authorization Document, with the code C10	Application for suspension of deportation or cancellation of removal submitted
I-688B, Employment Authorization Document, 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	

Documents	Explanation
Other documentation pertaining to an applicant's removal, exclusion, or deportation proceedings	EXAMPLES: A notice of a hearing date before an immigration judge An I-860 that indicates the individual is a native of Cuba or Haiti and are in expedited removal proceedings but the I-860 is not signed and executed so they are not ordered removed.

NOTES:

[1] Whether there is a final, non-appealable, 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 USCIS 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.

[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 USCIS 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 USCIS 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.

- A national of Cuba or Haiti who has an application for asylum pending with the DHS/USCIS or with an EOIR Immigration Court or the Board of Immigration Appeals and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered.

Documents/Codes	Explanation
USCIS Receipt for Filing Form I-589	**Application for Asylum and Withholding of Removal**
I-766, Employment Authorization Document with the code C08	

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, Permanent Resident Card** (or **Resident Alien Card**)	Amerasian (see above)
AM-7 adjustment code on Form **I-551, Permanent Resident Card** (or **Resident Alien Card**)	Spouse or child of Amerasian
AM-8 adjustment code on Form **I-551, Permanent Resident Card** (or **Resident Alien Card**)	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 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
Iraqi or Afghan special immigrants (Principal Applicant, Spouse of Principal Applicant, or Child of Principal Applicant) (Cont.)	**Or** Foreign Passport with Machine Reading Immigrant Visa (MRIV) **Or** Form **I-765 Employment Authorization Document (EAD)** receipt notice with code SQ1, SQ2, SQ3, SQ6, SQ7, or SQ8 **Or** Form **I-766 Employment Authorization Document (EAD)** with code SQ1, SQ2, SQ3, SQ6, SQ7, or SQ8.	
Unmarried Child Under 21 Years of Age of Iraqi or Afghan Special Immigrant Principal Applicant Adjusting Status in the United States	DHS Form **I-551** ("**green card**") with an IV ("**immigrant visa**") code for category SI9 or SQ9	

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 Parolee (Principal Applicant, Spouse of Principal Applicant, or Child of Principal Applicant) (Cont.)	As with other Iraqis and Afghans and their dependents admitted as Lawful Permanent Residents (LPRs) under the Afghan Allies Protection Act of 2009 or other applicable law regarding special immigrants, these special immigrant LPRs will generally have foreign passports with a Department of Homeland Security (DHS)/CBP stamp admitting them with an SQ1, SQ2, SQ3, SQ6, SQ7, or SQ8 Class of Admission (COA). However, some of the new Afghan special immigrant LPR arrivals may not have a physical immigrant visa in their passport and may not have a temporary Form I-551 stamp. USCIS is also issuing a Form **I-551, Permanent Resident Card**, to these special immigrant LPRs. In addition, regardless of the documentation presented, VLP/SAVE can provide an initial verification response of LPR for these special immigrant LPRs except those whose case involves something unusual that may require additional verification.	

Afghan Special Immigrant Parolee (Principal Applicant, Spouse of Principal Applicant, or Child of Principal Applicant) (Cont.)	USCIS is issuing these Special Immigrant Parolees a Form I-766, Employment Authorization Document, with a C11 parolee category. For these individuals, VLP/SAVE can provide an initial verification response of Parolee with an SQ4 or SQ5 COA unless there is something unusual about the case that may require additional verification. Please submit the case for additional verification if you need to verify whether a special immigrant parolee also has a pending application to adjust their status to LPR. **Or** Form **I-765 Employment Authorization Document (EAD)** receipt notice with code C11.	

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”,	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

EBS 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 12-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 12 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 12 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

Applicant	Documentation
Family member of Victim of a Severe Form of Trafficking in Persons: Family member already in United States on date T status granted	Derivative T status:T-2, T-3, T-4, T-5 or T6 The date of eligibility for benefits and services is the Notice Date on the **I-797, Notice of Action** of approval of that individual's Derivative T status. Persons with derivative T status do not receive and are not required to present a Certification Letter or Eligibility Letter to demonstrate eligibility for benefits and services.
Family member of a Victim of a Severe Form of Trafficking: Family Member enters the United States on the basis of a derivative T Visa	Derivative T visa: T-2, T-3, T-4 T-5 or T-6 visa The date of entry for benefits and services is the date of admission stamped on that individual's passport or I-94 Arrival Record. Persons with derivative T visas do not receive and are not required to present a Certification Letter or Eligibility Letter to demonstrate eligibility for benefits and services

Acceptable documents for **lawful permanent residents** who previously held one of the statuses identified above. (Note that this does not refer to Amerasians or Iraqi and Afghan Immigrants 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:	**Permanent Resident Card** (or **Resident Alien Card**)
RE6	Adjusted principal refugee
RE7	Spouse of RE6
RE8	Child of RE6
RE9	Collateral relatives of RE6
AS6	Adjusted principal asylee

Documents/Codes	Explanation
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
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
Employment Authorization Document:	
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.)

Using SAVE (Systematic Alien Verification for Entitlements)

Legal reference: Immigration Reform and Control Act of 1986 (IRCA), Section 121, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), and by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) and the Balanced Budget Act of 1997 (BBA)

Policy: The USCIS shall provide alien status verification when necessary. SAVE must be checked for every individual claiming to have an eligible alien status at application and at every review.

Procedure: Obtain acceptable documentation of alien status from every person claiming to have an eligible alien status. When a person claims an "eligible alien" status but does not have documentation, tell them to contact the local USCIS office for help getting the documents.

Verify a person's alien status through SAVE at every application and every review. HHS must have acceptable documentation of alien status on file prior to using SAVE to verify the person's current alien status.

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

Contact the trafficking verification line at (866) 401-5510 to confirm the validity of the certification letter for adults or letter for children under age 18 and to notify the HHS ORR of the benefits for which the person has applied.

Do not contact USCIS when the alien claims to be undocumented.

A link to SAVE's website can be found on the HHS Field Intranet. A SAVE Program Tutorial is available in LMS which contains information about SAVE and using the website. Additional information on using SAVE and guides can be found in SAVE under Help>Resources.

Nonrefugee Child of Refugee Parent

Legal reference: P.L. 96-212; 45 CFR 400.208(a); 441 IAC 60.1(2)

Policy: A nonrefugee child meets the alienage requirements for RCA 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: P.L. 96-212; 45 CFR 400.208(b); 441 IAC 60.1(217)

Policy: A United States citizen or other nonrefugee is ineligible for the Refugee Resettlement Program unless the policy under **Nonrefugee Child of Refugee Parent** applies.

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.

> 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.

Benefits from SSI and Other Sources

Legal reference: P.L. 96-212; 441 IAC 60.4(217)

Policy: Refugees who are 65 or older, blind, or disabled must apply for and accept Supplemental Security Income (SSI) if eligible.

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.

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).

This includes these types of businesses located in Iowa, on tribal land, or in any other state.

As a condition of eligibility, all applicants and participants must agree, in writing, to not use the electronic access card or their personal debit card at prohibited locations by signing either:

- Form **470-0462** or **470-0462(S), Food and Financial Support Application**, or
- Form **470-2881** or **470-2881(S), Review/Recertification Eligibility Document (RRED)**.

When both parents or both a parent and stepparent are in the home, either parent or stepparent may sign the application or RRED agreeing to not use the EAC at prohibited locations. If the applicant or participant is incompetent or incapacitated, a person acting responsibly on the applicant's or participant's behalf must sign.

Only one signature is required on the form. When the parent or stepparent signs the application or RRED they are agreeing to this condition for the entire household.

Comment: See **4-C, Electronic Access Card Usage** for more information.

Eligible Group

Legal reference: P.L. 96-212; 441 IAC 60.5(1)

Policy: 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: P.L. 96-212; 441 IAC 60.10(3)

Policy: A "strike" is defined as a concerted stoppage, slowdown, or interruption of operations by employees. This includes a stoppage because a collective bargaining agreement has expired.

When a **parent or their spouse** participates in a strike on the last day of the month, the entire family is ineligible for RCA for that month.

When a person **other than a parent** participates in a strike on the last day of the month, only that person is ineligible for RCA for that month.

Refer to **4-C, Strikers** for details.

Residency

Legal reference: 441 IAC 60.5(2)

Policy: 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)

Policy: To be eligible for RCA, a refugee must meet the requirements in **4-C, Social Security Number**.

Students

Legal reference: P.L. 96-212 and 97-363; 441 IAC 60.6(217)

Policy: RCA 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: P.L. 97-363; 34 CFR 690.2; 441 IAC 60.6(2)

Policy: A person is a full-time student if 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: 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 12 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 12-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 12-month eligibility period for RCA.
- The 12 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 12 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 12 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 12 months, or until the child reaches 8 months of age, whichever occurs first.

A refugee enters the United States,1/4/26 and is receiving RCA (aid type 06 series). The 12-month period for RCA ends December 2026. The refugee is removed or canceled from RCA effective December 2026. No RCA is paid after December 2026.

Procedure: The following chart shows the12-month period of eligibility based on the refugees date of entry month:

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

*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 12 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 12 months, reduce the grant if only part of the refugees on the case have been in the United States for 12 months. Cancel the entire case from RCA if all the refugees on the case have been in the United States for 12 months.

Send a timely notice when removing a refugee's needs from a case or when canceling a case due to the 12-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 **hhtps://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. This was revised 10/1/26 announcing a time limit increase from 8 to 12 months.

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 4/15/25, 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 12-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 12-month RCA eligibility period is from August 2026 through July 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 12 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 12 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 12-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 12-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: P.L.97-363, 96-212; 441 IAC 60.8(217) and 60.9(217)

Policy: An employable refugee is a refugee who does not meet the criteria listed under **Exemption Criteria**. 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.

Exemption Criteria

Legal reference: P.L. 96-212; 441 IAC 60.8(1)

Policy: 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.

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

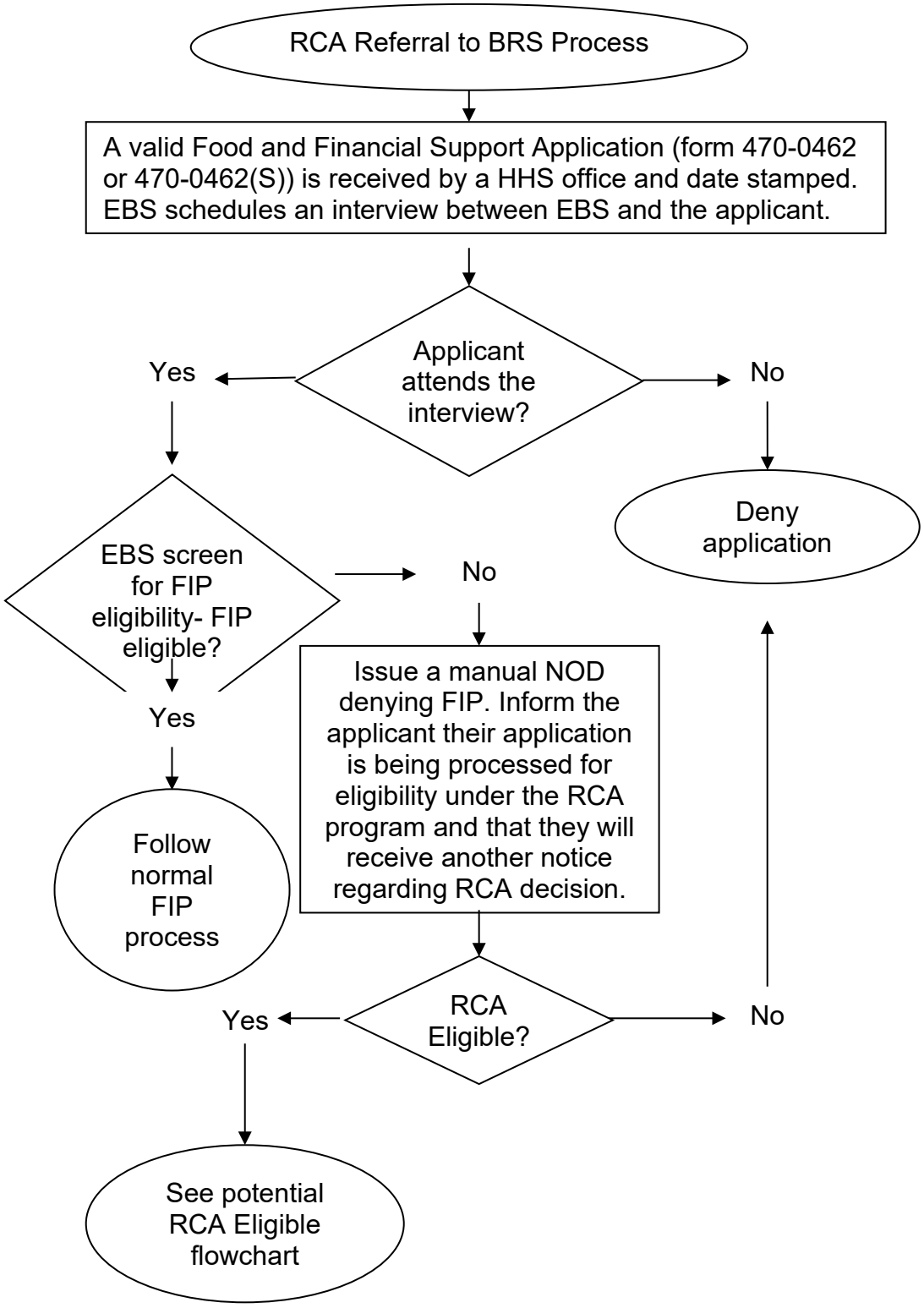
Work Registration Process

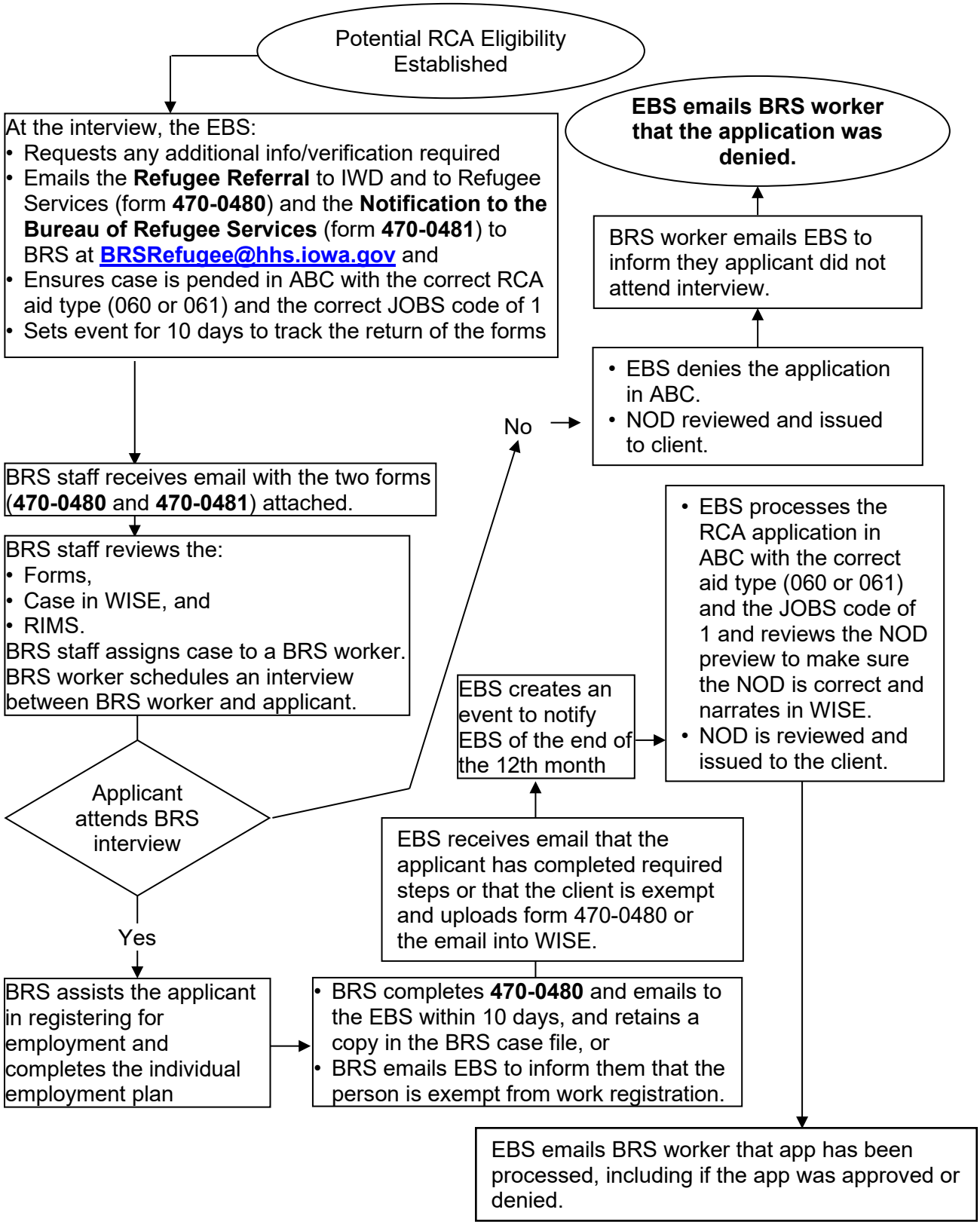
Legal reference: P.L. 97-363, 96-212; 441 IAC 60.8(217)

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.


RCA Referral to BRS Process
A valid Food and Financial Support Application (form 470-0462 or 470-0462(S)) is received by a HHS office and date stamped. EBS schedules an interview between EBS and the applicant.
Applicant attends the interview?
Yes
No
Deny application
EBS screen for FIP eligibility- FIP eligible?
No
Yes
Issue a manual NOD denying FIP. Inform the applicant their application is being processed for eligibility under the RCA program and that they will receive another notice regarding RCA decision.
Follow normal FIP process
RCA Eligible?
Yes
No
See potential RCA Eligible flowchart


Potential RCA Eligibility Established
At the interview, the EBS:
• Requests any additional info/verification required
• Emails the **Refugee Referral** to IWD and to Refugee Services (form **470-0480**) and the **Notification to the Bureau of Refugee Services** (form **470-0481**) to BRS at BRSRefugee@hhs.iowa.gov and
• Ensures case is pended in ABC with the correct RCA aid type (060 or 061) and the correct JOBS code of 1
• Sets event for 10 days to track the return of the forms
BRS staff receives email with the two forms (**470-0480** and **470-0481**) attached.
BRS staff reviews the:
• Forms,
• Case in WISE, and
• RIMS.
BRS staff assigns case to a BRS worker.
BRS worker schedules an interview between BRS worker and applicant.
Applicant attends BRS interview
No
• EBS denies the application in ABC.
• NOD reviewed and issued to client.
BRS worker emails EBS to inform they applicant did not attend interview.
EBS emails BRS worker that the application was denied.
Yes
BRS assists the applicant in registering for employment and completes the individual employment plan
• BRS completes **470-0480** and emails to the EBS within 10 days, and retains a copy in the BRS case file, or
• BRS emails EBS to inform them that the person is exempt from work registration.
EBS receives email that the applicant has completed required steps or that the client is exempt and uploads form 470-0480 or the email into WISE.
EBS creates an event to notify EBS of the end of the 12th month
• EBS processes the RCA application in ABC with the correct aid type (060 or 061) and the JOBS code of 1 and reviews the NOD preview to make sure the NOD is correct and narrates in WISE.
• NOD is reviewed and issued to the client.
EBS emails BRS worker that app has been processed, including if the app was approved or denied.

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 12-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 12 months. Mrs. P and one child have not been in the United States 12 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 12-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 12 months. He has gross earned income of $700 and no resources. Mrs. V and one child have been in the United States 12 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 12 months and has gross income of $300 from part-time employment. His wife has been in the United States more than 12 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
   $ 62.00
   - 35.96 58% work incentive deduction
   $ 26.04 Mr. A's countable income

   $ 183.00 Mr. A's needs
   - 26.04
   $ 156.00 Mr. A's grant amount (rounded)

3. Mr. B and his two children have not been in the United States 12 months. Mr. B has $200 unearned income. He and the children have no resources. Mrs. B, who has been in the United States 12 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 12 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**.