

# **Bureau of Refugee Programs (BRP) Technical Assistance**

Introduction to the BRP Policy Manual



Wisconsin Department of Children and Families

# What is the BRP Policy Manual?

- The BRP Policy Manual is a guide for programs funded by the Department of Children and Families' (DCF) Bureau of Refugee Programs, including requirements, definitions, best practices, and resources related to program administration.



# Purpose of the BRP Policy Manual

- Consolidate guidance into one location
- Training
- Reference
- Answer FAQs



# Current Status of the Manual

- Includes general information and program-specific information for all programs except for Refugee Cash Assistance and Refugee Medical Assistance, which will be included in a future version
- Published on the BRP Policy page (<https://dcf.wisconsin.gov/refugee/providers/policy>)



# Manual Processes

- The Manual will get updated whenever there are policy or other programmatic changes. This will happen in two ways:
  - Operations Memo (OM/Ops Memo) announcement (significant changes, usually paired with technical assistance [TA])
  - Cover Sheet announcement (minor changes)
- In both instances, previous versions of the Manual will be stored in an Archives section of the [BRP Policy](#) page; published update notifications will be sent by email.



# Manual Navigation and Reference

- The Manual is organized in its Table of Contents; readers can navigate directly to the main topics and many sub-topics of each section.
- The Manual is numbered for easy reference (e.g. “WRPD users must categorize uploaded documents using one of four document categories (BRP Policy Manual 3.2.3).”).



# Manual Content Overview

## 1.0 Introduction

1.1 Funding type and purpose

1.2 Eligibility

1.3 Prioritization of Services (by program)



# Manual Content Overview, continued

## 2.0 Required and Allowable Activities and Services

2.1-2.12 by program



# Manual Content Overview, continued

## 3.0 Documentation and Verification

### 3.1 Introduction

### 3.2 Documentation and Verification Requirements

(+6 sub-topics)

(This is the content from OM 23-06, October 19<sup>th</sup> TA; content like this will always be incorporated into the Manual)



# Manual Content Overview, continued

4.0 Office of Refugee Resettlement (ORR) Glossary of Terms/Definition of Services

[Placeholders

5.0 Refugee Cash Assistance

6.0 Refugee Medical Assistance]

7.0 Resource Reference



# Questions?

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