



TO: **BRP-Funded Agencies**

FROM: Bojana Zorić Martinez, Director
Bureau of Refugee Programs
Division of Family and Economic Security
Department of Children and Families

SUBJECT: Introduction of Two New Bureau of Refugee (BRP) Forms

BRP OPERATIONS MEMO			
No:	23-07		
DATE:	10/01/2023		
	Revised: 12/22/2023		
RCA	<input type="checkbox"/>	RMA	<input type="checkbox"/>
RMS	<input checked="" type="checkbox"/>	RHP	<input checked="" type="checkbox"/>
RSS	<input checked="" type="checkbox"/>	RSI	<input checked="" type="checkbox"/>
RYM	<input checked="" type="checkbox"/>	SOR	<input checked="" type="checkbox"/>
WFTCP	<input checked="" type="checkbox"/>	ARSS	<input checked="" type="checkbox"/>
URSS	<input checked="" type="checkbox"/>		
RCDS	<input checked="" type="checkbox"/>		

CROSS REFERENCE: [OM 23-06 Verification Requirements](#)

EFFECTIVE DATE: **OCTOBER 1, 2023**

PURPOSE

The purpose of this memo is to introduce two new forms and instruct agencies on their required use by Bureau of Refugee Programs (BRP)-funded agencies.

BACKGROUND

In May 2022, BRP introduced the Wisconsin Refugee Programs Database (WRPD) to its contracted agencies. As of the publication of this memo, the WRPD system has been updated to include a document upload feature, which allows for the use of forms printed and signed by the program participant. This memo introduces two such forms, which will be required as described in the policy below.

POLICY

The purpose of the BRP Participation Agreement is to confirm a participant’s acknowledgement of program enrollment, including documentation of the use of an interpreter, if applicable. The participant must complete and sign the form at the time of enrollment, and a representative of the agency administering the BRP-funded program must then sign and upload a copy of the form into the Wisconsin Refugee Programs Database (WRPD) within ten working days of program enrollment. Every individual enrolled in a BRP-funded program (not including Refugee Cash Assistance and Refugee Medical Assistance) must complete a BRP Participation Agreement for all programs. If a participant **will be** enrolled in more than one program at the

same agency, one form may be used for multiple programs by checking multiple program boxes to indicate the programs into which the participant may be enrolled.

The Confidential Information Release and Discussion Authorization form must be completed upon enrollment for any participant about whom information must be shared, outside of other BRP programs and/or as needed while discussing case details with the interested third parties listed on the form.

In summary, the BRP Participation Agreement form must be completed for everyone enrolled in a BRP program (not including Refugee Cash Assistance and Refugee Medical Assistance). The Confidential Release or Discussion Authorization form must be used only as needed, in order to send or discuss case details with an agency or individual outside of BRP programs. The proper use of the forms is required as of October 1, 2023. Both forms can be found on and downloaded from the DCF Forms website (<https://dcf.wisconsin.gov/forms>).

WISCONSIN REFUGEE PROGRAMS DATABASE (WRPD)

Refer to the WRPD User Manual for technical guidance related to the proper use of the document upload feature.

REPORTING

Not applicable

DOCUMENTATION

The guidance pertaining to verification requirements and the document upload feature of WRPD as detailed in OM 23-06 applies to these two new forms.

TRAINING

A technical assistance call regarding the use of the forms introduced in this memo will be scheduled in the near future and announced to partners.

AGENCY ACTION

BRP-funded agencies are required to use these forms as of October 1, 2023; in light of the December 22 revision, either version of the Participation Agreement form may be accepted, though the revised version will be available on the DCF forms website as of December 22, 2023.

ATTACHMENTS

None; forms can be viewed at the above link to the DCF Forms page.

CONTACTS

For BRP Policy Questions: DCFRefugee@wisconsin.gov
For WRPD Questions: DCFWRPDSupport@wisconsin.gov