**Refugee Cash Assistance (RCA) Eligibility Reviews**

This form is for internal use only, and must be completed by the agency worker listed below during the prescribed time period, and uploaded into the Electronic Case File (ECF) within 10 working days of completion. The occurrence of the Eligibility Review must be documented in CARES Worker Web (CWW) by making a case comment, including any follow-up case comments to a “No” response in the Eligibility Review section below.

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| **Current Worker** | | | |
| Worker Name | | | Telephone Number |
| Worker County | Worker Region (if applicable) | | |
| **Case** | | | |
| Case Name | | CARES Case Number | Date of Eligibility Review |
| **RCA Recipient** | | | |
| Name | | | Telephone Number |
| Address | | | |
| This Eligibility Review is for the following time period (check one):  30 days post-enrollment  Six months post-enrollment  \*Note the required timeframes: the 30-day Eligibility Review must take place 28-35 calendar days after the initial enrollment appointment, and the Six-Month Eligibility Review must take place no more than six months after the initial enrollment appointment.  This Eligibility Review is taking place (check one):  In person  Over the phone  Interpretation is necessary for this Eligibility Review (check one):  Yes  No  If yes, note how interpretation was provided (list name or company name):      , in the following language:      . | | | |
| **30-day Eligibility Review:**  Has the RCA recipient begun participating at the Employment and Training agency to which they were initially referred, and is the RCA recipient still, to the best of the worker’s knowledge (with reference to the eligibility rules found in section 5.2.4 of the BRP Policy Manual), eligible to continue to receive RCA payments?  Yes  No  If no, details must be documented in case comments regarding the Eligibility Review, including any follow-up that took place, and/or any sanctions applied.  **Six-Month Eligibility Review:**  Is the RCA recipient still, to the best of the worker’s knowledge (with reference to the eligibility rules found in section 5.2.4 of the BRP Policy Manual), eligible to continue to receive RCA payments?  Yes  No  If no, details must be documented in case comments regarding the Eligibility Review, including any follow-up that took place, and/or any sanctions applied. | | | |
| **Important Information** | | | |
| If the RCA recipient does not attend (whether in person or on the phone, during the required timeframes cited above), the worker must conduct an Eligibility Review without the input of the RCA recipient. The result of any such review, including a review attended by the RCA recipient, may be a discovery of non-compliance and a sanction. The worker may consult partner agencies, ECF/CWW, or another worker at the agency, in order to use the best available evidence to determine the ongoing eligibility status of the RCA recipient. | | | |