

DEPARTMENT OF CHILDREN AND FAMILIES  
DIVISION OF FAMILY AND ECONOMIC SECURITY  
ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE

15-04

ISSUE DATE: 9/3/2015  
DISPOSAL DATE: Ongoing

\*PROGRAM CATEGORIES:

AS  FM  ML  TR  
 CC  FL  NA  W-2  
 CS  IT  RA  WIA  
 CF  JC  TC  
 CR  LM  TA

**TO:** W-2 Contract Agency Directors

**FROM:** Kris Randal  
Division Administrator

**RE:** Updated Refugee Cash Assistance (RCA) Administration and Refugee Medical Assistance (RMA) Administration Central Office Reporting (CORe) Contract Codes

**PURPOSE:** This purpose of this memo is to make Wisconsin Works (W-2) agencies aware of new CORe contract codes for RCA and RMA Administration costs.

**BACKGROUND:** W-2 agencies in the balance of state and the West Central Milwaukee and Southern Milwaukee W-2 geographical areas administer the RCA and RMA programs. RCA provides cash benefits and RMA provides medical insurance to certain refugees and other qualifying populations who meet the respective program criteria. The 2013-2016 W-2 and Related Programs Contract allows W-2 agencies to bill the Department of Children and Families (DCF) for RCA cash payments made to clients as well as for the costs agencies incur while administering the RCA and RMA programs. These administrative costs include, but are not limited to: the costs of staff, rent, supervision, management, benefit issuance, and financial management, in accordance with cost allocation. W-2 agencies submit reimbursement claims to DCF using the appropriate CORe contract codes listed and described on the DCF CORe website (<http://dcfcore.wisconsin.gov>).

**CURRENT RCA AND RMA ADMINISTRATION CORe CONTRACT CODE:** W-2 agencies currently use CORe contract code 0133: *Refugee Cash and Medical Assistance Administration* to report both RCA and RMA Administration costs.

**NEW RCA AND RMA ADMINISTRATION CORe CONTRACT CODES:** Effective September 1, 2015, CORe contract code 0133 will be updated to correspond to RCA Administration costs only

and labeled *Refugee Cash Assistance Administration*, and a new CORE contract code (*0136: Refugee Medical Assistance Administration*) will be created to correspond to RMA Administration costs. Reporting instructions for each CORE contract code are available on the DCF CORE website.

**AGENCY ACTION:** For CORE expenditure reports due to DCF on or after September 1, 2015, W-2 agencies must use CORE contract code *0133: Refugee Cash Assistance Administration* to report RCA Administration costs, and CORE contract code *0136: Refugee Medical Assistance Administration* to report RMA Administration costs.

**CORE CONTRACT CODE FOR DIRECT RCA COSTS:** DCF has made no changes to the CORE contract code for RCA cash payments (*0134: Refugee Cash Assistance*). W-2 agencies should continue to use CORE contract code 0134 to claim reimbursement for RCA cash payments made to RCA clients.

**CONTACT:** CORE questions and W-2 and related programs payment information: Sue Losen, DMS/Bureau of Finance, 608-422-6379, [Sue.Losen@wisconsin.gov](mailto:Sue.Losen@wisconsin.gov)

RCA/RMA program information: Allison Shabino, DFES/Bureau of Working Families, 608-422-6312, [Allison.shabino@wisconsin.gov](mailto:Allison.shabino@wisconsin.gov)