



Iowa Department of Human Services
RCA Appointment Letter

<<name>>
<<Address>>
<<City, State, Zip Code>>

APPOINTMENT INFORMATION

All names listed below are scheduled to register for employment and complete an individual employment plan with the Bureau of Refugee Services on _____, at _____. Your appointment will be by phone. The Bureau of Refugee Services worker will call you at _____ for your appointment. This call may come up as “unknown”. Be sure you do not have “unknown” calls blocked on your phone.

(Phone option)

All names listed below are scheduled to register for employment and complete an individual employment plan with Bureau of Refugee Services on Tuesday October 12, 2021, at :30 AM. Your appointment will be in person. The office location is listed below. **(In-person option)**

Bureau of Refugee Services
420 Watson Powell Jr. Way Suite 100
Des Moines, IA 50309
1-800-362-2780

You can expect your appointment to take approximately 2-3 hours. You must complete this interview, register for employment, and complete an individual employment plan with the Bureau of Refugee Services to get Refugee Cash Assistance. If your phone number has changed or you cannot be available on the date/time listed above, please call the Bureau of Refugee Services right away to provide the number where you can be reached and/or for other options.

Referral Information	
Case Name	RCA Case Number
Date of RCA Application	Date of Interview with IM

Persons Responsible for Registering for Work			
Name	SID Number	Name	SID Number

IM Worker Name	Date
Phone Number	Fax Number
Comments	



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