

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 19th 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?

DCFRefugee@wisconsin.gov

