



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: BRP Participation Agreement
Discontinuation**

BRP OPERATIONS MEMO

No: 25-20

DATE: 12/17/2025

RCA ☐ **RMA** ☐ **RMS** ☒ **RHP- any** ☒

RSS-E&E ☒ **RSS-OS** ☒ **SOR- any** ☒

ARSS (AIRLS) ☒ **URSS (UIRLS)** ☒

RSS-ESL, Wis Lit ☒

RSI- any ☒ **RYM- any** ☒

CROSS REFERENCE: [BRP OM 23-07](#)
[BRP Policy Manual](#)

EFFECTIVE DATE: 12/17/2025

PURPOSE

The purpose of this memo is to discontinue use of the BRP Participation Agreement, which was a requirement for all BRP subrecipients that began on October 1, 2023 and was announced in [BRP Operations Memo 23-07](#). As of 12/17/2025, the BRP Participation Agreement is considered obsolete, and its use is no longer required under any BRP subrecipient contracts.

BACKGROUND

In 2023 the BRP Participation Agreement form was introduced as an enrollment requirement for all BRP programs (excluding Refugee Cash Assistance and Refugee Medical Assistance) as a means of confirming a participant's acknowledgement of enrollment, including documentation of interpreter services. The form no longer serves its original purpose as the Wisconsin Refugee Programs Database (WRPD) documents both, participant enrollment and use of interpretation. Therefore, to avoid redundancies and streamline documentation requirements for participants and service providers, the form has been discontinued.

POLICY*Former policy:***2.0 Required and Allowable Activities and Services**

For all programs described below, a BRP Participation Agreement form must be completed and uploaded into WRPD, and 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 the programs listed below. These and all DCF forms can be found on the DCF Forms Website (<https://dcf.wisconsin.gov/forms>).

*New policy***2.0 Required and Allowable Activities and Services**

For all programs described below, ~~a BRP Participation Agreement form must be completed and uploaded into WRPD, and~~ 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 the programs listed below. These **This form** and all DCF forms can be found on the DCF Forms Website (<https://dcf.wisconsin.gov/forms>).

Other revisions

The form was also mentioned in three places in Chapter 3.2 (Documentation and Verification Requirements); first, as an example of a DCF form, and twice as part of the WRPD Data Fields and Services Requiring Verification table. In all three places, mention of the form has been deleted. The form is no longer required to be used as a verification item, or for any other purpose.

REPORTING

Not applicable

DOCUMENTATION

Subrecipients must adhere to the documentation guidance contained in this OM as of 12/17/2025.

TRAINING

An optional technical assistance session will be scheduled following publication of this memo.

AGENCY ACTION

There is no agency action required at this time.

ATTACHMENTS

Not applicable

CONTACTS

For BRP Policy Questions: DCFRefugee@wisconsin.gov

For WRPD Questions: DCFWRPDSupport@wisconsin.gov

DCF/DFES/BRP/RD