Wisconsin Department of Children and Families

Governor Tony Evers
Secretary Nadya Perez-Reyes
dcf.wisconsin.gov

TO: **BRP-Funded Agencies**

FROM: Bojana Zorić Martinez, Director
Bureau of Refugee Programs
Division of Family and Economic Security
Department of Children and Families

BRP OPERATIONS MEMO

No: 26-25
DATE: 10/30/2026

RCA ☐ **RMA** ☐

RSS ☒

SOR ☐ **RHP** ☐ **RSI** ☐ **RYM** ☐

SUBJECT: RSS Service Requirement Update

CROSS REFERENCE: BRP Policy Manual
45 CFR Part 400
BRP OM 26-24
ORR Policy Letter 21-06

EFFECTIVE DATE: OCTOBER 30, 2026*

*The policies described herein pertain to the programs Refugee Support Services (RSS), Refugee Cash Assistance (RCA), and Refugee Medical Assistance (RMA). Other BRP programs (SOR, RHP, RSI, and RYM) must still adhere to V12 of the BRP Policy Manual, in accordance with guidance provided in BRP Operations Memo 26-24.

PURPOSE

The purpose of this memo is to announce a change to RSS service requirements.

BACKGROUND

Completing a Family Self-Sufficiency Plan (FSSP) is an RSS requirement that is described in detail in Section 2.1 of the BRP Policy Manual, in accordance with ORR Policy Letter 21-06. In order to streamline service provision at agencies operating with reduced staffing and programming, an FSSP shall no longer be required for everyone who receives Primary Services. Instead, an FSSP must be completed for everyone who receives employment services specifically (including employment orientation, job development/referral, and/or job placement/follow-up) during their enrollment, and their family members. This policy change aligns with a revision made to the above-referenced ORR policy letter in December of 2024. BRP

has incorporated this change to better address funding-related capacity limits, so that addressing certain individuals' minimal service needs may not require the development of an FSSP.

POLICY

The policy change is indicated by strikethrough and highlighted text below.

2.1 PRIMARY SERVICES

Primary Services are Employment and Employability Services listed under § 400.154. An agency **must primarily use its funds for Primary Services**, pursuant to § 400.146. These funds are designed to enable refugees to obtain jobs within one year of becoming enrolled in services, to achieve economic self-sufficiency as soon as possible. Primary Services are listed below and further defined in Chapter 4.0 of this manual. Any services related directly or indirectly to seeking, retaining or improving a participant's employment must be reported as one of the following Primary Services. A **Family Self Sufficiency Plan (FSSP) must be completed in WRPD** for ~~that~~ any individual and their family members who receives one or more of the core **employment services** indicated below, but no FSSP is required for **additional employability services**.

The following are allowable Primary Services:

Core employment services under § 400.154(a) (FSSP required):

- Employment Orientation Workshop
- Job Development, Job Search, Referral to Job Opportunity
- Job Placement Support
- Job Follow-Up
- EP/FSSP Follow up

FSSP is not required for these additional employability services under §400.154(b)-(k):

- Employability assessment
- On-the-job training
- English language instruction
- Vocational training
- Skills recertification
- Day care for children
- Transportation
- Translation and interpreter services
- Case management (referral)
- Assistance obtaining Employment Authorization Documents (EADs)

2.1.2 **Additional** Required **Primary** Services

The Sub-recipient must deliver the following services to all refugees enrolled in core employment services under primary services (section 2.1.1) who participate in one or more of the employment services listed above during their enrollment, unless otherwise exempted by BRP:

1. Develop a Family Self-Sufficiency Plan (FSSP) in WRPD for all enrolled refugees and their family members who live in the same household; and develop an individual EP for all adult individuals; in accordance with ORR Policy Letter 21-06 and BRP Operations Memo 21-01, within 30 days of ~~enrollment~~ participation in one or more employment services.

REPORTING AND DOCUMENTATION

Reporting and documentation of services as reflected in this version of the BRP Policy Manual must follow guidance related to the effective dates as described above.

TRAINING

BRP will provide optional technical assistance following the publication of this memo.

AGENCY ACTION

The policies described herein must be adhered to for any RSS enrollments taking place on or after October 30, 2026.

ATTACHMENTS

N/A

CONTACTS

For BRP Policy Questions: DCFRefugee@wisconsin.gov

For WRPD Questions: DCFWRPDSupport@wisconsin.gov

DCF/DFES/BRP/RD