



TO: **BRP-Funded Agencies**

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

SUBJECT: Exit Policy for RSS and Set-aside Programs

BRP OPERATIONS MEMO	
No:	26-21
DATE:	06/30/2026
<hr/>	
RCA	<input type="checkbox"/>
RMA	<input type="checkbox"/>
RMS	<input type="checkbox"/>
RHP- any	<input checked="" type="checkbox"/>
RSS-E&E	<input checked="" type="checkbox"/>
RSS-OS	<input checked="" type="checkbox"/>
SOR- any	<input checked="" type="checkbox"/>
ARSS (AIRLS)	<input checked="" type="checkbox"/>
URSS (UIRLS)	<input checked="" type="checkbox"/>
RSS-ESL, Wis Lit	<input checked="" type="checkbox"/>
RSI- any	<input checked="" type="checkbox"/>
RYM- any	<input checked="" type="checkbox"/>

CROSS REFERENCE: [BRP Policy Manual](#)

EFFECTIVE DATE: JUNE 30, 2026

PURPOSE

The purpose of this memo is to introduce a new policy related to enrollment exit from Refugee Support Services (RSS) programs and its set-asides. As of June 30, 2026 this refers to the BRP-funded programs checked in the box above.

BACKGROUND

The following circumstances result in an end to enrollment for an individual enrolled in RSS and RSS set-aside programs:

- Exit due to no services recorded in WRPD for 90 days
- Exit due to an individual's eligibility period end (e.g. 60 months)
- As announced by BRP for unusual circumstances such as broad program cancellation

After an individual has been exited from a program due to one of the above circumstances, that individual may still be eligible for services despite their enrollment ending, even if the program eligibility period has ended. In such circumstances, "post-enrollment services" may be recorded for that individual.

In the past, program exit was not defined and was recorded either inconsistently or not at all. This new policy is intended to define program exit, standardize reporting, and introduce “post-enrollment services”.

POLICY

Program Exit, for the purpose of providing services within the RSS and RSS set-aside programs indicated in this memo, means reporting in the Wisconsin Refugee Programs Database (WRPD) that an individual who was previously enrolled in an RSS or RSS set-aside program is no longer receiving services, whether due to no longer needing them, eligibility period end, or broad program cancellation, and is therefore no longer enrolled. As of June 30, 2026, an end to program enrollment due to one of the above listed circumstances will result in “program exit” being systematically recorded in WRPD whenever a particular circumstance occurs. Sub-recipients do not need to take any action in those circumstances, as this function is automated, but should be aware of the circumstances in which participants will be systematically exited from program enrollment.

If sub-recipients wish to provide “post-enrollment services” to exited participants who are otherwise eligible for such services, they must report those services as “post-enrollment services” as of June 30, 2026.

Two sections of the BRP Policy Manual have been revised to reflect these changes. Additions have been highlighted in yellow and revisions are indicated with strikethrough text in the sections below:

1.2.2 Time-Limited Eligibility

Eligibility for all programs and services is for 60 months (five years) following the date an eligible immigrant status was granted, with the exception of SOR, for which there is no time limit. For refugees, SIVs, and certain Amerasians, the date of eligibility is equal to the date of entry in the United States. For individuals of all other immigrant statuses listed above, eligibility begins on the date that the status was granted. Lawful permanent residents who previously held one of the other statuses retain the same eligibility start date from their original eligible status. For Afghan Special Immigrant Parolees, Afghan Special Immigrant Conditional Permanent Residents, and Afghan Humanitarian Parolees, the date of eligibility is equal to the date of entry into the community, as determined either from travel documentation from a Safe Haven or by a verbal attestation authorized by BRP. Throughout this document, references to “date of arrival” should be assumed to mean, for the three categories of Afghans described here, that individual’s date of entry into the community.

Refugees may remain eligible for certain limited services, **called Post-enrollment Services**, after their 60 months of eligibility has passed. These services include ~~referral~~ **case management**, ~~translation or interpretation~~, and citizenship preparation or application assistance, **which must be reported as Post-enrollment Services in WRPD**. The 60-month eligibility period for RSS base and set-aside funds may also be waived by ORR upon request by BRP, in certain extreme circumstances, given the guidelines provided for authorizing such an exception are followed, per [ORR Policy Letter 22-05](#).

2.0 Required and Allowable Activities and Services

This section describes the required and allowable activities and services for all BRP programs, except for RCA and RMA, which is described separately in the RCA and RMA sections.

The Sub-recipient must offer services to refugees throughout the entire contracting period even if the target number of refugees listed in the approved Annual Service Plan has been met prior to the end of the contract period.

If the Sub-recipient is unsure whether an activity is required, allowable, or otherwise qualifies as a fundable service, the Sub-recipient must contact their designated BRP contact for clarification.

All required and allowable services described in this manual must be documented in the Wisconsin Refugee Programs Database (WRPD) by the Sub-recipient. Prior to the documentation of all required and allowable services, refugees must be enrolled in the appropriate BRP-administered program in WRPD. If a refugee is already enrolled in BRP-administered programs at the time of program enrollment and their record exists in the WRPD database as a result, the Sub-recipient must maintain responsibility for ensuring the accuracy of existing documentation related to the co-enrolled refugee. If the Sub-recipient discovers inaccurate data for existing, co-enrolled participants, the Sub-recipient must promptly communicate with their BRP coordinator and any corrections must first be authorized by BRP.

For all programs described below, the Confidential Release or Discussion Authorization form must be used only as needed, in order to send or discuss case details with an agency or individual outside of the programs listed below. This form and all DCF forms can be found on the DCF Forms Website (<https://dcf.wisconsin.gov/forms>).

For all programs described below, participants will be automatically exited from program enrollment in WRPD as follows, according to that individual's circumstances:

1. Exit due to no services recorded in WRPD for 90 days
2. Exit due to an individual's eligibility period end (e.g. 60 months)
3. As announced by BRP for unusual circumstances such as broad program cancellation

Certain participants who are automatically exited from program enrollment due to reaching the end of their eligibility period will still be eligible to receive services from a small selection of "post-enrollment services" if they are otherwise eligible for such services according to eligibility criteria. Those services (Citizenship Assistance, Interpretation, Case Management) must be reported as "post-enrollment services".

REPORTING AND DOCUMENTATION

As of June 30, 2026, agencies administering RSS or its set-asides must report "post-enrollment services", as described in this memo, for any individuals who have been automatically exited from programs and to whom such services have been provided on or after June 30, 2026.

TRAINING

An optional technical assistance session will be scheduled following publication of this memo.

AGENCY ACTION

As stated above, agencies administering RSS or its set-asides must report “post-enrollment services”, as described in this memo, for any individuals who have been automatically exited from programs and to whom such services have been provided on or after June 30, 2026.

ATTACHMENTS

Not applicable

CONTACTS

For BRP Policy Questions: DCFRefugee@wisconsin.gov

For WRPD Questions: DCFWRPDSupport@wisconsin.gov

DCF/DFES/BRP/RD