

Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) Policies, Processes and Case Management



Purpose:

The purpose of this course is to provide RCA/RMA Case Managers instruction on how to determine eligibility, and information on application processing and cultural awareness resources.

Objectives:

Upon completion of this course, you will be able to:

- Explain the eligibility criteria for refugee status.
- Apply non-financial and financial eligibility requirements for RCA and RMA.
- Identify recommended items of verification for RCA and RMA.
- Explain the RCA and RMA programs and time limits.
- Build cultural awareness of Wisconsin's refugee population.
- Use cultural awareness knowledge to provide accommodations.
- Create a plan for on-going cultural awareness.

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W-2 Contact Information

Questions regarding this training material should be directed via your local agency process to the Partner Training Team,
Email: PTTTrainingSupp@wisconsin.gov

A contact person is available to answer e-mailed questions related to this training material, assist you in completing any activity that you are having difficulty with, and/or provide explanation of anything else about this training material.

Questions regarding W-2 production cases and systems should be directed via your local agency process to the W-2/CC CARES Help Desk at:
Email: DCFW2CARESHD@wisconsin.gov

Telephone: (608) 422-7900.

W-2 Policy questions should be directed to your Regional Office staff.

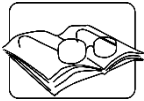
DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 535-3665 or the Wisconsin Relay Service (WRS) – 711.

For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) – 711.

Introduction

This training focuses on the administration of the Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) programs, including the criteria for determining refugee status, explaining RCA and RMA, identifying verification items for applying for RCA and RMA, applying financial and non-financial eligibility, and explaining the RCA and RMA application process. It also provides other resources to assist the refugee family.

Refugees are individuals who are forced to flee their homeland and are unable or unwilling to return due to a well-founded fear of persecution because of race, religion, nationality, membership in a particular social group, or political opinion. Today there are 68.5 million forcibly displaced people worldwide: 40 million internally displaced people (IDPs), 25.4 million refugees, and 3.1 million asylum seekers. Ideally, the refugee eventually can return to his/her homeland or integrate into the country to which he/she fled, but this is not always possible. Countries such as the U.S. allow certain refugees the opportunity to resettle within their borders.



References: *W-2 Manual, Chapter 18.*

What does it mean to be a refugee?

10 Minutes to Leave

According to the *Welcome to America Project* website (www.wtap.org), a non-profit group that supports resettlement efforts in the Phoenix, Arizona area, “Refugee families usually have only a few moments to flee their homes in a time of conflict.”

What would you take if you only had 10 minutes to flee your home? and Why would you take these items?

Notes:

Who Are the Refugees?

From what countries are refugees coming to Wisconsin? In your own words, explain what conditions or situations are present in each country prompting individuals to flee.

<i>Country</i>	<i>Crisis</i>

What do you do, or what have you done, to prepare yourself for an appointment with a refugee?

Identification of Refugee Status

According to the United States Citizenship and Immigration Services (USCIS), **refugee status** is a form of protection that may be granted to people who meet the definition of a refugee. Under United States law, a refugee is someone who:

- Is located outside of the United States;
- Is of special humanitarian concern to the United States;
- Demonstrates that he/she was persecuted or fears persecution due to race, religion, nationality, political opinion, or membership in a particular social group;
- Is not firmly resettled in another country; and
- Is admissible to the United States (for example, doesn't fail criminal/background checks).

Asylum status is a form of protection available to people who:

- Meet the definition of a refugee
- Are already in the United States

Below is a list of the kinds of immigration status that you may see as a Case Manager working with the refugee and associated group populations.



To qualify for Refugee Cash and Medical Assistance, individuals must provide proof, in the form of documentation issued by the U.S. Department of Homeland Security, of one of the following kinds of immigration status:

1. Paroled as a refugee or asylee under Section 212(d)(5) of the Immigration and Nationality Act (INA)
2. Admitted as a refugee under Section 207 of the INA
3. Granted asylum under Section 208 of the INA
4. Cuban and Haitian entrants
5. Certain Amerasians
6. Foreign-born victims of trafficking
7. Iraqis and Afghans with "special immigrant status"
8. Lawful permanent residents who previously held one of the above kinds of immigrant status

**SAVE (Systematic Alien Verification for Entitlements):
A Guide on Immigration Documents Commonly Used by Benefit Applicants**

<https://save.uscis.gov/web/media/resourcesContents/SAVEGuideCommonlyusedImmigrationDocs.pdf>

Defining the RCA/RMA Programs

RCA is a cash benefit, entirely federally-funded program administered by states or other designated entities. In Wisconsin, RCA is modeled on the W-2 program and is administered by W-2 agencies with guidance from the Refugee Programs Section of the Wisconsin Department of Children and Families (DCF), Division of Family and Economic Security (DFES), Bureau of Working Families (BWF). RCA provides cash assistance to qualifying refugees who do not meet the W-2 program requirements.

RCA cash payment amounts mirror those of the W-2 program. Like in W-2, a refugee also can take part in subsidized employment.

RMA is also an entirely federally-funded program. In Wisconsin, RMA provides the same level of benefits as Medicaid/BadgerCare Plus and is considered part of the Wisconsin Medicaid/BadgerCare Plus program, though it is funded differently.

The RMA program provides a basic health care to refugees who've recently arrived and who do not qualify for Medicaid/BadgerCare Plus. RMA is intended to support refugees as they move toward self-sufficiency.

RCA/RMA Program Time Limits

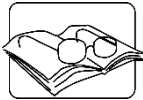
Refugees may receive RCA and RMA only for eight consecutive months after their date of arrival to the U.S. Exceptions are asylees the begin date of RCA/RMA eligibility is the date the asylee is granted asylum, and victim(s) of trafficking, whose start date for RCA/RMA eligibility is the certification date found on letter issued by DHHS Office of Refugee Resettlement. Because RCA and RMA have limited timeframes, reviews for these programs are not required.

Some agencies have an in-house system to track their RCA/RMA participants. Make sure you know how your agency tracks RCA/RMA time limits.

How does your agency track the RCA/RMA time limit?

Verification Items Needed for RCA/RMA

The RCA application process officially begins on the date the applicant or authorized representative gives the agency a signed version of the Wisconsin Works (W-2) and Related Programs Registration Form (14880) or the Request For Assistance (RFA) that prints from CWW when the Client Registration (the paper equivalent of the RFA) is complete.



Reference: *W-2 Manual 18.2.2.3*

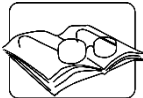
In many areas of the state, the refugee's Voluntary Resettlement Agency (VOLAG) helps him or her to complete and sign the Registration Form (14880), and emails or faxes it to a specified contact person at the appropriate W-2 agency.

RCA/RMA applicants will need to provide verification of required non-financial and financial eligibility criteria, including but not limited to:

1. Proof of refugee or other qualifying immigration status;
2. Date of entry to the U.S. (for asylees: date asylum was granted; for victims of trafficking: certification date).

The W-2 agency may need to request additional verifications based on the remaining RCA/RMA eligibility criteria listed in W-2 Manual 18.2.4 (RCA) and W-2 Manual 18.3.4 (RMA), if relevant to the specific refugee.

Using good case management techniques, always check CWW and ECF before asking the participant to provide verification items to avoid duplications. The applicant has **seven (7) working days** to provide the documentation.



Reference: *W-2 Manual 18.2.6.1.3.*

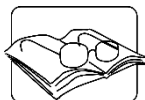
RCA Eligibility

Refugees who meet the financial eligibility requirements of the W-2 program but are not otherwise eligible – for example, single individuals, childless couples, teen parents and two-parent families with no children under 18 years of age – may receive benefits under the RCA program.

RCA Non-Financial Eligibility

To be non-financially eligible for RCA, a refugee must:

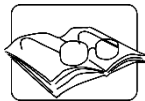
1. Possess a qualifying immigration status;
2. Have been in the United States eight months or less (except for asylees and victims of trafficking, for whom the eight month time period begins as of the date they are granted asylum or certified, respectively);
3. Be a resident of Wisconsin;
4. Be ineligible for a W-2 paid placement, and not be receiving SSI or Kinship Care;
5. Not have quit a job or refused a job offer within the 30 days prior to application;
6. Comply with employment and training requirements (enroll in employment and training activities, and participate in such activities within 30 days of receiving RCA benefits);
7. Not be enrolled as a full-time student in higher education (**Exception:** if the participant is in a re-certification program with a duration of less than one year and working 20 hours per week); and
8. Not be enrolled in the Matching Grant program.
(Matching Grant programs secure funds from private sources that assist in the resettlement of refugees to “match” federal funds. Many of the Wisconsin VOLAGs have a Matching Grant program.) Matching Grants typically provide services for about 4-6 months, and refugees whose Matching Grant period has ended may be eligible for RCA if they are still within their 8 month RCA eligibility period. Matching Grant termination can be verified by contacting the VOLAG.



Reference: *W-2 Manual 18.2.4.8*

Note: As in W-2 policy, an applicant who does not provide a Social Security number still may be eligible for RCA if he or she applies for one and provides proof of the application. (See *W-2 Manual 2.7.1*)

RCA Financial Eligibility



Reference: *W-2 Manual 18.2.5*

In determining RCA financial eligibility, keep in mind certain considerations when you are determining RCA financial eligibility. Reception and Placement (R&P) assistance payments are “one-time” payments to refugees during the first 30 days after their arrival to the United States. These payments are made by the VOLAG on the refugee’s behalf to pay expenses (e.g., rent and household items) or are issued directly to the refugee. The R&P amount is \$1,025 per person. You can verify these payments by contacting the VOLAG, but the payments are not counted when determining RCA financial eligibility.

The RCA assistance group’s total countable assets must be less than or equal to \$2,500. Only assets that are available can be counted, and any assets remaining in the refugee’s country of origin are disregarded for RCA eligibility purposes.

Assets Examples:

Counted:

- Savings/Checking Accounts
- Vehicles (disregard the first \$10,000)

Income: The RCA assistance group’s total countable income must be less than or equal to 115% of the Federal Poverty Level (FPL) for their assistance group size. Some forms of income are not counted or are disregarded.

Income Examples:

Counted:

- Employment Income
- Caretaker Supplement (CTS)

Disregarded:

- Child Support
- Tax Refunds

In some cases, a refugee may be “sponsored” by individuals or groups in the community (such as faith-based groups), and/or may be given additional help by friends or relatives who are more acclimated to the community. These agency and individual sponsors DO NOT meet the USCIS definition of a sponsor because they do not have legal obligations to provide financial support to the refugee. W-2 agencies should therefore not deem the agency and individual sponsors’ income for the RCA client unless the refugee actually is receiving money from them. (See *W-2 Manual 18.2.5.2.8.1*)

Scenarios for Eligibility

Read the following scenarios and determine non-financial and financial eligibility for each. List the countable and disregarded income and assets.



Scenario 1:

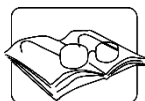
Jamila Ahmed is a refugee from the Middle East. Jamila and her minor children's arrival date in the United States is 09/14/14. She comes to the W-2 agency in Milwaukee with her VOLAG caseworker and paperwork and is ready to begin an application for RCA. Her VOLAG caseworker, Samira, brings her to the W-2 office by showing her how to navigate the city transit system. When they arrive at your desk, Jamila tells you that she wants to attend school full-time, but also needs to work to help take care of her family, which includes two children. She received a Reception and Placement Payment of \$600 from her VOLAG when she arrived in the U.S., and since then has had no other income, and she has no assets. In her home country, she made money by doing odd jobs as a seamstress.



Scenario 2:

Ram Bahadur Subba is a single, 25-year old refugee from Bhutan. He arrived in the United States 7 months ago. For his first three months in the country, he received Matching Grant from his VOLAG. He then worked at a poultry factory in Green Bay, Wisconsin, where he was paid \$7.50/hour and worked 40 hours a week. Recently the factory closed and he was laid off. He is now asking for Refugee Cash Assistance until he can find another job. He has \$300.00 available in a checking account, and he has a vehicle that is valued at \$1,300.00.

RCA Assistance Groups



Reference: *W-2 Manual 18.2.3*

An RCA assistance group can consist of:

- An unmarried refugee 18 years or older;
- A married refugee and his or her spouse;
- Minor teen parents and their children;
- One or more minor siblings living with an adult care-taker relative instead of their parents; or
- One or more non-sibling minors living in a single household with an adult care-taker relative (who would each form an individual assistance group).



The groups listed above are independent of each other even if they live in the same household, and would form their own RCA assistance groups.

Below are three examples of RCA assistance groups:

Arun, a 20-year old Burmese refugee, lives in a house with his 24-year old brother and his 17-year old sister, Thiri, and her son. There are three RCA assistance groups in this house: (1) Arun, (2) his 24-year old brother, and (3) Thiri and her son.

If Thiri turns 18 during the RCA eligibility period, the Case Manager should determine if the group is eligible for W-2. If the group is determined to be eligible for W-2, the RCA payments will end.

Thiri is a 17-year old mother who receives RCA, and she receives the payment from January to June. She turns 18 on June 12th and is determined to be eligible for a CSJ W-2 payment. Because she has been determined eligible for W-2, her RCA payment ends in June, and she will receive a W-2 payment starting in July.

Scenarios for Assistance Groups

In your groups, discuss these scenarios and determine if there are eligible refugee assistance groups, and whether these are W-2 or RCA assistance groups.



Scenario 1:

A household consists of five refugees living together from Southeast Asia: Pheng, his wife, Mai, their child, Bao, who is over age 18; and Mai's sister and her husband.



Scenario 2:

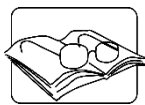
Aita Devi is a 17-year old refugee from Bhutan. She is the mother of Suk Maya. They live in a household with Aita Devi's mother and her husband who also are refugees.



Scenario 3:

Khalid Ali, and his wife, Layla Ali, are both refugees from the Middle East. They live in a house with their three minor children and the two minor children of Layla's brother.

Determining Eligibility for RCA

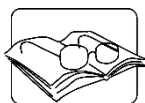


Reference: W-2 Manual 18.2.2.4

A refugee is not eligible to receive RCA if he/she is receiving W-2.

Case Managers must determine eligibility for RCA within 7 working days after the first meeting with the RCA applicant using all financial and non-financial eligibility criteria. In extenuating circumstances, if the individual needs additional time to gather verification, the eligibility process can be extended up to 30 days from the date the agency receives a signed RFA/paper registration form.

Refugee assistance timeframe:



Reference: *W-2 Manual 18.2.2.5*

- Most refugees will apply for RCA by having their VOLAG worker email or fax the paper registration form to the W-2 agency. However, if a refugee appears at the agency and expresses an interest in applying for RCA, a W-2 agency representative must schedule an appointment with a Resource Specialist for the same day or no later than the following working day.
- The W-2 agency must schedule and hold a personal interview between the FEP and the applicant no later than 5 working days after the date the agency receives a signed RFA/paper registration form.
- The FEP must determine RCA eligibility and make the most appropriate placement for the applicant no later than 7 working days after the first meeting between the applicant and the FEP.
- The W-2 agency must issue the initial payment within 5 working days of determining eligibility.

What process does your agency use to ensure payments are accurate and reimbursed properly? (Remember, RCA policy requires entering RCA eligibility information into CWW, but payments are not issued through CARES.)

How does your agency meet these timeframes?

What are some best practices?

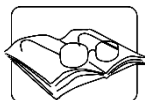


RMA Eligibility

Most refugees will qualify for and enroll into Medicaid/BadgerCare Plus immediately after their arrival to Wisconsin. Individuals receiving Medicaid/BadgerCare Plus are not eligible for RMA. However, individuals may qualify for RMA (1) if they do not initially qualify for Medicaid/BadgerCare and they meet RMA eligibility criteria, and (2) if they lose their Medicaid/BadgerCare coverage due to increases in earned income. Workers should refer to the documents developed by the Refugee Programs Section regarding situation (2), because only certain refugees who lose Medicaid/BadgerCare coverage due to increased earnings can be transferred to RMA.

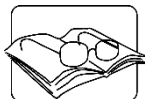
W-2 agencies must encourage anyone who expresses an interest in applying for RMA to file an application as soon as possible, and must provide any information, instruction or materials needed to complete the application process. W-2 agencies must work with Income Maintenance (IM) agencies to ensure that eligibility for all regular BadgerCare Plus subprograms is determined before RMA. One way W-2 workers can ensure that eligibility for BadgerCare Plus is tested before RMA is by checking in CARES for a denial for BadgerCare Plus (Query, Confirmed Assistance Group Summary). W-2 agencies must process RMA applications within 30 days of the filing date.

If an individual is eligible for RMA, the worker needs to fill out the HCF-10110 form (formerly DES 3070) and fax or mail it to Hewitt Packard (HP) in order to start the individual's RMA eligibility. The most up-to-date contact information for HP is in W-2 Manual 18.3.6.5. HP will enter the eligibility information into ForwardHealth, which is the Medicaid management system, and a ForwardHealth card will be sent to the participant if he or she does not already have one. W-2 workers do not have access to the ForwardHealth system.



Reference: *CWW Process Help 81.2 – 81.4* and *W-2 Manual 18.3.6.5: How to fill out HCF-10110*

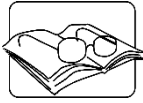
Some agencies have an in-house IM worker specializing in a refugee caseload, and others do not. Be sure to check with your agency to ensure you know exactly how the coordination between IM and W-2 workers will work concerning RMA application processing.



Reference: *W-2 Manual 18.3.2.1*

Any individual may apply for RMA by submitting the RMA application.

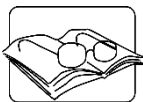
RMA Non-Financial Eligibility



Reference: *W-2 Manual 18.3.4*

To be non-financially eligible for RMA, a refugee must:

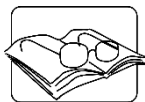
1. Possess a qualifying immigration status;
2. Have been in the United States eight months or less (except for those granted asylum and victims of trafficking, for whom the eight month time period begins as of the date they are granted asylum or certified, respectively);
3. Be a resident of Wisconsin;
4. Be ineligible for Medicaid/BadgerCare Plus;
5. Not be enrolled as a full-time student in higher education, unless the enrollment is included in the individual's employability plan; and
6. Provide the name of his or her VOLAG to the worker.



Reference: *W-2 Manual 18.3.4.5*

Note: Unlike RCA policy, participation in the Matching Grant program does not disqualify a refugee from RMA.

RMA Financial Eligibility



Reference: *W-2 Manual 18.3.3.5*

All recipients of RCA who apply for Medical Assistance and are determined to be ineligible are considered financially eligible for RMA. An RCA recipient who is ineligible for Medicaid or BadgerCare Plus and who applies for RMA does not, therefore, need to be financially tested for RMA. That recipient is considered automatically financially eligible for RMA based on the fact that he or she met the RCA financial eligibility criteria.

Note: This policy does not apply to RCA recipients who were eligible for Medical Assistance but became ineligible due to increases in earned income.

RMA applicants who are not receiving RCA need to be financially tested. To be financially eligible for RMA, they need to meet both the income and asset tests of the AFDC-related medically needy financial eligibility criteria. The AFDC-related medically needy financial eligibility chart is in the Appendix on Page 36.

Keep these considerations in mind when determining RMA financial eligibility:

- As in RCA, Reception and Placement (R&P) assistance payments **are not counted when determining RMA financial eligibility.**
- **RCA payments are also disregarded income.**
- **Only income available on the date of application should be counted.** Do not take into consideration income changes that occur between the filing date and the application processing date when determining RMA financial eligibility.

Knowledge Check

1. A Volag is a _____ that assists in the resettlement of refugees.
2. On the date the agency received a _____, the RCA application process begins.
3. FoodShare Employment and Training (FSET) is one of the programs in which an RCA client can participate in order to meet his/her RCA _____ and _____ requirements.
4. Some refugee assistance groups may and do qualify for _____.
5. The _____ time limit for RCA and RMA applies to each person not to each case.
6. The initial RCA payment must be made within _____ working days of determining eligibility.
7. Changes within an assistance group receiving RCA must be reported within _____ calendar days.
8. _____ reviews are not required for RCA.
9. If a refugee received _____ from a relative, you count the income from that relative in determining financial eligibility.
10. With limited exceptions, full-time students in higher education _____ receive RCA.

Resources to Assist Refugees

As Case Managers, we assist refugee families on the path to self-sufficiency and a new life in the United States by providing appropriate referrals and ensuring collaborations with community agencies and private resources. These referrals are the key to the refugee family's success.

The RCA and RMA processes can be difficult to understand because there are many steps involved, including verification and non-financial and financial eligibility requirements.

As a Case Manager, you also need to be culturally sensitive and aware of refugee issues. Although it sometimes can be difficult, knowing and understanding the resources available to you and the refugee family can ease this burden.

Case Management Tips to Remember

Refugees coming to the United States leave behind their homes, neighborhoods, livelihoods, culture, and often their families. Upon arrival, they experience an entirely new culture, political system, and language. In order to have a successful relationship with refugee clients, Case Managers should keep in mind the following:

- Refugees may need access to interpretation and translation services. Such services must be provided in accordance with appropriate state and federal policies. Ensure you know where to access these resources at your agency.
- Refugees may have very different cultural values and religious beliefs. Case Managers should recognize this and demonstrate culturally-appropriate behavior and case management skills if needed.
-
-
-
-

Resources

List resources you have utilized, and then add resources shared by others in this class.

Action Plan

To increase my knowledge and awareness of the refugees I serve.

What I will do:	How I will do it: Steps I will take to accomplish each item.	When I will do it:

Appendix

Voluntary Resettlement Agencies (VOLAGs)

Dane County

Lutheran Social Services of Wisconsin and Upper Michigan, Inc.

322 E. Washington Ave.; Madison, WI 53713

Contact: Mary Flynn, Regional Consultant/Program Director

414-325-3117, mary.flynn@lsswis.org

Jewish Social Services

6434 Enterprise Lane; Madison, WI 53719

Contact: Dawn Berney, Executive Director

608-422-4080, dberney@jssmadison.org

Northeast Wisconsin

World Relief Corporation

510 E. Wisconsin Ave.; Appleton, WI 54911

Contact: Tami McLaughlin, Office Director

920-891-7961, tmclaughlin@wr.org

World Relief: Oshkosh Office

404 N. Main St., Suite 302; Oshkosh, WI 54901

Contact: 920-231-3600

Milwaukee County

International Institute of Wisconsin (IIW)

1110 North Old World Third St.; Milwaukee, WI 53203

Contact: Alexander Durtka, President

414-225-6220, aldurtka@iiwisconsin.org

Lutheran Social Services of Wisconsin and Upper Michigan, Inc.

5300 W. Lincoln Ave.; Milwaukee, WI 53219

Contact: Mary Flynn, Regional Consultant/Program Director

414-325-3117, mary.flynn@lsswis.org

Other Resources

Barron County:

Workforce Resource, Inc.

331 S. Main St. Suite 6; Rice Lake, WI 54868

Contact: Nasra Xashi, Refugee Services Coordinator or Abdisitaar Doon, Refugee Services Assistant

715-537-3404, xashin@workforceresource.org, doona@workforceresource.org

Brown County:

Forward Service Corporation

526 Pine St.; Green Bay, WI 54301

Contact: Emily Askri, Assistant Program Coordinator

920-940-6047, easkri@fsc-corp.org

Dane County:

Literacy Network of Dane County

1118 S. Park St.; Madison, WI 53715

Contact: Jeff Burkhart, Executive Director

608- 244-3911, Jeff@litnetwork.org

Catholic Multicultural Center

1862 Beld St.; Madison, WI 53713

Main Phone: 608-661-3512

<https://cmcmadison.org>

Milwaukee County:

International Learning Programs

639 N. 25th St.; Milwaukee, WI 53233

Contact: Cynthia Zarazua, Instructional Supervisor

414-344-4777, czarazua@nh-milw.org

Sebastian Family Psychology Practice, LLC

1720 W. Florist Ave., Suite 125; Glendale, WI 53209

Contact: Dr. Sebastian Ssempijja

414-247-0801, ssempijja@sebastianfpp.com

Helpful Websites

1. The federal Office of Refugee Resettlement (ORR) provides new populations with the opportunity to maximize their potential in the United States.
<http://www.acf.hhs.gov/programs/orr>
2. The Wisconsin Department of Children and Families, Refugee Programs Section contracts with local refugee service provider agencies supporting refugee resettlement in Wisconsin communities. The programs' goals are to enable refugees and refugee families to achieve economic and social self-sufficiency.
<http://dcf.wisconsin.gov/refugee/>
3. The Partner Training Section, Learning Center website provides training information for Refugee Assistance Programs.
<https://wss.ccdet.uwosh.edu/stc/dcf>
4. The Welcome to America Project is a non-profit organization that assists refugees' resettlement in the Phoenix, Arizona area, but their website provides useful information that can be helpful to refugees resettling anywhere.
<http://www.wtap.org>
5. The Welcoming Refugees project of Welcoming America offers tools and support to enhance and sustain refugee resettlement in local communities. They sometimes host educational webinars such as "Refugee Economic Contributions: Making the Case and Expanding Opportunities."
<http://www.welcomingamerica.org/>
6. United States Citizenship and Immigration Services (USCIS) is a government agency that oversees lawful immigration to the United States. This website provides definitions of refugees and similar populations, an overview of the refugee application process, information on refugees' work authorization and official U.S. immigration forms.
<http://www.uscis.gov/portal/site/uscis>
7. The Cultural Orientation Resource Center provides extensive educational materials about refugees. Its "Refugee Backgrounders" provide detailed and useful information about specific refugee populations' backgrounds, general history, demographics and needs.
<http://www.culturalorientation.net/learning/backgrounders>

Recent Wisconsin Refugee Arrivals

Refugee Arrivals in Wisconsin by Country of Origin (10/1/2017 - 2/28/2018)*

Country of Origin	Destination County	Female			Male			Grand Total
		Adult	Child	Total	Adult	Child	Total	
Afghanistan	DANE	4	5	9	5	6	11	20
	MILWAUKEE	3	4	7	4	3	7	14
	OUTAGAMIE	1	2	3	1	1	2	5
Afghanistan Total		8	11	19	10	10	20	39
Bhutan	DANE	1		1	1	1	2	3
Burma	MILWAUKEE	25	15	40	36	31	67	107
	SHEBOYGAN	2	5	7	2		2	9
Burma Total		27	20	47	38	31	69	116
Congo	DANE	2		2	3		3	5
	MARATHON	1	2	3	1	1	2	5
	MILWAUKEE	1	2	3	1		1	4
	WINNEBAGO	1		1	3		3	4
Congo Total		5	4	9	8	1	9	18
Eritrea	MILWAUKEE				1		1	1
Ethiopia	MILWAUKEE	1	1	2				2
Indonesia	MILWAUKEE	1		1				1
Iraq	DANE	1	1	2		2	2	4
	KENOSHA				1		1	1
Iraq Total		1	1	2	1	2	3	5
Somalia	MILWAUKEE	2	4	6	2	5	7	13
Grand Total		46	41	87	61	50	111	198

*Statistical Data is from the Wisconsin Department of Children and Families (DCF), Refugee Assistance Services Program Section.

Refugee Status Documentation

In order to access Refugee Cash and Medical Assistance benefits, individuals must provide acceptable documentation of one of the statuses listed in the *RCA chapter of the W-2 Manual, 18.2.4.1*. The following lists, also linked to from W-2 Manual 18.2.4.1, were created by the Office of Refugee Resettlement (ORR) and include documents that provide proof of these statuses. These documents may or may not provide proof of identity, nationality or "entry" date.

Please note this document refers to the United States Citizenship and Immigration Services (USCIS). This agency oversees lawful immigration to the U.S. Prior to 2003, this responsibility was carried out by the Immigration and Naturalization Services (INS).

(1) Acceptable documents for individuals paroled as refugees or asylees under §212(d)(5) of the INA:

Documents/Codes	Comments
I-94 Arrival/departure card noting that the individual has been paroled as a refugee or asylee under §212(d)(5)	To be eligible under this provision, the I-94 must note that the individual is a refugee or asylee .
I-766 Employment Authorization Document with the code A04	

Note: This status has been granted only rarely since 1980. **It is unlikely that eligibility workers will encounter this type of documentation.** Eligibility workers may encounter other individuals, not refugees or asylees, who have been paroled under §212(d)(5). The documentation of other parolees under §212(d)(5) may include language such as "humanitarian" or "public interest parole." An example of a population with this documentation is parolees who receive benefits under the "Lautenberg Amendment," a special provision that allows nationals from the former Soviet Union, Vietnam, Laos or Cambodia to adjust their status after having resided in the United States for one year. These types of parolees under §212(d)(5) are NOT eligible for ORR benefits. Only individuals who are listed as **refugees or asylees** are eligible under this provision. However, if the individual is a national of Cuba or Haiti, he or she may be eligible under the provisions concerning Cuban and Haitian entrants. (See documentation lists below for information on Cuban and Haitian entrants.)

(2) Acceptable documents for refugees admitted under §207 of the INA:

Documents/Codes	Comments
I-94 Arrival/departure card noting that the individual has been admitted under §207 of the INA	Notations may include references to employment authorization, indefinite status, and the requirement to obtain permission before leaving the United States.
RE-1 admission code on the I-94	Principal Refugee
RE-2 admission code on the I-94	Spouse of principal refugee
RE-3 admission code on the I-94	Child of principal refugee
RE-4 admission code on the I-94	Collateral relatives of principal refugee
RE-5 admission code on the I-94	Certain Haitian refugees
I-766 Employment Authorization Document with the code A03	
I-730 Approval Letter	The I-730 Approval Letter may be used as proof of refugee status for derivatives.
I-571	United States Refugee Travel Document*
Visa 93 (or V-93) on the I-94 Arrival/departure card	May be accompanied by the words "section 207"; Individual is the spouse or minor child of a previously admitted refugee.

*The I-571 form, which is a United States Refugee Travel Document, does not distinguish between refugees and asylees. An individual with a United States Refugee Travel Document may be a refugee or an asylee.

(3) Acceptable documents for asylees whose status was granted under §208 of the INA:

Documents/Codes	Comments
I-94 Arrival/departure card referencing §208 of the INA	Notations may include references to employment authorization, indefinite status, and the requirement to obtain permission before leaving the United States.
AS-1 admission code on the I-94	Approved asylee principal
AS-2 admission code on the I-94	Approved spouse of an asylee principal
AS-3 admission code on the I-94	Approved child of an asylee principal
I-571	United States Refugee Travel Document*
I-766 Employment Authorization Document with the code A05	
Order of an Immigration Judge Granting Asylum under §208 of the INA	An Order of an Immigration Judge will serve as proof of asylee status if the USCIS has waived the right to appeal the case. See Note 2 below for information about cases where the USCIS reserves the right to appeal. **
Asylum Approval Letter from a USCIS Asylum Office	Letter will note that the individual has been granted asylum pursuant to §208 of the INA and may include information concerning refugee and asylee relative petition, work authorization and the refugee travel document.
Written decision from the Board of Immigration Appeals (BIA)	
I-730 Approval Letter	The I-730 Approval Letter may be used as proof of asylee status for derivatives.
Visa 92 (or V-92) on the I-94 Arrival/departure card	May be accompanied by the words "section 208"; Individual is the spouse or minor child of a previously granted asylee.

Note 1* The I-571, which is a United States Refugee Travel Document, does not distinguish between refugees and asylees. An individual with a United States Refugee Travel Document may be a refugee or an asylee.

Note 2 ** If the USCIS has reserved its right to appeal, an Immigration Judge Order will not serve, on its own, as proof of asylee status. If an asylee brings an Immigration Judge Order that shows the USCIS has reserved its right to appeal, eligibility workers must wait 30 days from the date on the Immigration Judge Order. On or after the 31st day, the eligibility worker will need to call the Executive Office for Immigration Review (EOIR) case status line at (800) 898-7180 to find out whether the USCIS has appealed the case. (The EOIR reports that it may take up to 5 days after the appeal deadline for the information to be relayed to the case status line.) If the USCIS has appealed the case, the individual is not yet an asylee and is not eligible for benefits. If the USCIS has not appealed the case and 30 days have passed since the date on the Immigration Judge Order, the individual is an asylee and is eligible for ORR assistance and services.

(4) Acceptable documents for Cuban and Haitian entrants, in accordance with the requirements in 45 CFR §401.2:

(4.a.) Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status* subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided.

Documents/Codes	Comments
I-94 Arrival/departure card showing parole at any time as a "Cuban/Haitian Entrant (Status Pending)"	I-94 may refer to §212(d)(5).
CH6 adjustment code on the I-551	Even after a Cuban/Haitian Entrant (Status Pending) becomes a permanent resident, he/she is still considered to be a Cuban/Haitian Entrant.
I-94 Arrival/departure card showing parole into the U.S. on or after April 21, 1980 (Cubans only) or on or after October 10, 1980.	I-94 may refer to §212(d)(5).
A Cuban or Haitian passport with a §212(d)(5) stamp dated after October 10, 1980.	

Note *: ORR is not interpreting the phrase, "any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti" to refer to lawful permanent residence obtained under the Nicaraguan Adjustment and Central American Relief Act (NACARA) or the Haitian Refugee Immigration Fairness Act (HRIFA). Although NACARA and HRIFA offer a special opportunity for nationals of Cuba and Haiti, the **status** conferred by these laws, **lawful permanent residence**, is not a "special status." Thus, if the person did not qualify as a Cuban and Haitian entrant, adjustment of status, regardless of the legal basis for the adjustment, does not make the person a Cuban and Haitian entrant.

(4.b.) A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion* has not been entered.

Documents/Codes	Comments
I-94 Arrival/departure card showing parole into the United States	I-94 may refer to §212(d)(5), humanitarian or public interest parole.**
I-766 Employment Authorization Document with the code A04	
I-766 Employment Authorization Document with the code C11	

Note 1*: The question of whether there is a final, non-appealable, legally enforceable order of removal, deportation or exclusion is essentially a legal determination that cannot be made simply by reviewing any of the listed documents. Moreover, it is not a decision that can be made easily by eligibility workers in the regular course of eligibility determinations. ORR suggests eligibility workers require a written declaration, under penalty of perjury, that the individual has a status that makes him/her eligible for ORR programs, and attempt to use other methods to uncover this information, such as calling the Executive Office for Immigration Review case status line at (800) 898-7180, submitting [Form G-845](#) to the local USCIS office, asking the applicant for more information or, if participating, accessing the USCIS SAVE system. Note that these methods may not be definitive. If an applicant appears eligible from the available information, the agency should provide benefits while conducting further investigation.

Note 2:** As treatment of Cuban and Haitian entrants has developed, INS and USCIS officials, on occasion, may have used notations on the I-94s of Cuban and Haitian entrants that are not listed above. Eligibility workers may see various notations that convey parole. For example, eligibility workers, in the past, may have seen the notation, "EWI," which technically stands for "Entered Without Inspection," but was being used for individuals who were paroled.

(4.c.) A national of Cuba or Haiti who is the subject of removal, deportation or exclusion proceedings* under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered.

Documents/Codes	Comments
I-221	Order to Show Cause and Notice of Hearing
I-862	Notice to Appear
I-220A	Order of Release on Recognizance
I-122	Notice to Applicant Detained for a Hearing Before an Immigration Judge
I-221S	Order to Show Cause, Notice of Hearing and Warrant for Arrest
Copy of I-589 date stamped by the Executive Office for Immigration Review (EOIR)	Application for Asylum and Withholding of Removal; Individual is subject of removal, deportation or exclusion proceedings.
Copy of I-485 date stamped by EOIR	Application to Register Permanent Residence or to Adjust Status; Individual is subject of removal, exclusion or deportation proceedings.
EOIR-26	Notice of Appeal, date stamped by the Office of the Immigration Judge
I-766 Employment Authorization Document with the code C10	Application for suspension of deportation/cancellation of removal submitted
Other applications for relief that have been date stamped by EOIR	
Other documentation pertaining to an applicant's removal, exclusion or deportation proceedings	Example: a notice of a hearing date before an Immigration Judge

Note 1*: Although the above documents show that proceedings have been initiated in a case, they cannot confirm that proceedings are continuing. In order to confirm that proceedings are continuing, eligibility workers will need to use other methods, such as calling the Executive Office for Immigration Review case status line at (800) 898-7180, submitting [Form G-845](#) to the local USCIS office or, if participating, accessing the USCIS SAVE system.

Note 2: The question of whether there is a final, non-appealable, legally enforceable order of removal, deportation or exclusion is essentially a legal determination that cannot be made simply by reviewing any of the listed documents. Moreover, it is not a decision that can be made easily by eligibility workers in the regular course of eligibility determinations. ORR suggests eligibility workers require a written declaration, under penalty of perjury, the individual has a status that makes him/her eligible for ORR

programs, and attempt to use other methods to uncover this information, such as calling the Executive Office for Immigration Review case status line at (800) 898-7180, submitting [Form G-845](#) to the local USCIS office, asking the applicant for more information or, if participating, accessing the USCIS SAVE system. Note that these methods may not be definitive. If an applicant appears eligible from the available information, the agency should provide benefits while conducting further investigation.

(4.d.) A national of Cuba or Haiti who has an application for asylum pending with the Immigration and Naturalization Service and with respect to whom a final, nonappealable, and legally enforceable order of removal, deportation or exclusion* has not been entered.

Documents/Codes	Comments
USCIS receipt for filing Form I-589	Application for Asylum and Withholding of Removal
I-766 Employment Authorization document with the code C08	

Note 1*: The question of whether there is a final, non-appealable, legally enforceable order of removal, deportation or exclusion is essentially a legal determination that cannot be made simply by reviewing any of the listed documents. Moreover, it is not a decision that can be made easily by eligibility workers in the regular course of eligibility determinations. ORR suggests eligibility workers require a written declaration, under penalty of perjury, that the individual has a status that makes him/her eligible for ORR programs, and attempt to use other methods to uncover this information, such as calling the Executive Office for Immigration Review case status line at (800) 898-7180, submitting [Form G-845](#) to the local USCIS office, asking the applicant for more information or, if participating, accessing the USCIS SAVE system. Note that these methods may not be definitive. If an applicant appears eligible from the available information, the agency should provide benefits while conducting further investigation.

(5) Acceptable documents for certain Amerasians (see definition below):

Documents/Codes	Comments (definitions)
AM-1 admission code on the I-94	Amerasian born in Vietnam after Jan. 1, 1962 and before Jan. 1, 1976 who was fathered by a U.S. citizen
AM-2 admission code on the I-94	Spouse or child of Amerasian
AM-3 admission code on the I-94	Mother, guardian or next-of-kin of Amerasian
AM-6 adjustment code on Form I-551 Permanent Resident Card (or Resident Alien Card)	Amerasian (see above)

AM-7 adjustment code on Form I-551 Permanent Resident Card (or Resident Alien Card)	Spouse or child of Amerasian
AM-8 adjustment code on Form I-551 Permanent Resident Card (or Resident Alien Card)	Mother, guardian or next-of-kin of Amerasian
Vietnamese Exit Visa with codes AM-1, AM- 2 or AM-3	"Laissez Passer"; may have temporary I-551 stamp
Vietnamese passport with codes AM-1, AM-2 or AM-3	May have temporary I-551 stamp
United States passport with codes AM-1, AM-2 or AM-3	

(6) Victims of trafficking who have been certified, issued eligibility letters, or issued interim assistance letters by the U.S. Department of Health and Human Services, ACF Office on Trafficking in Persons (OTIP). A sample certification letter can be found on page 38.

(7) Iraqis and Afghans with “special immigrant status.” These groups have been admitted to the U.S. in lawful permanent resident status; however, for a limited time upon arrival, they are treated as if they are in refugee status for public benefits purposes.

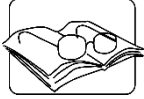
Documents/Codes	Comments
Iraqi or Afghan passport with immigrant visa stamp noting category SI1 or SQ1	Principal special immigrant
Iraqi or Afghan passport with immigrant visa stamp noting category SI2 or SQ2	Spouse
Iraqi or Afghan passport with immigrant visa stamp noting SI3 or SQ3	Unmarried child under 21 years of age
I-551 showing Iraqi or Afghan nationality with immigrant visa code SI6 or SQ6	Principal special immigrant
I-551 showing Iraqi or Afghan nationality with immigrant visa code SI7 or SQ7	Spouse
I-551 showing Iraqi or Afghan nationality with immigrant visa code SI9 or SQ9	Unmarried child under 21 years of age

(8) Acceptable documents for lawful permanent residents who previously held one of the above identified statuses (Note that this does not refer to Amerasians who are admitted as lawful permanent residents. See Chart #5 for all documents pertaining to Amerasians.)

Form I-551 Permanent Resident Card (or Resident Alien Card) with the following codes:	Comments
RE6	Adjusted Principal Refugee
RE7	Spouse of RE6
RE8	Child of RE6
RE9	Collateral Relatives of RE6
AS6	Adjusted Principal Asylee
AS7	Spouse of AS6
AS8	Child of AS6
CH6	Adjusted Cuban/Haitian Entrant (Status Pending)
HA6	Adjusted Cuban and Haitian Entrant (Haitian national who had applied for asylum)
HB6	Adjusted Cuban and Haitian Entrant (Haitian national who had been paroled)
GA6	Adjusted Iraqi asylee
GA7	Spouse of GA6
GA8	Child of GA6
ST6	Victim of a Severe Form of Trafficking
ST7	Spouse of ST6
ST8	Child of ST6
ST0	Parent of ST6
ST9	Sibling of ST6
Foreign Passport with unexpired, temporary I-551 stamp and the following codes:	Comments
RE6	Adjusted Principal Refugee
RE7	Spouse of RE6
RE8	Child of RE6
RE9	Collateral Relatives of RE6
AS6	Adjusted Principal Asylee
AS7	Spouse of AS6
AS8	Child of AS6
Employment Authorization Documents	Comments
Form I-766 Employment Authorization Document with the code A10 (This code confirms eligibility only for Cuban or Haitian nationals.)	Withholding of Deportation or Removal

AFDC-Related Income Table

Group Size	Categorically Needy		Medically Needy
	Area I	Area II	
1	\$ 311	\$ 301	\$ 591.67
2	\$ 550	\$ 533	\$ 591.67
3	\$ 647	\$ 626	\$ 689.33
4	\$ 772	\$ 749	\$ 822.67
5	\$ 886	\$ 861	\$ 944.00
6	\$ 958	\$ 929	\$1,021.33
7	\$ 1,037	\$ 1,007	\$1,105.33
8	\$ 1,099	\$ 1,068	\$1,172.00
9	\$ 1,151	\$ 1,117	\$1,226.67
10	\$ 1,179	\$ 1,143	\$1,257.33
11	\$ 1,204	\$1,168	\$1,284.00
12	\$1,229	\$1,193	\$1,310.67
13	\$1,254	\$1,218	\$1,337.33
14	\$1,279	\$1,243	\$1,364.00
15	\$1,304	\$1,268	\$1,390.67
16	\$1,329	\$1,293	\$1,417.33
17	\$1,354	\$1,318	\$1,444.00
18	\$1,379	\$1,343	\$1,470.67
+	+25 each person above 18	+25 each person above 18	+26.67 each person above 18



Reference: State of Wisconsin, Department of Health Services, *Medicaid Eligibility Handbook*, Appendix, Chapter 39, Table 39.3

http://www.emhandbooks.wisconsin.gov/meh-ebd/policy_files/39/meh_39.3_afdc_related_income_table.htm

Victim of Trafficking Certification Letter

HHS Tracking Number
XXXXXXXXXXXXXXXX
DOB: XX/XX/XXXX

VICTIM NAME
C/O CASE MANAGER
NGO
ADDRESS
CITY, STATE ZIP

CERTIFICATION LETTER

Dear VICTIM:

This letter confirms that you have been certified by the U.S. Department of Health and Human Services (HHS) under section 107(b) of the Trafficking Victims Protection Act of 2000. With this certification, you are eligible for benefits and services under any Federal or State program or activity funded or administered by any Federal agency to the same extent as an individual who is admitted to the United States as a refugee under section 207 of the Immigration and Nationality Act, provided you meet other eligibility criteria. Certification does not confer immigration status.

Your certification date is **CERTIFICATION DATE**. The benefits outlined in the previous paragraph may offer assistance for only limited time periods that start from the date of this certification. Therefore, if you wish to seek assistance, it is important that you do so as soon as possible after receipt of this letter.

You should present this letter when you apply for benefits or services. **Benefit-issuing agencies must call the toll-free trafficking verification line at 1 (866) 401-5510 in the Office of Refugee Resettlement (ORR) to verify the validity of this document and to inform HHS of the benefits for which you have applied.**

The Department of Labor offers employment and training services for which you may be eligible. Call 1-877-US2-JOBS or visit www.servicelocator.org to find out about the nearest One-Stop Career Center.

You must notify this office of your current mailing address. Please send a dated and signed letter with any changes of address to: Trafficking Program Specialist, Office of Refugee Resettlement, 8th Floor West, 370 L'Enfant Promenade, SW, Washington, DC 20447. We will send all notices to that address, and any notice mailed to that address constitutes adequate service. You may also need to share this same information with state and local benefit-issuing agencies.

Sincerely,

Eskinder Negash
Director
Office of Refugee Resettlement