



TO: RSS-funded Agencies
RSS Set-Aside-funded Agencies
RMS-funded Agencies
W-2 Agencies

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

Patara Horn, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BRP/BWF OPERATIONS MEMO			
No:	BRP 22-05	(Amended 06/08/23 and 09/25/24)	
	BWF 22-17	(Amended 06/08/23 and 09/25/24)	
DATE:	07/29/2022		
RCA	<input checked="" type="checkbox"/>	RMA	<input checked="" 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"/>
W-2	<input checked="" type="checkbox"/>	EA	<input checked="" type="checkbox"/>
JAL	<input checked="" type="checkbox"/>	WFTCP	<input checked="" type="checkbox"/>
ASA	<input checked="" type="checkbox"/>	ReMHI	<input checked="" type="checkbox"/>

SUBJECT: Eligibility of Certain Ukrainian Populations and other non-Ukrainian Individuals Displaced from Ukraine for Refugee Resettlement Program Benefits

CROSS REFERENCE: [ORR Policy Letter 22-13](#)
[45 CFR §400.50](#)
[45 CFR §400.94](#)
[TANF-ACF-Program Instruction-2022-05](#)
[ORR Dear Colleague Letter 22-20](#)

EFFECTIVE DATE: May 21, 2022

PURPOSE:

The purpose of this memo is to summarize the contents of a federal policy letter published by the Office of Refugee Resettlement (ORR) pertaining to program eligibility for certain individuals who are arriving to the United States from Ukraine. The memo is intended to communicate critical information so that contracted agencies may make appropriate eligibility determinations for Refugee Resettlement Program (RRP) benefits, as well as Wisconsin Works (W-2), Emergency Assistance (EA) and Job Access Loans (JAL).

BACKGROUND:

Upon the passage of the Additional Ukraine Supplemental Appropriations Act (AUSAA), Office of Refugee Resettlement (ORR) published [ORR Policy Letter 22-13](#), which conferred eligibility of some Ukrainian nationals and other non-nationals who had been living in Ukraine for RRP benefits and services.

RRP benefits and services are provided through ORR-funded programs. In Wisconsin, this includes Refugee Support Services (RSS) and its set-aside programs: Refugee Health Promotion (RHP), Refugee Services for Older Refugees (SOR), Refugee School Impact (RSI), Refugee Youth Mentoring (RYM); as well as Wilson-Fish TANF Coordination Program (WFTCP), Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), and Refugee Medical Screening (RMS). RRP-eligible individuals may also be eligible for other benefits, such as the Bureau of Working Family's (BWF's) W-2, EA, and JAL programs and other programs administered outside of BWF and the Bureau of Refugee Programs (BRP).

This memo summarizes the statuses and categories of individuals arriving from Ukraine, the benefits and services within BWF and BRP for which they may be eligible, the documentation required to verify each eligible status, and the time period during which these details apply. Due to the eligibility of refugees and other ORR-eligible statuses for BRP's and many of BWF's administered programs, these populations interact frequently with both ORR-funded agencies and W-2 agencies. Additional guidance from a March 2023 update of [ORR Policy Letter 22-13](#) have been incorporated into this memo, and are highlighted in yellow, and guidance from May and July 2024 updates has been incorporated and highlighted in blue.

POLICIES:**IMMIGRATION STATUS AND RRP/W-2, JAL, AND EA ELIGIBILITY**

[ORR Policy Letter 22-13](#) identifies four distinct ORR-eligible statuses and categories of individuals arriving from Ukraine. They include:

- A. Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs);
- B. Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit;
- C. A spouse or child of an individual described in section I.A. or I.B. who is paroled into the United States after September 30, 2023; and,

- D. A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described in section I.A. or I.B. who is paroled into the United States after September 30, 2023.

Individuals with any of these four statuses are eligible for RRP benefits and services, with the exception of the initial resettlement program known as the Reception and Placement Program (R&P), for which individuals with the above-listed statuses are not eligible. Please note that this is a significant departure from the traditional resettlement model, by which BRP-contracted partners are accustomed to making referrals to Resettlement Agencies (RAs) for most initial resettlement services. Rather, any agency encountering this population must maintain responsibility for providing the same supportive services, either with or without partnership with RAs. These supportive services, provided by BRP-contracted partners, could include RSS, RMS, SOR, RHP, ReMHI, RSI, and RYM.

Individuals with any of these four statuses may also be eligible for mainstream benefits. Note that “mainstream benefits” refers to benefits typically available to refugees, such as W-2, SSI, Medicaid, and FoodShare. Pursuant to [45 CFR §400.50](#) and [45 CFR §400.94](#), individuals with the above named qualifying non-citizen statuses should be given the opportunity to apply for other benefits at the appropriate W-2 and Income Maintenance agencies so that eligibility may be determined. However, eligibility policy and processing instructions for mainstream benefits must come from the appropriate governing agencies.

As such, this memo specifically and only authorizes eligibility for RRP benefits and W-2, EA, and JAL (pursuant to [TANF Program Instruction 2022-05](#)). As always, eligibility must still be determined individually upon applying for any benefit or service.

[ORR Dear Colleague Letter 22-20](#) reminds the network of refugee service providers of the requirement to apply for RRP and other mainstream benefits programs as soon as possible, whether or not appropriate federal guidance has been issued to TANF- and Medicaid-administering agencies. If applicants are found ineligible for TANF or Medicaid, they may be found eligible for RCA and RMA. If they are retroactively determined eligible for TANF or Medicaid, any RCA or RMA expense incurred must be reimbursed, in order to insure there is no dual receipt of federal assistance.

ACCEPTABLE DOCUMENTATION FOR ELIGIBILITY VERIFICATION

ORR encourages providers of RRP benefits to refer to its continuously updated [Documentation Guide](#) in order to determine program eligibility and identify corresponding verification items. In addition to the acceptable documents listed for Ukrainian refugees and asylees within ORR’s Documentation Guide, the following chart lists the newly eligible applicants and corresponding acceptable documents. All other elements of the Documentation Guide remain unchanged and in effect.

Immigration Status or Category of Applicant	Acceptable Documentation
Ukrainian citizen or national who received humanitarian parole (known as a Ukrainian Humanitarian Parolee, or UHP)	Form I-94 noting humanitarian parole (per INA section 212(d)(5)) Or Foreign passport with DHS/CBP admission stamp noting "DT" Or Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or "U4U" Or Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or "UHP" Or Form I-766 Employment Authorization Document (EAD) with the code C11
A non-Ukrainian individual who received humanitarian parole and the U4U or UHP class of admission in response to their displacement from Ukraine	Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or "U4U" Or Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or "UHP"
A non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole, but without the U4U or UHP class of admission	Any one of the forms or stamps listed above for UHPs And Documentation of last habitual residence in Ukraine, including Crimea*

*Acceptable documentation indicating last habitual residency in Ukraine includes an original Ukrainian government-issued document, such as a current driver's license or identification card.

Some Ukrainians may request benefits or services before they have an alien number. An alien number is not required for any initial eligibility determination, and Ukrainians may enroll in benefits and service programs before they receive an alien number. However, agencies that provide ORR-funded programs and services must collect an alien number for participants as soon as it becomes available, so that it may be recorded in the Wisconsin Refugee Programs Database.

PERIOD OF ELIGIBILITY

For eligible Ukrainian parolees who entered the United States with parole between February 24, 2022 and September 30, 2023, their initial date of eligibility for ORR benefits and services is May 21, 2022, or their date of parole, whichever is later.

For eligible Ukrainian parolees who enter the United States with parole between October 1, 2023 and September 30, 2024, their date of eligibility is April 24, 2024, or their date of parole, whichever is later.

For the eligible population described in sections C and D above (spouses or children of eligible Ukrainian parolees, or parents, guardians or primary caregivers of eligible unaccompanied refugee minors or unaccompanied children), their eligibility date is the date of their parole.

UHPs and other non-Ukrainian individuals displaced from Ukraine are eligible for ORR benefits and services until the end of the individual's parole term, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

If a UHP or other non-Ukrainian individual displaced from Ukraine applies for and obtains Temporary Protected Status (TPS), the individual will remain eligible for ORR benefits and services until the end of the individual's parole term, due to their underlying receipt of humanitarian parole. Note, however, that an individual with only TPS and no underlying humanitarian parole is not eligible for ORR benefits and services.

SYSTEMS OR FORMS IMPACTS

The additional statuses described above will be reflected in the Non-Citizen Eligibility Desk Guide found in the appendix of the W-2 manual, in order to ensure that eligibility is documented using the appropriate CARES code for anyone possessing one of these qualifying non-citizen statuses.

REPORTING IMPACTS

Individuals with any of the statuses named in this memo should be reported by ORR-funded service providers as ORR-eligible individuals on any required reports whenever ORR services have been provided.

TRAINING

There will be no training at this time, though technical assistance will be provided as needed. Providers of RRP benefits and services (as listed on page 1) are encouraged to contact the BRP staff listed below as questions arise. Providers of W-2, EA, or JAL are encouraged to make use of BWF's Policy Question SharePoint-based process as questions arise related to those programs.

AGENCY ACTION

There is no agency action required at this time.

CONTACTS

Questions regarding this memo should be directed to:

DCFRefugee@wisconsin.gov

ATTACHMENTS:

Please reference the policy attachment below for changes to the W-2 Manual, which will be updated by August 8, 2022.

[Non-Citizen Eligibility Desk Guide](#)
[W-2 Policy Manual Sections 18.2.4.1-2](#)

DCF/DFES/BRP/RPS