



TO: **BRP Policy Manual Users**

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Department of Children and Families

**SUBJECT: BRP Policy Manual Release\_V3**

**EFFECTIVE DATE: January 31, 2025**

Program/ Chapter	Change
Introduction/ 1.2.1	The specific list of eligible Afghans and Ukrainians was removed and ORR's frequently updated policy letters pertaining to these populations was linked instead.
RMS/ 1.2.2	<p>RMS, as part of the RMA program, has time-limited eligibility, which was missing from the eligibility exceptions listed in section 1.2.2. It now reads:</p> <p><i>Although the Refugee Medical Screening (RMS) program is part of Refugee Medical Assistance (RMA, detailed in Chapter 6), its program requirements are detailed here. RMS services, as RMA, is limited to within the first 12 months from the date of eligibility.</i></p>
1.3 Prioritization of Services	<p>This section was updated to better reflect federal regulations, revised for clarity, and language was added to allow for waivers in service provision requirements if/when they are in effect. It reads:</p> <p><i>All programs must assess anyone who requests services for eligibility and, to the extent reasonably possible, must refer anyone who is unable to be served. When waivers of service requirements are in effect, which would be announced via a BRP operations memo, certain circumstances related to capacity may justify a delay in service provision.</i></p> <p><b>1.3.1 RSS-E&amp;E/RSS-ESL/RSS-OS/ARSS/URSS</b></p>

	<ol style="list-style-type: none"> <li>1. <i>All newly arriving refugees during their first year in the U.S., who apply for services;</i></li> <li>2. <i>Refugees who are receiving cash assistance;</i></li> <li>3. <i>Unemployed refugees who are not receiving cash assistance; and</i></li> <li>4. <i>Employed refugees in need of services to retain employment or to attain economic independence.</i></li> </ol>
All RSS Programs/ 2.1.1 2.2.1 2.3.1	<p>Childcare was added as an allowable service under RSS-ESL, and the following language was added to all RSS programs mentioning childcare:</p> <p><i>*Check with your regional coordinator to confirm any licensing requirements or exemptions</i>  <a href="https://dcf.wisconsin.gov/cclicensing/contacts">https://dcf.wisconsin.gov/cclicensing/contacts</a>)</p>
RMS/ 2.7.2	<p>A required service was added to the list of RMS required services, and reads:</p> <p><i>7. Record the initial screening date of the first medical screening appointment.</i></p>
RCDS & ReMHI-CB/ 2.9 and 2.12	RCDS and ReMHI-CB were removed.
Documentation and Verification/ 3.2.2	<p>Additional guidance added regarding “Confidential Documents”</p> <p><i>“WRPD contains an option to upload confidential documents, which cannot be viewed by anyone outside the agency that uploaded those documents, unless they become the subject of legal proceedings. This feature, therefore, should be reserved for highly sensitive legal or medical documents that are considered critical to the services being reported in WRPD.”</i></p>
Documentation and Verification/ 3.2.4	<p>The following language was added to Table 3.2.4 to avoid confusion with name spelling variations between documents and/or agencies:</p> <p><i>*Identity (not related to immigration status; e.g. name)</i></p> <p><i>*Although other ID documents may be uploaded, WRPD users must enter the name only as it appears on immigration verification documents, and that name may only be revised in WRPD if the immigration verification documents have also been revised.</i></p>
Documentation and Verification/ 3.2.4	<p>The following additional guidance was added to the alien number item of Table 2 in the chapter on documentation and verification:</p> <p><i>*The alien number may be found on various immigration documents. It may or may not be found on an I-94, for example, depending on one’s status upon US entry. Request all immigration documentation in order to locate the alien number.”</i></p>

RCA/ 5.2.4	Changed 2/3 CSJ placement criteria from “up to 10-14 hours a week” to “10-14 hours per week”.
RCA/ 5.4.7.1	Corrected reference to eligibility verification guidance, from 5.6.1 to 5.6.7.
RCA/ 5.5.10	Counting Income; clarifying language added, in bold:  In some cases, the different members in an RCA assistance group may have different dates of eligibility. In such a case, consider any applicable income of the first-arrived spouse (such as employment earnings) when determining RCA eligibility for the group based on entry of the newly arrived spouse. In cases <b>of a financially eligible assistance group</b> , the group would remain eligible for RCA through the end of the newly arrived spouse’s RCA eligibility period.
RCA/ 5.6.12 & 5.6.8	Termination language was corrected in two sections, from “within five days of termination” to:  <i>A written notice must be sent or provided to a recipient at least 10 days before the date upon which refugee cash assistance will be terminated.</i>
RMA/ 6.5.3	Household income of spouses who did not travel together must be tested together for RMA financial eligibility. The corrected language is found below in bold:  <i>In some cases (as previously explained under Assistance Groups) the husband and wife in an MA group may have different arrival dates. If this is the case, consider any countable income of the first-arrived spouse (such as employment earnings) when determining RMA eligibility for the group based on entry of the newly arriving spouse. The first arrived spouse may have income, <b>which must be counted, that may make the newly arrived spouse ineligible for RMA.</b></i>  <i>EXAMPLE: The husband arrived in Wisconsin on January 5, 2023. The wife arrived on August 20, 2023. The husband is already working, and his income makes his wife ineligible for BadgerCare Plus due to his high earnings, <b>as well as ineligible for RMA.</b></i>
RMA/ 6.6.4	Termination language was added to one section, and reads:  <i>A written notice (of termination) must be sent or provided to a recipient at least 10 days before the date upon which refugee cash assistance will be terminated.</i>

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