



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

October 10, 1995

## GENERAL LETTER NO. 6-D-25

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

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

### Summary

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

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

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

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

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

## **Effective Date**

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

Any new policies are effective October 1, 1995.

## **Implementation Instructions**

### Applicants

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

### Participants

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

### Desk Reviews Required

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

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

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

### **Material Superseded**

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

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

### **Additional Information**

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



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

October 22, 1996

**GENERAL LETTER NO. 6-D-26**

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

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

**Summary**

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

**Effective Date**

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

**Material Superseded**

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

**Additional Information**

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



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

October 7, 1997

## **GENERAL LETTER NO. 6-D-27**

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

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

### **Summary**

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

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

This general letter transmits the following changes:

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

### **Effective Date**

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

### **Special Instructions**

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

## **Applicants**

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

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

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

## **Participants**

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

## **Material Superseded**

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

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

## **Additional Information**

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

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



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

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

March 9, 1999

## GENERAL LETTER NO. 6-D-28

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

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

### Summary

This general letter transmits the following changes:

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

### Effective Date

Upon receipt.

### **Special Instructions**

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

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

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

### **Material Superseded**

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

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

### **Additional Information**

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





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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

September 19, 2000

## GENERAL LETTER NO. 6-D-29

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

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

### Summary

Revisions to this chapter:

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

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

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

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

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

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

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

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

- ◆ Update existing language to reflect current policy.

### **Effective Date**

October 1, 2000.

### **Implementation Instructions**

#### **Revised Date of Entry for Asylees**

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

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

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

<p>The asylee entered the U.S. in February 2000. Asylum was granted May 14. The RCA application was received May 17 and approved effective May 24. Based on the February date of entry, the 8-month RCA period ends September 30. However, under the new policy, the asylee may continue to receive RCA through the month of December (if otherwise eligible).</p>
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Federal instructions are effective retroactive to June 15, 2000. If an asylee comes to your attention who was denied for or cancelled from RCA between June 15 and September 30, based on the previous policy, but whose eight-month RCA period from the date asylum was granted has not expired, refer the case to Central Office for consideration of an exception to policy. Follow the instructions in Employees’ Manual 1-B, **EXCEPTIONS TO POLICY**.

### **Exempting Cash Resettlement Monies**

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

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

### **Material Superseded**

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

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

### **Additional Information**

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



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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

March 13, 2001

## GENERAL LETTER NO. 6-D-30

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

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

### Summary

Revisions to this chapter:

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

### Effective Date

Upon receipt.

### Material Superseded

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

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

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

August 21, 2001

## GENERAL LETTER NO. 6-D-31

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

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

### Summary

This chapter is revised to:

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

### Effective Date

Upon receipt.

### Material Superseded

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

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

### Additional Information

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

January 8, 2002

## GENERAL LETTER NO. 6-D-32

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

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

### Summary

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

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

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

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

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

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

**Effective Date**

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

**Material Superseded**

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

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

**Additional Information**

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



# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

December 29, 2006

## GENERAL LETTER NO. 6-D-33

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

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

### Summary

This chapter is revised to:

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

### Effective Date

January 1, 2007

### Material Superseded

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

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

### Additional Information

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





# STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 10, 2007

## GENERAL LETTER NO. 6-D-34

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

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

### Summary

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

### Effective Date

August 1, 2007

### Material Superseded

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

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

### Additional Information

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



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

February 21, 2014

## GENERAL LETTER NO. 6-D-35

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 6, Chapter D, **REFUGEE CASH ASSISTANCE**,  
Title page, revised; Contents (page 1), revised; and pages 3, 4, 5, 6a, 13 through  
18, 18a, and 18b, revised.

### Summary

Chapter 6-D is revised to:

- ◆ Add policy that participants cannot access their FIP benefits with their electronic access card (EAC) at a:
  - 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).
- ◆ Update the list of local resettlement agencies.

### Effective Date

February 1, 2014

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 6, Chapter D:

<u>Page</u>	<u>Date</u>
Title page	October 10, 1995
Contents (page 1)	January 8, 2002
3	March 13, 2001
4	August 21, 2001
5, 6a	January 8, 2002
13-18	September 19, 2000
18a, 18b	January 8, 2002

**Additional Information**

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



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

December 16, 2016

## GENERAL LETTER NO. 6-D-36

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 6, Chapter D, ***REFUGEE CASH ASSISTANCE***,  
pages 5, 9, 10, 10a, 10b, 10d, 10e, 10f, and 13, revised.

### Summary

Chapter 6-D is revised to:

- ◆ Add policy that participants cannot use their personal debit card to access FIP benefits at a:
  - 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).
- ◆ Update the name of the Immigration and Naturalization Service (INS) to the United States Citizenship and Immigration Services (USCIS).

### Effective Date

January 1, 2017

### Material Superseded

This material replaces the following pages from Employees' Manual, 6, Chapter D:

<u>Page</u>	<u>Date</u>
5	February 21, 2014
9, 10, 10a, 10b, 10d-10f	August 21, 2001
13	February 21, 2014

### Additional Information

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

November 13, 2020

## **GENERAL LETTER NO. 6-D-37**

ISSUED BY: Bureau of Financial, Food, and Work Supports  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 6, Chapter D, ***Refugee Cash Assistance***, Title Page, Contents Page 1, Contents Page 2, 1 and 2, 3 and 4, 5, 6, revised; 6a, removed; 7 and 8, 9 and 10, revised; 10a and 10b, 10c, 10d-10f, 10g, removed; 11, 12, 13, 14-18, revised; 18a and 18b, removed; 19 and 20, 21, 22, 23-25, 26, 27, 28, 29, 30, 31, 32, 33 and 34, 35, revised, 36-46 new.

### **Summary**

This chapter is revised to:

- ◆ Clarify policies used to determine RCA eligibility.
- ◆ Clean up and correct rule references.
- ◆ Update formatting throughout.

### **Effective Date**

Upon receipt

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Title Page	February 21, 2014
Contents Page 1	February 21, 2014
Contents Page 2	March 31, 2001
1 and 2	March 9, 1999
3 and 4	February 21, 2014
5	December 16, 2016
6	January 8, 2002
6a	February 21, 2014
7 and 8	August 21, 2001
9 and 10	December 16, 2016
10a and 10b	December 16, 2016
10c	August 21, 2001

10d-10f	December 16, 2016
10g	August 21, 2001
11	August 21, 2001
12	September 19, 2000
13	December 16, 2016
14-18	February 21, 2014
18a and 18b	February 21, 2014
19 and 20	September 19, 2000
21	October 10, 1995
22	March 13, 2001
23-25	October 10, 1995
26	March 9, 1999
27	December 29, 2006
28	March 9, 1999
29	October 10, 1995
30	March 9, 1999
31	October 7, 1997
32	December 29, 2006
33 and 34	August 10, 2007
35	March 13, 2001

### **Additional Information**

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

April 1, 2022

## **GENERAL LETTER NO. 6-D-38**

ISSUED BY: Bureau of Financial, Food, and Work Supports  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 6, Chapter D, ***Refugee Cash Assistance***,  
Contents 1 and 2, pages 9-11, 16-46, revised; 47-51, new.

### **Summary**

This chapter is revised to:

- ◆ Add new acceptable documentation related to Afghan Special Immigrant Parolee, Afghan Special Immigrant (SI) Conditional Permanent Resident (CPR) and Afghan Humanitarian Parolees.
- ◆ Add information related to the eight-month period for Afghan Special Immigrant Parolee, Afghan Special Immigrant (SI) Conditional Permanent Resident (CPR) and Afghan Humanitarian Parolees.
- ◆ Clarify process for getting refugees registered for work.

### **Effective Date**

Upon receipt

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents 1 and 2	November 13, 2020
9-11, 16-46	November 13, 2020

### **Additional Information**

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

April 29, 2022

**GENERAL LETTER NO. 6-D-39**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 6, Chapter D, ***Refugee Cash Assistance*** pages, 4 and 5, 8, 10, 12, 23 and 24, 32-38, 47, 48, revised.

**Summary**

Chapter 6-D is revised to reflect:

- ◆ The change of program time limits from eight months to twelve months for individuals whose date of entry is on or after October 1, 2021,
- ◆ Update legal references, and
- ◆ Update resettlement agency information.

**Effective Date**

Immediately.

**Material Superseded**

<u>Page</u>	<u>Date</u>
4 and 5, 8	November 13, 2020
10	April 1, 2022
12	November 13, 2020
23 and 24, 32-38, 47, 48	April 1, 2022

**Additional Information**

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



August 5, 2022

## **GENERAL LETTER NO. 6-D-40**

ISSUED BY: Bureau of Financial, Food, and Work Supports  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 6, Chapter D, ***Refugee Cash Assistance***,  
Contents Page 1 and 2, page 23 and 24, 25-31, 32-38, 39-46, 47 and  
48, 49-51, revised.

### **Summary**

This chapter is revised to This chapter is revised to add new acceptable documentation related to 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.

### **Effective Date**

Upon receipt.

### **Material Superseded**

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

<u>Page</u>	<u>Date</u>
Contents Page 1 and 2	April 1, 2022
23 and 24	April 29, 2022
25-31	April 1, 2022
32-38	April 29, 2022
39-46	April 1, 2022
47 and 48	April 29, 2022
49-51	April 1, 2022

### **Additional Information**

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

October 7, 2022

## GENERAL LETTER NO. 6-D-41

ISSUED BY: Bureau of Financial, Food, and Work Supports  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 6, Chapter D, **Refugee Cash Assistance**, Title Page, Contents I and 2, 1-3, 4 and 5, 6 and 7, 8, 9, 10, 11, 12, 13-15, 16-22, 23-48, revised; 49-51, removed.

### Summary

This chapter is revised to

- Update the name of the application
- Add the name, address, and phone number for a new resettlement agency
- Add additional acceptable documents for Afghan refugees
- Add a flow chart for the process of referring an RCA applicant to BRS
- Update style and formatting throughout

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	November 13, 2020
Contents I and 2	August 5, 2022
1-3	November 13, 2020
4 and 5	April 29, 2022
6 and 7	November 13, 2020
8	April 29, 2022
9	April 1, 2022
10	April 29, 2022
11	April 1, 2022
12	April 29, 2022
13-15	November 13, 2020
16-22	April 1, 2022
23-48	August 5, 2022
49-51	August 5, 2022

### Additional Information

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

March 24, 2023

**GENERAL LETTER NO. 6-D-42**

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

SUBJECT: Employees' Manual, Title 6, Chapter D, **Refugee Cash Assistance**, 21, revised.

**Summary**

This chapter is revised to update the arrival period for Afghan Humanitarian Parolees.

**Effective Date**

Upon receipt.

**Material Superseded**

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

<u>Page</u>	<u>Date</u>
21	October 7, 2022

**Additional Information**

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

July 21, 2023

## GENERAL LETTER NO. 6-D-43

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

SUBJECT: Employees' Manual, Title 6, Chapter D, **Refugee Cash Assistance**, I, 10, 14, 15, 21, 22 and 23, revised.

### Summary

This chapter is revised to:

- Clarify a refugee enrolled in the matching grant program is not eligible for RCA.
- Add new acceptable document types for Cuban and Haitians.
- Add new acceptable document types related to non-Ukrainian individuals who received humanitarian parole and the U4U or UFP class of admission.
- Add new acceptable document types related to non-Ukrainian individuals who received humanitarian parole without the and the U4U or UFP class of admission. Also clarifies Crimea is part of Ukraine.

### Effective Date

Upon receipt.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
I, 10, 14, 15,	October 7, 2022
21	March 24, 2023
22 and 23	October 7, 2022

### Additional Information

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

May 2, 2025

## GENERAL LETTER NO. 6-D-44

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

SUBJECT: Employees' Manual, Title 6, Chapter D, **Refugee Cash Assistance**, Title Page, Contents Page 1 and 2, 1, 2-9, 10, 11-13, 14 and 15, 16-20, 21, 22 and 23, 24-49, revised; 50-65, new.

### Summary

This chapter is revised to

- Change the program time limits from twelve to four months for individuals whose date of entry is on or after October 1, 2021, and whose eligibility for RCA is determined on or after May 5, 2025.
- Add clarifying language regarding when the program time limit begins for Afghans.
- Update branding, accessibility, and style and formatting throughout.

### Effective Date

May 5, 2025.

### Material Superseded

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

<u>Page</u>	<u>Date</u>
Title Page	October 7, 2022
Contents Page 1 and 2	October 7, 2022
1	July 21, 2023
2-9	October 7, 2022
10	July 21, 2023
11-13	October 7, 2022
14 and 15	July 21, 2023
16-20	October 7, 2022
21	March 24, 2023
22 and 23	July 21, 2023
24-49	October 7, 2022

### Additional Information

Refer questions about this general letter to your eligibility determinations manager.