



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 to the Bureau of Refugee Programs Policy Manual

BRP OPERATIONS MEMO			
No:	23-08		
DATE:	12/06/2023		
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"/>		
ARSI	<input checked="" type="checkbox"/>	URSI	<input checked="" type="checkbox"/>
URHP	<input checked="" type="checkbox"/>		
ARYM	<input checked="" type="checkbox"/>	RCDS	<input checked="" type="checkbox"/>

CROSS REFERENCE: [W-2 Manual](#)
[BRP Policy Page](#)

EFFECTIVE DATE: 12-06-2023

PURPOSE

The purpose of this memo is to announce the publication of the Bureau of Refugee Programs Policy Manual, hereafter referred to in this memo as the manual.

BACKGROUND

Until the date of publication of this memo, BRP policies and other guidance were located in operations memos, email communications, and each contractor’s Scope of Services contract addendum. The policies and guidance referenced in those communications have been organized by program into one manual, which is located on the BRP website’s [Policy](#) page.

POLICY

Effective 12-06-2023, the BRP-funded agencies indicated at the top of this memo must adhere to policies as described in the manual.

At the time of publication of this memo, Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) policies are not included in the manual. These programs’ policies will continue to be located in Chapter 18 of the [W-2 manual](#); their incorporation into the BRP Policy Manual and removal from the W-2 manual will be announced in a separate memo.

Email and operations memos will continue to be used to communicate important information to agencies and will often coincide with a related manual update. However, minor updates to the manual will be communicated using a BRP Policy Manual Cover Sheet. In order to stay up to date on changes to the manual, BRP-funded agencies must sign up to receive operations memos and cover sheets, both of which can be found on the [Policy](#) page of the BRP website. An archive of all cover sheets and previous versions of the manual will be located on the same page.

WISCONSIN REFUGEE PROGRAMS DATABASE (WRPD)

While WRPD is regularly referenced in the manual, including details such as the requirements for documentation and verification frequency, specific details related to the technical use of WRPD will be located and updated in the WRPD User Guide.

REPORTING

Not applicable

DOCUMENTATION

Not applicable

TRAINING

A technical assistance call detailing an overview of the contents and purpose of the BRP Policy Manual will be scheduled and announced to partners.

AGENCY ACTION

BRP-funded agencies are required to adhere to any and all program guidance as it is written in the policy manual as of 12-06-2023.

ATTACHMENTS

Not applicable

CONTACTS

For BRP Policy Questions: DCFRefugee@wisconsin.gov

For WRPD Questions: DCFWRPDSupport@wisconsin.gov