

Ohio

Department of
Job and Family Services

CDJFS

Refugee Training

Ohio Department of Job & Family Services

Refugee Services Section

June 2009



Definitions

- Alien – any non-U.S. citizen or national
- Immigrant – someone who comes to U.S. with plans to live here permanently
- Refugee - someone outside his or her country of nationality who is unable or unwilling to return to or have the protection of that country because of persecution or a well-founded fear of persecution, on account of race, religion, nationality, membership in a particular social group or political opinion

Alien vs. Immigrant vs. Refugee

ALIEN – any non-U.S.
citizen or national

IMMIGRANT – moves
to the U.S. with plans to live
here permanently

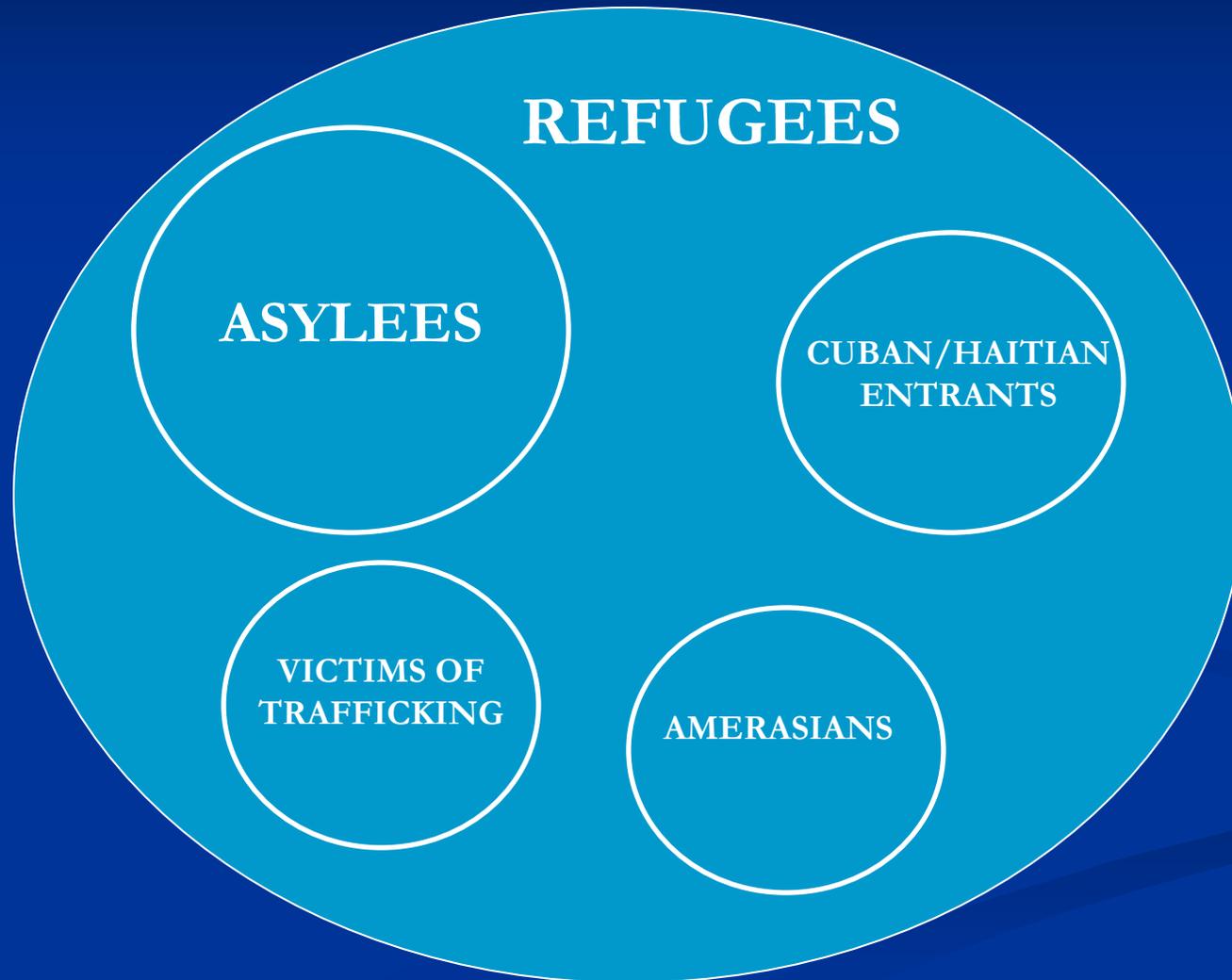
REFUGEE

Definitions

■ Classes of Refugees

- **Asylee** - a person **granted** asylum in the U.S.
- **Cuban/Haitian Entrant** - any individual granted parole status as a Cuban/Haitian Entrant (Status Pending), or a Cuban or Haitian national paroled into U.S.; is subject of removal, departure or exclusion proceedings under the INA; or has an application for asylum pending and with respect to whom a final, nonappealable, and legally enforceable order of removal, deportation or exclusion has not been entered.
- **Victim of Human Trafficking** – a person certified by the Office of Refugee Resettlement as a victim of forced labor
- **Amerasian** –Vietnamese alien fathered by a U.S. citizen between 1962-1975 and his/her spouse and children, mother, siblings, etc.

Classes of Refugees



Definitions

- **Secondary Migrant**
 - A refugee who was originally resettled in another state before moving to Ohio.
 - Important because funding follows the refugee.
- **Lawful permanent resident (LPR)** is an alien who has been granted the privilege to live and work in the United States permanently.
 - Refugees and asylees may apply to adjust to this status after one year.

Definitions

- Iraqi or Afghan Special Immigrant (SIV)
 - Classification for certain individuals and their families from Iraq and Afghanistan who helped the U.S. military
 - Are not refugees; they are Lawful Permanent Residents (LPR)'s from the date they enter the U.S. or are granted SIV status (if status granted while already in the U.S.)
 - OFS Letter #70 (4/3/08), ACT 246, FACT 35, CLVB 4/9-4/22/09 and 4/4-4/11/08

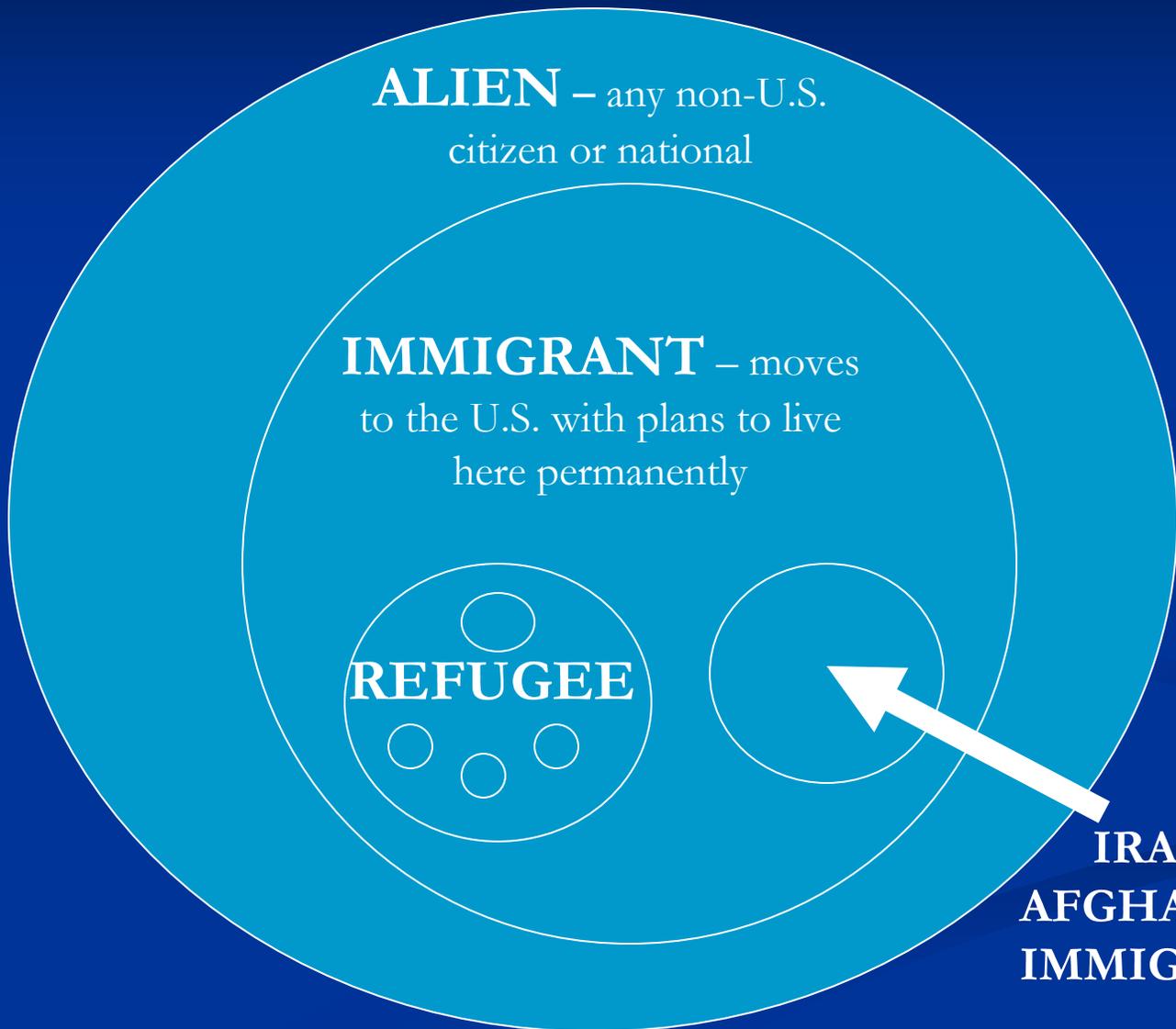
Alien vs. Immigrant vs. Refugee vs. SIV

ALIEN – any non-U.S.
citizen or national

IMMIGRANT – moves
to the U.S. with plans to live
here permanently

REFUGEE

**IRAQI /
AFGHAN SPECIAL
IMMIGRANTS**



Overview

- A Refugee's Journey
 - Homeland to foreign country
 - UNHCR – International agency for refugees
 - Federal Agencies
 - USCIS – Department of Homeland Security
 - Department of State
 - Department of Health and Human Services
 - Free Cases versus Family Reunification Cases
 - Travel Loan

Overview cont.

- A Refugee's Journey continued
 - Voluntary Agencies (VOLAGS) – National who has agreement with DOS to provide R&P services
 - Resettlement Agency (RA) – Local affiliate who does the ground work
 - Not financially responsible (“sponsors”)
 - ODJFS – responsible for state refugee resettlement program
 - CDJFS – responsible for administering refugee benefits programs

Goals of the U.S. Refugee Resettlement Program

- Employment/Self-Sufficiency – 1st Priority
 - Must participate in employment services within 30 days of receipt of cash assistance
- English Language Training – 2nd Priority
 - Should be concurrent with job search activities
 - Cannot be pursued in place of an offer of employment

Reception and Placement (R&P) Program

- Program/agreement between RA and U.S. Department of State to provide for initial resettlement and services to refugees in first 30 days after arrival.
- The **RA** is given \$425/refugee for the first month for rent and utilities, furnishings, a few days of food, and staff to assist with orientation, transportation, etc.
- Refugees are given some cash to help with necessities and other expenses during their first month in the U.S.
- R&P money given to a refugee does **not** count in the budgets [5101:1-2-40(F)(3) and 5101:1-42-90(B)(2)].
 - To track: Put on AEFIQ/AEFMI as “Other Income”, type: “OTRA”, and be sure to end date it after the first month. CRIS-E will not count it in the budget if it is entered this way.

Matching Grant Program

- Voluntary employment incentive program for all classes of refugees and Iraqi or Afghan SIV's - available through RA
 - Designed for refugee self-sufficiency within 4 months
 - Enroll within 31 days of arrival; begins 31st day after arrival
- Stipulation of participation is not to access public cash assistance while participating (may receive after)
- Still qualify for Food Assistance and Medicaid or RMA; can count toward FSET
- Counts as "Other Income" on AEFIQ, sub type "OTRM" on AEFMI
 - Begins 31 days after arrival, so start date would be 31 days after arrival date
 - End date should be the end of the third month after it begins
- MG money is given per person, so be sure to attribute MG money to each person individually
- Note CLRC if Matching Grant participant to document why no cash assistance

Question #1

- A refugee comes to the CDJFS to apply for assistance. He brings a letter indicating he received \$100 cash upon arrival from the resettlement agency for basic needs during his first 30 days. Can he apply for cash assistance and does this money count in the budget?

Answer: Question #1

- Yes, he can apply for cash assistance.
- The money he received is Reception and Placement money and does not count in the budgets for any program. This money should be tracked on CRIS-E as “Other Income”, subtype “OTRM”.
- The resettlement agency on file should be notified that he applied for benefits.

Question #2

- A refugee family applies for cash, food, and medical assistance. The letter from the Resettlement Agency says that they are participating in Match Grant services and the family is receiving \$750 a month. What benefits and services is the family potentially eligible for?

Answer: Question #2

- This family is potentially eligible for food assistance and Medicaid.
- They cannot receive OWF because they are participating in the Matching Grant program.
- The money they are receiving counts as “Other Income” on AEFMI/AEFIQ and may limit their eligibility for FS and/or Medicaid benefits beginning the 31st day after arrival.
 - Put on AEFIQ as “Other Income”, subtype “OTRM”
 - Begin date 31 days after arrival and end date 3 months after the begin date

Refugee Documents

- Refugees may present a number of different forms to document their refugee status:
 - I-94 Form
 - I-551 Permanent Resident (“Green”) Card
 - I-766 Employment Authorization Card
 - I-571 U.S. Refugee Travel Document
 - Asylum Letter
 - Victims of Trafficking Certification Letter

Alien Number

- Assigned to all immigrants as they enter the U.S.
- Found on paperwork documenting refugee status
- An 8-9 digit number that is preceded by an “A”
- Typically found on the BACK of the I-94 form
- Use the alien number to verify a refugee’s status on SAVE
- Used by ODJFS to document refugees for monitoring and funding purposes

Refugee Documents: Form I-94

- Refugees enter the U.S. with the I-94 form
- Contains demographic information:
 - Name
 - Date of birth
 - Country of origin
 - Date of Entry to the U.S.
 - Alien Number
- Status stamp in upper right corner

Front of I-94

The image shows the front of Form I-94, an Immigration and Naturalization Service (INS) document. It features a white background with black text and a grid of fields. A red arrow points from the 'Departure Number' field (220390931 09) to the label 'Departure Number' below. Another red arrow points from the status stamp 'ADMITTED AS A REFUGEE PURSUANT TO SEC. 207 OF THE INA ACT...' to the label 'Status Stamp' below. A third red arrow points from the date 'Oct. 13, 2008' to the label 'Date of Entry' below. The form includes fields for '4. Family Name', '15. First (Given) Name', '16. Birth Date (Day/Mo/Yr)', and '17. Country of Citizenship'. A warning stamp in the upper right corner reads: 'ADMITTED AS A REFUGEE PURSUANT TO SEC. 207 OF THE INA ACT. IF YOU DEPART THE U.S., YOU WILL NEED PRIOR PERMISSION FROM INS TO RETURN. EMPLOYMENT AUTHORIZED'.

Departure
Number

Status
Stamp

Date of Entry

Refugee Documents: I-94

- Double-sided; both sides must be copied and kept together in the case file so as not to confuse more than one person's information.
- The alien number is the 8-9 digit number that follows the A, usually found on the back of the I-94. This is the number that goes on CRIS-E screen AEICZ.

Back of I-94

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation.

Important - Retain this permit in your possession; *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future.

You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

A 12345678

Port: _____ **Departure Record**

Date: _____

Carrier: _____

Flight #/Ship Name: _____

Alien Number

Questions #3 & 4

Departure Number
220390931 09

Immigration and Naturalization Service
**I-94
Departure Record**

ADMITTED AS A REFUGEE PURSUANT TO SEC. 501 OF THE INA ACT. IF YOU DEPART THE U.S., YOU WILL NEED PRIOR PERMISSION FROM INS TO RETURN. EMPLOYMENT AUTHORIZED

PORT **Oct. 13, 2008** MEL. OFF.

14. Family Name
15. First (Given) Name
16. Birth Date (Day/Mo/Yr)
17. Country of Citizenship

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation.
Important - Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:
- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes
A 12345678

Port: _____ Date: _____ Carrier: _____ Flight #/Ship Name: _____

Departure Record

3. Which number is the alien number?

- a) 220390931
- b) 12345678
- c) None of the above

4. What is the refugee's date of entry?

- a) 10/13/08
- b) Need more information
- c) None of the above

Answers Questions #3 & 4

Departure Number
220390931 09

Immigration and Naturalization Service
**I-94
Departure Record**

ADMITTED AS A REFUGEE PURSUANT TO SEC. 501 OF THE INA ACT. IF YOU DEPART THE U.S., YOU WILL NEED PRIOR PERMISSION FROM INS TO RETURN. EMPLOYMENT AUTHORIZED

PORT **Oct. 13, 2008** MEL OFF.

14. Family Name
15. First (Given) Name
16. Birth Date (Day/Mo/Yr)
17. Country of Citizenship

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation.
Important - Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:
- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes
A 12345678

Port: _____ Departure Record
Date: _____
Carrier: _____
Flight #/Ship Name: _____

3. Which number is the alien number?

- a) 220390931
- b) 12345678**
- c) None of the above

4. What is the refugee's date of entry?

- a) 10/13/08**
- b) Need more information
- c) None of the above

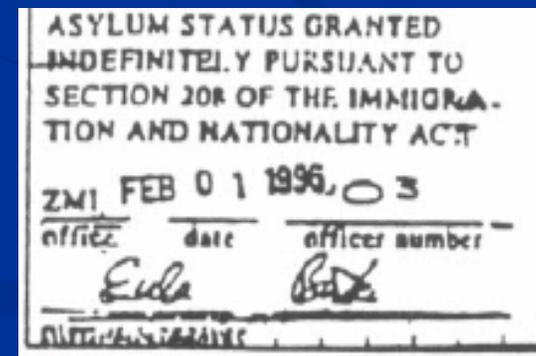
Refugee Documents: Asylees

Letter Granting Asylum Status:

United States Department of Homeland Security Citizenship and Immigration Services	
Miami Asylum Office	77 SE 5 th Street, Third Floor Miami, FL 33131
Date: Case Number (Client Name)	
Name Address City, State, Zip Code	
Asylum Approval	
Dear Name:	
This letter refers to your request for asylum in the United States filed on Form I-589.	
It has been determined that you are eligible for asylum in the United States. Attached please find a completed Form I-94, Arrival Departure Record, indicating that you have been granted asylum status in the United States pursuant to § 208 (a) of the Immigration and Nationality Act (INA) as of <u>DATE</u> . This grant of asylum includes your dependents listed above who are present in the United States, were included in your asylum application, and for whom you have established a qualifying relationship by a preponderance of evidence.	
You have been granted asylum in the United States for an indefinite period; however, asylum status does not give you the right to remain permanently in the United States. Asylum status may be terminated if you no longer have a well-founded fear of persecution because of a fundamental change in circumstances, you have obtained protection from another country, or you have committed certain crimes or engaged in other activity that makes you ineligible to retain asylum status in the United States. See INA § 208(c)(2).	
Now that you are an asylee, you may apply for certain benefits, which are listed below. You are also responsible for complying with certain laws and regulations, if such laws and regulations apply to you. These responsibilities are also explained in this letter. We recommend that you retain the original of this letter as proof of your status and that you submit copies of this letter when applying for any of the benefits or services listed below. You may obtain any of the forms mentioned in this letter by visiting an USCIS district office or calling National Customer Service Center (NCS) at 1-800-375-5283 (TTY 1-800-767-1833). You may also download any USCIS form from the public Internet by signing on the USCIS website at http://www.uscis.gov/portal/site/uscis .	
Note: Please write your full name, date of birth, and A number on any correspondence you have with the USCIS.	
Sincerely, Typed Name Title Employee ID: I-04-000000	

- I-94 card with asylum stamp
- Letter granting asylum status
 - Letter must say “granted asylum”
 - Applicants for asylum (except from Cuba or Haiti) are **not** eligible
- Qualify for benefits as of the date asylum status was granted

I-94 Asylum Stamp:



Refugee Documents: Victims of Trafficking



United States Department of
Health & Human Services

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Refugee Resettlement
370 L'Enfant Promenade, S.W.
Washington, D. C. 20447

HHS Tracking Number
0000000000

Date
Name
Address
City, State, Zip Code

CERTIFICATION LETTER
Dear Name:

This letter confirms that you have been certified by the Department of Health and Human Services (HHS) pursuant to section 107(b) of the Trafficking Victims Protection Act of 2000. Your certification date is DATE . The expiration date of this certification is eight months from the date of eligibility.

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. This certification does not confer immigration status.

You should present this letter when you apply for benefits or services. Benefit-issuing agencies should call (866) 401-5510 to verify the validity of this document and to inform HHS of the benefits for which you have applied.

Sincerely,
Signature
Printed Name
Title
Office of Refugee Resettlement

- Victims have a letter from ORR certifying this status
- Must be verified by calling ORR's trafficking certification line:
(866) 401-5510
- Eligibility for benefits begins as of the certification date
 - Children will have eligibility date

Refugee Documents: Cuban/Haitian Entrants

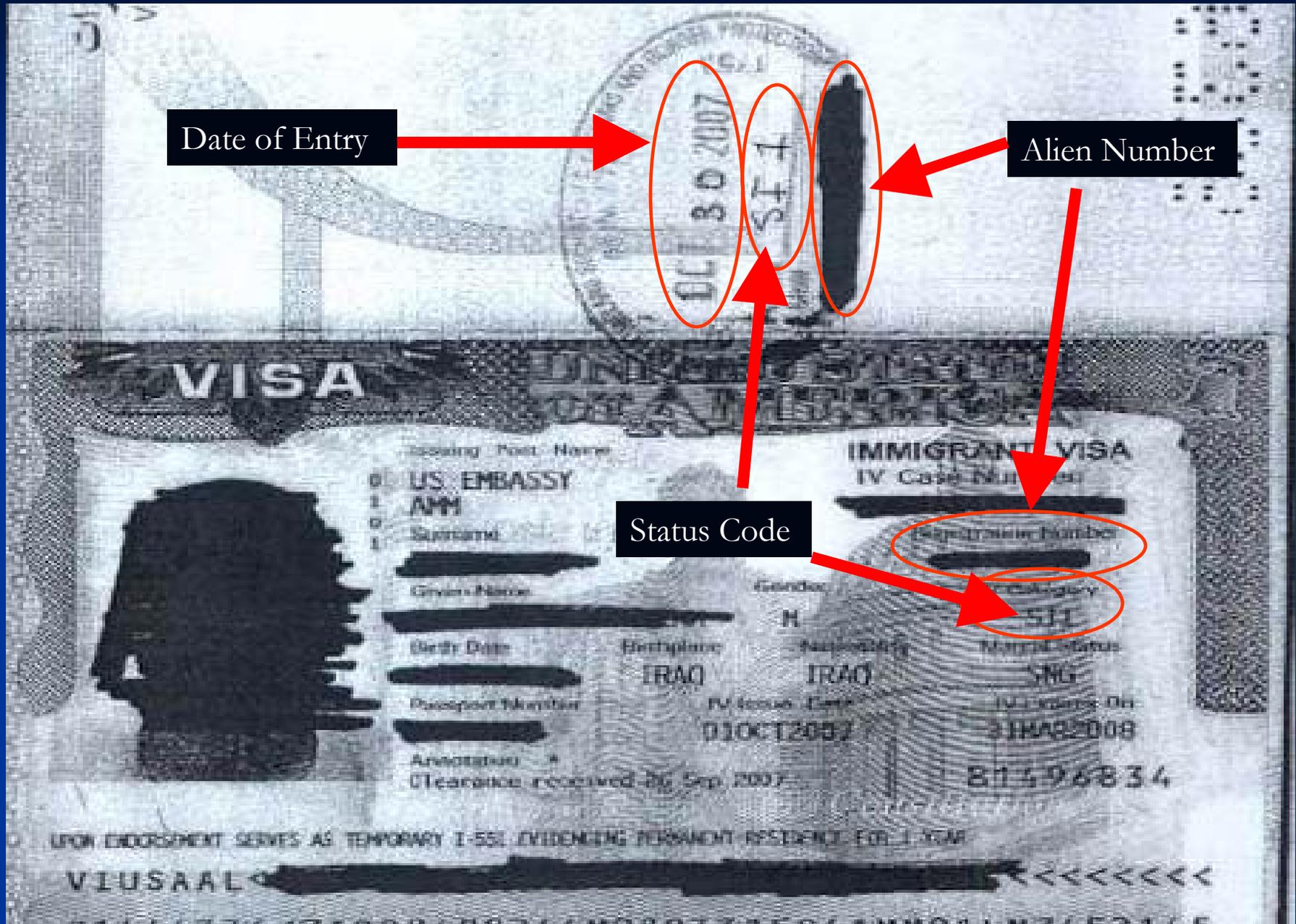
- Cuban or Haitian Entrants may present a variety of documents:
 - I-94 with a stamp documenting their status
 - Cuban or Haitian passport with a Section 212(d)(5) stamp dated after October 10, 1980
 - Numerous other forms – see “Typical Documents” desk aid and/or contact REFUGEE mailbox for assistance
- Fax copies of all documentation for Cuban/Haitian Entrants to ODJFS Refugee Services for funding purposes

I-94 Entrant Stamp:

Paroled as a Cuban-Haitian Entrant
(Status Pending) pursuant to
section 212 (d)(5) of the
INA. Reviewable
_____. Employment authorized
until ____.

Office	Date	Office Number
--------	------	---------------

Refugee Documents: SIV's



Refugee Documents: Reminders

- Refugees may not have a photo ID when applying for benefits – I-94 or other document listed with codes on “Typical Documents” desk aid is sufficient
- Documentation needs to be verified using the SAVE program
 - Use “Request Additional Verification” function to clarify information/ask date of entry questions to USCIS
- Alien Number is required on CRIS-E screen AEICZ
- Only people **granted** asylum status are eligible for refugee benefits (except applicants for asylum who are from Cuba or Haiti are eligible as Cuban/Haitian Entrants)

Social Security Numbers

- Social Security number is used to apply for and distribute federal funding [5101:1-2-40.3(B)(2)(a)]
 - Can tell state of initial resettlement by looking at the first three numbers: Ohio begins with 268-302
 - Critical to enter on CRIS-E as soon as it is received
- Documentation from the Social Security Administration that the refugee has applied for a Social Security number is adequate to establish eligibility for cash, medical and food stamp assistance [5101:1-38-02.1(C)(6), 5101:4-3-01(F), 5101:4-3-22(A), 5101:1-3-09(A),(B), 5101:1-2-40(E)(3)]

The SAVE Program

- Systematic Alien Verification for Entitlements (SAVE) program
- Use the alien number to access SAVE and verify the refugee's legal status, classification on admission (COA), date of birth, name, and entry date
 - "COA" code is what status the person came into the U.S. with. Use this code with your "Typical Documents" handout to determine what alien status code to use on AEICZ.
 - "Date of Entry" on the lower left-hand corner of the verification page is the date the immigrant was granted the **current** legal status
- "Request Additional Verification" function
- Benefits should not be delayed while SAVE verification is pending
- SAVE Desk Aid is on the Refugee Services website

The SAVE Program: Screen Shot

 **U.S. Citizenship and Immigration Services**
WEB-1 Case Details

[On-line Resources](#)

Case Verification Number:

Case Administration Initial Verification Additional Verification View Cases User Administration Change Password Pwd Challenge Q&A Change Profile Reports View Reports	Initial Verification
	Alien Number: 012345678 Benefits: <input type="text" value="Food Stamps"/> <input type="text" value="Medicaid"/>
	Initiated By: JMAC5912 Initiated On: 02/25/2008
	Initial Verification Results
	Last Name: DOE First Name: JOHN
	Middle Name: COA: RE3
	Country: THAIL - THAILAND Date of Birth: 08/31/1998
	Date of Entry: 09/19/2007 EAD Expiration Date:
	System Response: REFUGEE - EMPLOYMENT AUTHORIZED
	<input type="button" value="Print Case Details"/> <input type="button" value="Request Additional Verification"/> <input type="button" value="Complete and Close Case"/> <input type="button" value="Close"/>

The SAVE Program: Request Additional Verification

Case Administration

- [Initial Verification](#)
- [Additional Verification](#)
- [View Cases](#)

User Administration

- [Change Password](#)
- [Pwd Challenge Q&A](#)
- [Change Profile](#)

Reports

- [View Reports](#)

Initial Verification

Alien Number: 012345678

Benefits: Food Stamps
Medicaid

Initiated By: JMAC5912

Initiated On: 03/31/2008

Initial Verification Results

Last Name:	Al	First Name:	K
Middle Name:	S,	COA:	RE6
Country:	IRAQ - IRAQ	Date of Birth:	01/07/1969
Date of Entry:	05/28/1997	EAD Expiration Date:	
System Response:	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED		

Enter Additional Verification Data

Last Name: (default may be changed)	Al *
First Name: (default may be changed)	Ki *
Middle Name: (default may be changed)	S, -
A.K.A.:	
I-94 Number:	
Date of Birth: (mm/dd/yyyy)	01/07/1969 *
User Case Number:	
Document Type:	
Doc. Expiration Date: (mm/dd/yyyy)	
Doc. Description:	
Special Comments:	
Request Affidavit of Support Data:	<input type="checkbox"/>

SAVE Screen Shot: Questions #5 - 8



U.S. Citizenship and Immigration Services WEB-1 Case Details

On-Line Resources

Case Verif

Case Administration

[Initial Verification](#)

[Additional Verification](#)

[View Cases](#)

User Administration

[Change Password](#)

[Change Profile](#)

Site Administration

[Add User](#)

[View Users](#)

[Change Address](#)

[View Groups](#)

Reports

[View Reports](#)

Initial Verification

Alien Number: 012345678

Benefits:

Food Stamps

Initiated By: RPAU6772

Initiated On: 01/10/2006

Initial Verification Results

Last Name: DOE

First Name: JANE

Middle Initial:

COA: CH6

Country: CUBA - CUBA

Date of Birth: 08/26/1951

Date of Entry: 12/01/07

EAD Expiration
Date:

System Response: LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED

[Print Case Details](#)

[Request Additional Verification](#)

[Comple](#)

Questions #5 & 6: SAVE

- Look at the SAVE screen shot on the previous page and use your “Typical Documents” handout.
5. What status did this person come into the U.S. as?
 - a) Refugee
 - b) Asylee
 - c) Cuban/Haitian Entrant
 - d) Permanent Resident
 6. The I-551 Permanent Resident Card Ms. Doe presented shows a birth date of 8/29/51. What do you do?
 - a) Deny her case
 - b) Approve her case and request additional verification
 - c) Accuse her of fraud
 - d) Leave her case pending and request additional verification

Answers: Questions #5 & 6: SAVE

- Look at the SAVE screen shot on the previous page and use your “Typical Documents” handout.
5. What status did this person come into the U.S. as?
- a) Refugee
 - b) Asylee
 - c) Cuban/Haitian Entrant**
 - d) Permanent Resident
6. The I-551 Permanent Resident Card Ms. Doe presented shows a birth date of 8/29/51. What do you do?
- a) Deny her case
 - b) Approve her case and request additional verification on SAVE**
 - c) Accuse her of fraud
 - d) Leave her case pending and request additional verification

Questions #7 & 8: SAVE

- Look at the SAVE screen shot used on the previous page and your “Typical Documents” handout.

7. What status do you enter this person into CRIS-E as?

- a) RE
- b) GA
- c) PR
- d) CH

8. When did Ms. Doe enter the U.S.?

- a) 8/26/51
- b) 12/01/07
- c) Unknown – need to use Request Additional Verification function to ask USCIS for Entry Date

Answers: Questions #7 & 8: SAVE

- Look at the SAVE screen shot used on the previous page and your “Typical Documents” handout.

7. What status do you enter this person into CRIS-E as?

- a) RE
- b) GA
- c) PR
- d) CH**

8. When did Ms. Doe enter the U.S.?

- a) 8/26/51
- b) 12/01/07

c) Unknown – need to use Request Additional Verification function to ask USCIS for Entry Date

(Presented an I-551 card, and has a refugee classification code so we know has been in U.S. at least one year)

Benefit Eligibility Requirements

- Refugees are eligible to the same extent as U.S. citizens, except for a limited time period.
- Benefits refugees may qualify for (begins with the date of entry/date status granted):
 - OWF – 5 years (36 month maximum)
 - Medicaid – 7 years
 - SSI – 7 years
 - Food Stamps - unlimited
 - RCA – 8 months (only if does not qualify for OWF or SSI)
 - RMA – 8 months (only if does not qualify for any Medicaid)
 - RSSP – 5 years
- SIV's – all of the above for only first eight months

Benefit Eligibility Requirements

- To continue to qualify for cash and medical assistance after eligibility periods have passed:
 - Be a U.S. citizen,
 - Have a military connection, or
 - Transferred to legal permanent resident and have 40 qualifying work quarters of coverage
- Refugees who lawfully resided in the U.S. on or before August 22, 1996 are exempt from meeting citizenship requirements for all programs.
- CDJFS is required to notify the RA when refugee applies for, there is a change in, or is being terminated from benefits.

Benefit Eligibility Requirements

- If a refugee is found eligible for OWF and/or Food Assistance (FA), the refugee is required to participate in work activities, as would any other OWF or FA recipient.

Refugee Cash Assistance (RCA): ADCQ (OAC 5101:1-2-40)

- Refugees and SIV's are eligible for the first 8 months after arrival to U.S. only if not eligible for OWF or SSI
 - Must meet income requirements as defined in OAC rule 5101:1-23-20
 - May receive RCA while awaiting SSI determination
 - Not eligible for cash assistance of any type if participating in Matching Grant program through RA
 - Full-time college students are not eligible
 - Resources in country of origin do not count
 - Cannot receive if quit or refused employment, without good cause, in the immediate 30 days prior to applying for benefits
- Must participate in employment services and RSSP within 30 days as a condition of receiving RCA
- Reapplication is required prior to the end of the 8-month eligibility period to explore eligibility for other programs (5101:1-2-40(D)(6))

Question #9

- A mother with two teenage children qualifies for OWF, but does not want to participate in employment activities and has asked to be on RCA instead. Can she do this?

Answer: Question #9

- No. If the family qualifies for OWF, they cannot choose to receive RCA instead. RCA (ADCQ) can only be authorized for people who do not qualify for any form of TANF/OWF or SSI (usually single adults and childless couples).

Refugee Medical Assistance (RMA): MA Q (OAC 5101:1-42-90)

- Refugees are eligible for RMA for the first 8 months after arrival to the U.S. and only if not eligible for any category of Medicaid.
 - Full-time college students are not eligible, unless schooling is part of the individual's employability plan
 - Must meet need standard of 100% FPL
- Once found eligible for Medicaid or RMA, refugees are eligible for RMA (MA Q) for 8 months after date of arrival, even if the refugee gets a job.
 - No reapplication needed
 - No new income determination
 - Fiat to ensure benefits continue
- CRIS-E alerts 8-month eligibility period is ending



Refugee Social Services Program (RSSP)

- RSSP is the third component of the Refugee Resettlement Program. The goal of the program is to help refugees establish self-support and provide employment opportunities.
- All refugees are eligible for RSSP, either as a mandatory participant or a voluntary participant.
- Rules for RSSP are in the Cash Assistance Manual, Chapter 4000, Special Programs; Rule 5101:1-2-40 through 5101:1-2-40.5

Refugee Social Services Program (RSSP): General Eligibility Requirements

- No income or resource limits
- Refugees receiving ADCQ or MA Q are automatically eligible
- Employable refugees **must** participate if they are receiving ADCQ [see OAC rule 5101:1-2-40(I) for exceptions]
- Eligible for up to 5 years from the date of arrival
- Refugees cannot have quit or refused, without good cause, a valid employment offer in the 30 days prior to applying for benefits
- Employment referral, assessment and services must be completed within 30 days of receipt of cash assistance [(OAC 5101:1-2-40(E)(4)]

RSSP: Priority Order, Mandatory and Voluntary Participation

- RSSP must be provided to refugees in the following order of priority:
 1. All newly arriving refugees during their first year in the U.S. who apply for services. MANDATORY
 2. Refugees receiving cash assistance. MANDATORY
 3. Unemployed refugees who are not receiving cash assistance. VOLUNTARY
 4. Employed refugees in need of services to retain employment or to attain economic independence. VOLUNTARY

RSSP: Exemptions to Mandatory Participation

- A Refugee is considered employable unless the refugee meets one of these exemptions:
 - Under the age of 18
 - Under the age of 19 and a full-time student in a secondary school or equivalent level of vocational or technical training
 - 65 years or older
 - Is pregnant and the pregnancy is medically verified that the child will be born in the month that registration would be required or within the next 6 months

Question #10

- A refugee applied for and was found eligible for ADCQ in February 2009. She entered the U.S. on January 25, 2009. Is she a mandatory or a voluntary participant in Refugee Social Services?

Answer: Question #10

- She is a mandatory participant because she has been in the U.S. less than one year and she is receiving refugee cash assistance.

RSSP: Self-Sufficiency and Employability Plans

- **Self-sufficiency plan** –addresses the employment-related service needs of the employable members in a refugee assistance group (AG) for the purpose of enabling the refugee AG to become self-supporting through the employment of one or more AG members.
- **Employability plan** – an individualized written plan for a refugee registered for employment services that sets forth a program of services intended to result in the earliest possible employment of the refugee [see 5101:1-2-40.4(B) for minimum elements of plan].

RSSP: Registration for Employment

- As a condition of receiving Refugee Cash Assistance (ADCQ) a refugee must:
 - Register with an appropriate agency providing employment services
 - Go to job interviews
 - Accept at any time, from any source, a job offer as determined appropriate by the CDJFS or its designee
 - Participate in any employment or targeted assistance services as assigned by the CDJFS or provider

Targeted Assistance Grants

- Besides RSSP, Franklin County receives a Targeted Assistance Grant (TAG) given to counties with large refugee populations, high concentrations of refugees and where there is a high rate of use of public assistance.
- TAG is given to provide direct services intended to result in economic self-sufficiency and reduced welfare dependency of refugees through job placement.
- Cannot be used to provide services to refugees who have been in the U.S. for more than five years.

TAG Priority Order

- The priority order for TAG is:
 1. Cash assistance recipients, especially long-term recipients.
 2. Unemployed refugees who are not receiving cash assistance.
 3. Employed refugees in need of services to retain employment or to attain economic independence.

TAG: Self-Sufficiency and Employability Plans

- The TAG family self-sufficiency/individual employability plan must include:
 - A determination of the income level a family would have to earn to exceed its cash grant and move into self-support without suffering a monetary penalty.
 - A strategy and timetable for obtaining that level of family income through placement in employment of sufficient numbers of employable family members at sufficient wage levels.
 - Employability plans for every employable member of the family.
 - A plan to address the family's social services needs that may be barriers to self-sufficiency.

TAG Plan, cont.

- If the refugee is receiving RSSP and TAG only one plan needs to be developed that incorporates both TAG and RSSP.
- Women should be given the same opportunities as men to participate in TAG.
- TAG should be provided in a manner that is culturally and linguistically compatible with the refugee's language and cultural background, to the maximum extent possible.

TAG Services

- Services funded with TAG must be refugee-specific services that are designed to specifically meet refugee needs and are in keeping with the rules and objectives of the refugee program.
 - Short-term vocational or skills training, on-the-job training or English language training (ELT) does not have to be refugee specific.
- Refugees cannot be in TAG more than one year, but once employed they can receive TAG to retain their job or get a better one.
- TAG cannot be used for long-term training programs or vocational training that lasts more than a year or for educational programs that are not intended to lead to employment within a year.

RSSP: Allowed Services

- Services that may be funded with RSSP fall into one of four categories (in the following order and as funding allows):
 1. Employment Services – SSC, employability plan, job referrals, job search, job placement and follow-up
 2. Employability Services – on-the-job training; English language training; skills recertification; case management; skills testing; child care, transportation and translation related to employment
 3. Other Services – outreach, social adjustment
 4. Services beyond the 5-year eligibility period – citizenship and naturalization preparation services
- All services must be explained in the approved individual employability plan

RSSP: Employment Services

- Direct services provided in accordance with employability plans to enable an individual to obtain employment:
 - Development of family self-sufficiency plan
 - Development of individual employability plan
 - World-of-work and job orientation
 - Job clubs and job workshops
 - Job development
 - Referral to job opportunities
 - Job search
 - Job placement and follow-up

RSSP: Self-Sufficiency Plan

- **Self-Sufficiency Plan** –addresses the employment-related service needs of the employable members in a refugee assistance group (AG) for the purpose of enabling the refugee AG to become self-supporting through the employment of one or more AG members.
- The self-sufficiency plan must be done for all Assistance Groups, regardless of program eligibility, i.e., OWF or RCA.

RSSP: Employability Plan

- **Employability Plan** – an individualized written plan for a refugee registered for employment services that sets forth a program of services intended to result in the earliest possible employment of the refugee [see 5101:1-2-40.4(B) for minimum elements of plan].
- The employability plan is a mutual agreement between the refugee and the CDJFS and is the primary document of accountability for the refugee's participation in RSSP.

RSSP: Contents of the Employability Plan

- The employability plan must be developed for each employable refugee receiving RSSP.
- The plan must be designed to lead to the earliest possible employment and not be structured in a way to discourage or delay looking for employment or accepting job offers.
- The plan must contain a definite goal, attainable is the shortest time period consistent with the employability of the refugee in relation to job openings in the area.

RSSP: Job Search

- Job search activities must be included in the employability plan, unless a good cause reason exists.
- The refugee must attend job interviews arranged by the CDJFS.
- The refugee must have a minimum of one assisted job interview a week.
- The refugee must accept at any time an offer of employment determined to be appropriate by the CDJFS.
- The refugee must enter the job phase no later than 4 months after entry to the U.S. or within 30 days of the approval of RCA if the refugee has been in the U.S. more than three months at the time of eligibility determination.

RSSP: Employability Services

- Services designed to enable an individual to obtain employment and to improve the employability or work skills of the individual
 - Employability assessment services, aptitude and skills testing
 - On-the-job training
 - English language instruction
 - Vocational training (including driver education and training)*
 - Skills recertification
 - Child care*
 - Transportation*
 - Translation and interpreter services*
 - Case Management
 - Assistance in obtaining Employment Authorization Documents

*When necessary for participation in an employability plan or for the acceptance or retention of employment

RSSP: English Language Training

- Employability plans shall include testing to determine whether or not a refugee would benefit from available English Language Training (ELT)
- ELT can not be the refugee's only assignment. The number one priority is employment and self-sufficiency.
- ELT :
 - Should be provided outside of normal working hours
 - Should be provided concurrent with other employment-related services
 - Cannot interfere with job offers

RSSP: English Language Testing

- Employability Plans should include English language testing to determine whether or not the refugee is able to benefit from an available ELT program.
- Refugees who test at a level above the available level of English language instruction are exempt from further participation.
- Refugees who test at a level below the available English language instruction shall participate in ELT. In order to maintain satisfactory attendance, they must attend at least 70% of their classes for two consecutive months (without a written medical documentation of illness).

RSSP: Other Services

- Intended to help the refugee maintain employment and self-sufficiency:
 - Information and referral
 - Outreach
 - Social adjustment services
 - Day care
 - Transportation
 - Translation and interpreter services
 - Case management
 - Any service aimed at strengthening the ability of the refugee to maintain self-sufficiency

RSSP: Services Beyond the Five Year Limitation

- Beyond the five year limitation, refugees can receive help with referral and interpreter services and citizenship and naturalization preparation services, including:
 - English language training and civics instruction to prepare the refugee for citizenship
 - Application assistance for adjustment to legal permanent resident and citizenship status
 - Assistance to disabled refugees in obtaining disability waivers for English and civics requirements for naturalization
 - Interpreter services for the citizenship interview

RSSP: Sanctions

- When an employable, mandatory recipient of refugee cash assistance refuses employment services, quits a job without good cause, or fails to attend (without good cause) at least 70% of ELT classes for two consecutive months, the individual's ADCQ can be sanctioned:
 - The sanction period for the first failure is loss of cash assistance for up to 3 months and up to 6 months (or end of the 8 month eligibility period) for the second failure.
 - The refugee and the RA must be notified of reasons for sanctions/termination of benefits at least 10 days prior to the effective date of the action.
- For voluntary participants, failure to participate can result in being deregistered from RSSP for 3 months.

Question #11

11. A single adult refugee moves here from Minnesota to join relatives who are already receiving benefits. The adult arrived in the United States on September 30, 2008. He has no job and speaks little English. What is he potentially eligible for (assuming he applies May 2, 2009)?

- a) OWF
- b) RCA, RMA, RSSP and FA
- c) RSSP and FA
- d) OWF, Medicaid and FA

Answer: Question #11

11. A single adult refugee moves here from Minnesota to join relatives who are already receiving benefits. The adult arrived in the United States on September 30, 2008. He has no job and speaks little English. What is he potentially eligible for (assuming he applies May 2, 2009)?

- a) OWF
- b) RCA, RMA, RSSP and FA
- c) **RSSP and FA (last month of eligibility for RCA and RMA was April, 2009)**
- d) OWF, Medicaid and FA

Question #12

12. A mother and two minor children were granted asylum status on March 12, 2009. They applied for and were approved for OWF and Medicaid on April 21, 2009. The mother got a job and is now over income for OWF and Medicaid. What program(s) would the family qualify for?

- a) OWF and Medicaid
- b) Medicaid and RSSP
- c) RCA and RMA
- d) RMA and RSSP

Question #12

12. A mother and two minor children were granted asylum status on March 12, 2009. They applied for and were approved for OWF and Medicaid on April 21, 2009. The mother got a job and is now over income for OWF and Medicaid. What program(s) would the family qualify for?

- a) OWF and Medicaid
- b) Medicaid and RSSP
- c) RCA and RMA
- d) **RMA, RSSP [switch to RMA for remainder of 8-month eligibility period (until October 31, 2009)]**

Question #13

13. A father, Ahmed, and his two children, Martha (age 18 and enrolled in high school full-time) and George (age 21), were granted asylum status on March 25, 2009. They applied for and were approved for RCA (ADCQ) on April 21, 2009. Which members of the family are required to participate in RSSP?
- a) Ahmed and George
 - b) Ahmed
 - c) Ahmed and Martha
 - d) All members of family

Answer: Question #13

13. A father, Ahmed, and his two children, Martha (age 18 and enrolled in high school full-time) and George (age 21), were granted asylum status on March 25, 2009. They applied for and were approved for RCA (ADCQ) on April 21, 2009. Which members of the family are required to participate in RSSP?

- a) **Ahmed and George (Martha is exempt due to age and school enrollment)**
- b) Ahmed
- c) Ahmed and Martha
- d) All three members of this family

Question #14

14. A refugee arrived to the U.S. on September 12, 2008. His ADCQ benefits were terminated March 31, 2009 because he got a job and was over income for ADCQ. He was laid off and is no longer working. He would like assistance finding a new job and to improve his English language. Can he receive any services?

Answer: Question #14

14. Yes.

- The refugee is within the 5 year time limit to receive RSSP and/or TAG services, and is still within the 1 year priority window for RSSP.
- He can apply for RSSP only using the JFS 01457.
- A new assessment, self-sufficiency contract and employability plan should be completed.
- The refugee can be referred to ELT if testing indicates he would benefit from such training. He must also receive Employment Services.

Question #15

15. A refugee who is receiving ADCQ, MA Q and Food Assistance has been voluntarily participating in RSSP for the past five months. You receive word from your contracted provider that the refugee refused a valid job offer. What action do you take on this case?

Answer: Question #15

15. Pursue whether good cause exists. If there is no good cause, deregister the refugee from the RSSP program for three months.

Do not sanction this refugee's ADCQ because the person is a voluntary participant.

Refugee-Related Forms

- JFS 01457 “Application for Refugee Social Services Only”
 - Use when not applying for cash, food stamp, or medical assistance or at the 12-month reapplication
 - Keep in county case file; copy should be sent/faxed to ODJFS, Refugee Services Section

APPENDIX A
Ohio Department of Job and Family Services
APPLICATION FOR REFUGEE SOCIAL SERVICES ONLY

This form captures information on refugees receiving social services only and on refugees who are secondary migrants. Secondary migrants are refugees who lived in another state before Ohio. This information is needed for federal reporting requirements. This application should be completed by the ODJFS case manager, or the case manager of the local resettlement agency. The application should be signed by the refugee or his authorized representative. The names of children and other family members living with you should be listed in Attachment 1. One application must be completed for each assistance group.

Application Number: _____				
APPLICANT INFORMATION				
Husband's Name	Alien #	SSN#	Date of Birth (mm/dd/yyyy)	Home Telephone ()
Address (Street # & Name or P.O. Box)	City	State	ZIP	
Wife's Name	Alien #	SSN#	Date of Birth (mm/dd/yyyy)	Home Telephone ()
Address (if different)	City	State	ZIP	
Country of Origin	U.S. Arrival Date (mm/dd/yyyy)	Where did you first live in the U.S.?		
INS Status: (please check one of the following)	Refugee <input type="checkbox"/>	Asylee <input type="checkbox"/>	Other (please specify, i.e., victims of torture and/or trafficking)	
Do you speak English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you need interpreter services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, what language?				
Signature (Refugee's Signature or Authorized Representative) This signature assures that the refugee or the authorized representative has truthfully answered all of the above questions.				
Printed Name				Date (mm/dd/yyyy)
AGENCY INFORMATION				
Name of Resettlement Agency				Telephone # ()
Address (Street # & Name or P.O. Box)	City	State	ZIP	
Name of Contact Person				Telephone ()
Term during which social services may be provided (up to 60 months after the date of arrival)				
Application Approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Application Denied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If application was Approved/Disapproved was Form 4085 completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Name of ODJFS or Service Provider				Telephone: ()
Address (Street # & Name or P.O. Box)	City	State	ZIP	E-Mail Address

JFS 01457 (7/2006)

Refugee-Related Forms cont.

APPENDIX B

OHIO DEPARTMENT OF JOB & FAMILY SERVICES
REFUGEE SERVICES SECONDARY MIGRANT REPORT

Date (mm/dd/yyyy)	County	Quarter	Fiscal Year	Where Service were Provided in Ohio		Residency in Ohio		Family Size	Enrollment Date (mm/dd/yyyy)					
VOLAG	Last Name	First Name	Gender	NO Status	SSN#	Allen #	Arrival Date (mm/dd/yyyy)	Country of Origin	City	County	City	County	Family Size	Enrollment Date (mm/dd/yyyy)
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														

JFS 01459 (7/2005)

- JFS 01459 “Refugee Services Secondary Migrant and Asylee Report”

- Complete and send to ODJFS when identify a secondary migrant or asylee who is not on CRIS-E or does not have a social security number

Refugee-Related Forms cont.

- JFS 07349 “Refugee Employment Registration & Case Management Referral”
 - Complete for all voluntary and mandatory RCA group members
 - Use as a communication tool between the CDJFS worker handling the cash, medical or food stamp case, the RSSP case manager, and the provider
 - Useful as a case flow sheet to receive, coordinate, and transmit information regarding changes in a refugee’s receipt of benefits provided by the CDJFS, participation in services, job search, and employment placement

REFUGEE EMPLOYMENT REGISTRATION AND CASE MANAGEMENT REFERRAL		
<small>Notice to Applicants/Recipients: Failure or refusal without good cause to register or to participate or to report as requested by the Refugee Resettlement Program Social Service Agency may affect your assistance payment.</small>		
Section I: Case Identification		
Case Name		
Case Number	Social Security Number	
Registrant's First, Middle, and Last Name		
Address (Street, City, State, Zip Code)		
Telephone Number	English: <input type="checkbox"/> Fluent <input type="checkbox"/> Limited <input type="checkbox"/> None	
Nationality	Sponsor	
Entry Date	Transportation Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> RCA
Section II: IM Referral to SS for Participation Status		
Date Referral Made		
Status of Referral: (Check all appropriate boxes) <input type="checkbox"/> Applicant <input type="checkbox"/> Recipient <input type="checkbox"/> Mandatory <input type="checkbox"/> Volunteer		
Effective Date of Registration Status Change (if active case)		
Section III: SS Response to IM-Requirement Met		
<input type="checkbox"/> RSS Not Available <input type="checkbox"/> RSS Not Appropriate <input type="checkbox"/> RSS Registrant is Participating <input type="checkbox"/> RSS Case Opened - Needs Being Assessed		
Section IV: SS Response to IM-Sanction Process		
<input type="checkbox"/> Failed Without Good Cause to Register/Participate <input type="checkbox"/> Registered - Not Participating in Mandatory Service Program <input type="checkbox"/> Referred Without Good Cause as Offer of Employment		
Date of Referral	Referred By	
Prospective Employer		
Signature	Date	
Section V: Change in Service Status		
<input type="checkbox"/> Volunteer Registration Now Mandatory <input type="checkbox"/> Mandatory Registration Now Voluntary <input type="checkbox"/> Change in Employment Status <input type="checkbox"/> Entered Employment <input type="checkbox"/> Left Employment		
Employer's Name and Address		
Date Job Began	Hours Per Month	Rate of Pay \$ per
<input type="checkbox"/> Address Change		
New Address		
<input type="checkbox"/> Other Change, Specify:		
Signature	Date	
Section VI: Change in RCA Grant Amount		
Effective Date of Change		
Reason for Change: <input type="checkbox"/> Employment <input type="checkbox"/> Refused to Maintain Work Registration <input type="checkbox"/> Sanction <input type="checkbox"/> Left Job/Family Services: Reason Not Listed		
Job/Family Services Grant:		
Original \$	New \$	Net Change \$
Comments:		
Section VII: Deregistration		
Date of Initial Registration		Effective Date of Deregistration
<input type="checkbox"/> Left Job/Family Services: Employed <input type="checkbox"/> Application Denied <input type="checkbox"/> Left Job/Family Services: Reason Not Listed <input type="checkbox"/> Became Exempt <input type="checkbox"/> Over 8 Month Limitation <input type="checkbox"/> Sanctioned		
Comments:		
Signature of IMU Worker		Date
Section VIII: SS Response to IM-Sanction Process		
Name of Initiating Agency		Date
Signature of Worker	Initials of Supervisor	Telephone Number

RSSP Summary

- Refugees must participate if receiving RCA (see rule 5101:1-2-40(I) for exceptions)
- May voluntarily participate – apply using JFS 01457
- Must document refugee status
- No income or resource limits
- County tracks participation using the JFS 07349
- Employment referral must be made within 30 days of receipt of cash benefits 5101:1-2-40(E)(4)

RSSP Summary cont.

- If RA or other contracted employment agency does employability plan, it can be adopted by the CDJFS if it meets the requirements in rule 5101:1-2-40.4
- The RA (and/or contracted employment agency) must notify the CDJFS if a refugee refuses to cooperate with plans so that sanctions or termination of benefits may be imposed
- The CDJFS must redetermine RSSP eligibility at least once every 12 months



Refugee Case Processing in CRIS-E

CRIS-E Processing: Tables

Table Code	Table Name	Why Important
TCTZ	Alien Status Codes	Critical to use the correct alien status code to explore eligibility for appropriate benefits
TVRF	Verification Codes	Accurately document what type of verification was presented as proof of status
TPLI	Primary Language Indicator	Document language refugee speaks most fluently – used to schedule interpreters, determine languages for document translations and is used on important notices
TCOU	Country Codes Table	Country of origin is needed for Federal reporting

CRIS-E Entry: Refugee Checklist

- Walks CW through processing a refugee case
- ODJFS recommends using one in each refugee case file



CRIS-E Screen: ARAD

- Use the refugee's home address as the mailing address
- Do not put the RA caseworker or the authorized representative as the alternate mailing address, unless requested otherwise



CRIS-E Screen: ARAD

```
ARAD                                ADDRESS REGISTRATION                05/11/09 10:14
COUNTY: 25  WORKER:                WJGM90 J MACKIM

                                APPL SOURCE:      E-CONF:
APPL NBR:                          APPL DATE: 042209  STATUS: I  REASON: ___
CASE NBR:                          EXPEDITED FOOD STAMPS: Y  PRC: N
EFFECTIVE DATE: 050809             EXPEDITED MEDICAID/HEALTHY START: N  HCBS/2399: N
NAME OF PRIMARY
INFORMATION PERSON: FIRST:          _____ MI: _ LAST:          _____ CODE: R
                                NUMBER UNIT DIR STREET/RURAL ROUTE SFX DIR  APT
HOUSEHOLD ADDRESS:                 _ _ _ BRIARHURST _____ CT _ _ _
                                CITY: COLUMBUS _____ STATE: OH ZIP: 43220 ____
TELEPHONE:                         _____

HOUSEHOLD MAILING ADDRESS: _____
(IF DIFF FROM ABOVE)
                                CITY: _____ STATE: __ ZIP: _____

PIP MAILING ADDRESS (IF
NOT RESIDENT IN HOUSEHOLD): _____
                                CITY: _____ STATE: __ ZIP: _____

PF17: ARIR  PF18: ARIS  PF19: ARCR
NEXT TRAN:  _____ PARS: _____
```

CRIS-E Screen: ARIR and AEISD



- Use the refugee's primary language (the language the refugee speaks most fluently) as the "PLI"
- This usually is **NOT** English

CRIS-E Screen: AEISD

AEISD SELF DECLARATION INFORMATION 02/25/08 14:27
COUNTY: 25 CASE: WORKER: WJGM90 J MACKIM
EFFECTIVE BEGIN DATE: 02/08/08 STATUS: OPEN

RESIDENCE FRAUD

NBR	NAME	Y/N	DT	CNVCTN FELN	FLEEING N.J.	PAROLE VIO	PLI	SSI CHLD	PRC	PRC AUTHORIZED BEGIN	END	FS DSQ	ETH	RACE
04	M	N	_____	N	N	N	BKI	-	N	_____	_____	N	N	B_____
03	N	N	_____	N	N	N	BKI	-	N	_____	_____	N	N	B_____
02	N	N	_____	N	N	N	BKI	-	N	_____	_____	N	N	B_____
01	S	N	_____	N	N	N	BKI	-	N	_____	_____	N	N	B_____

NEXT TRAN: _____ PARMS: _____
* * * RETURN FROM HELP FUNCTION * * *

CRIS-E Screen: AEIIA and AEFEC

- AEIIA: Put “N” to “US CIT” to bring up AEICZ and other refugee screens
- AEIIA and AEFEC: Flag as “FL” (foreign language speaking) as a reminder that interpretive services are needed when serving the client



CRIS-E Screen AEICZ: Alien Status Codes

- Use codes explained on “Typical Documents Used to Verify Refugee Status” to complete this field.
 - “RE” - Admitted as a Refugee.
 - “GA” - Granted Asylum (asylees).
 - “CH” - Cuban/Haitian Entrant.
 - “SI” – Iraqi or Afghan Special Immigrant.
 - “SA” - Adjusted to Permanent Resident Alien. Use this code only for people who have previously held a refugee, asylee, or Cuban/Haitian entrant status.
 - Prefer/Recommend use original (entry) status code instead.
 - There currently is not a CRIS-E code for victims of trafficking or Amerasians. Until one is developed, use the “GA” code to document these two classes of refugees.

CRIS-E Screen: AEICZ

AEICZ

ALIEN/REFUGEE INFORMATION

04/20/09

11:34

COUNTY: 95

CASE: 508*****

WORKER: W**M**

EFFECTIVE BEGIN DATE: 02/18/09

STATUS: OPEN

NBR	NAME	DC	- COUNTRY OF ORIGIN - CODE	NAME	ENTRY DATE	ALIEN STAT	ALIEN NUMBER	DOCUMENT DATE	VR	S P	40QTR R	ES
1	PRITA S	—	114	BHUTAN	02122009	RE	0123456789	02122009	I9	N	N	—
2	PRIYA S	—	114	BHUTAN	02122009	RE	0123456788	02122009	I9	N	N	—
3	KAMAL S	—	114	BHUTAN	02122009	RE	0123456787	02122009	I9	N	N	—
4	RABIN S	—	114	BHUTAN	02122009	RE	0123456786	02122009	I9	N	N	—

Date the alien entered the U.S. or was granted a qualifying status in the U.S.

Consistent with COA status listed on SAVE, I-94 or letter documenting status. Use "Typical Documents" desk aid to determine appropriate code if entered as a refugee.

8 or 9 digit Alien number following the "A" from the I-94 (usually on the back) or other USCIS form. Number used to verify status on SAVE.

Date on documentation of status (same as entry date).

No 40 quarter requirement for 5 years (OWF) to 7 years (Medicaid) for refugees. Use "Typical Documents" desk aid to determine if work quarters are needed.

NEXT TRAN: _____

PARMS: _____

Question #16

16. A person from Somalia presents an I-94 card with a notation AS2. What is this person's alien status code on CRIS-E screen AEICZ?

- a) RE
- b) AA
- c) GA
- d) SA

Answer: Question #16

16. A person from Somalia presents an I-94 card with a notation AS2. What is this person's alien status code on CRIS-E screen AEICZ?

a) RE

b) AA

c) GA ("N" in "40QTR R" section)

d) SA

Question #17

17. A person from Burundi presents an I-551 card with a notation RE8 and SAVE shows an entry date of March 21, 2007. How is this person coded on CRIS-E?

- a) RE
- b) GA
- c) PR
- d) LA

Answer: Question #17

17. A person from Burundi presents an I-551 card with a notation RE8 and SAVE shows an entry date of March 21, 2007. How is this person coded on CRIS-E?

a) RE (“N” in “40QTR R” section)

b) GA

c) PR

d) LA

Question #18

18. A person from Somalia presents an I-551 card with a notation DV3. The alien number is verified on SAVE and the COA code is consistent with the I-551. How is this person coded on CRIS-E?

- a) RE
- b) AA
- c) PR
- d) SA

Answer: Question #18

18. A person from Somalia presents an I-551 card with a notation DV3. The alien number is verified on SAVE and the COA code is consistent with the I-551. How is this person coded on CRIS-E?

a) RE

b) AA

c) PR (DV3 is not a refugee status code and the person presented a Permanent Resident Card. "Y" in "40QTR R" section, since forty qualifying quarters are required for this person to be eligible for benefits.)

d) SA

CRIS-E Screen: AEFPY

- Refugees often come to the county appointment with a resettlement agency caseworker. This person (if permission is granted) should be coded as an “authorized representative,” not a “payee”.
- Select “Y” in “AUTH REP” field to go CRIS-E screen AEFAR to enter this information.
- ODJFS recommends listing the RA caseworker as authorized representative on CRIS-E screen AEFAR to meet requirements to notify RA of application for or change/termination in benefits.

CRIS-E Screen: AEFPY

AEFPY ASSISTANCE GROUP NAMES 09/19/06 11:13
COUNTY: 76 CASE: WORKER: WJGM90 J MACKIM
EFFECTIVE BEGIN DATE: 09/06/06 STATUS: OPEN

CAT	SEQ	NBR	AG	NAME	SIGN DATE (MMDDCCYY)	R+	FACE/ FACE	AUTH REP	PRO PAY	ALT ADR	ISSUE METHOD	3 OF 6
FS	01	06	K		08042006	Y	Y	Y	N	N	S	
MA C	01	06	K		08042006	Y	Y	Y	N	N	M	Y
ADCU	01	06	K		-----	N	N	N	N	N	M	
MA P	01	03	Y		03082006	Y	Y	N	N	N	M	
MA P	02	06	K		03082006	Y	Y	N	N	N	M	

-----INDIVIDUALS-----

NEXT TRAN: _____ PARMS: _____

CRIS-E Screen: AEFAR

- The RA caseworker can apply for, receive notices, and inquire about benefits, but should not receive the refugee's benefits.
- On AEFAR:
 - Put "Y" in "Apply"
 - Put "N" in "Rec"

CRIS-E Screen: AEFAR

```
AEFAR          AUTHORIZED REPRESENTATIVE/PROTECTIVE PAYEE      04/22/09 15:13
COUNTY: 25          WJGM90 J MACKIM
CASE:                CAT: ADCQ SEQ: 01 AG NAME:                WORKER:
EFFECTIVE BEGIN DATE: 02/23/09 STATUS: OPEN,???,PASS,
      I/A      FIRST      MI      LAST      DC      ID      APPLY      REC      USE      PLI
AUTH REP      A  SOFIA      _____      _____      _____      DV      Y      N      _      ENG
TELEPHONE:    _____      ADDRESS:
EFFECTIVE BEGIN DATE: 03/03/09      STE 190      _____
      COLUMBUS      _____      OH 43229      _____

      I/A      FIRST      MI      LAST      DC      ID      APPLY      REC      USE      PLI
AUTH REP      -      _____      _____      _____      _____      -      -      -      -
TELEPHONE:    _____      ADDRESS:
EFFECTIVE BEGIN DATE:
      _____

      I/A      FIRST      MI      LAST      DC      ID      APPLY      REC      USE      PLI
PROT PAYEE    -      _____      _____      _____      _____      -      -      -      -
TELEPHONE:    _____      ADDRESS:
EFFECTIVE BEGIN DATE:
CSEA ALTERNATE? _

      _____
                                PF6 - NEXT A/G
NEXT TRAN:    _____      PARMS:    _____
```

CRIS-E Screen: AEFIQ

- Put “Y” in “Other Sources” to record Reception & Placement money given to refugees for their first month.
- Put “Y” in “Other Sources” for refugees receiving matching grant money beginning on their 31st day after arrival.



CRIS-E Screen: AEFIQ

AEFIQ

UNEARNED INCOME QUESTIONS

09/19/06 11:18

COUNTY: 77 CASE:

WORKER:

WJGM90 J MACKIM

EFFECTIVE BEGIN DATE: 05/30/06 STATUS: OPEN

DOES ANYONE IN YOUR HOUSEHOLD RECEIVE INCOME FROM ANY OF THESE SOURCES ?

AL - ALIMONY	(Y/N/?)	N	RR - RAILROAD RETIREMENT	(Y/N/?)	N
BL - BLACK LUNG BENEFITS	(Y/N/?)	N	SS - SOCIAL SECURITY RSDI	(Y/N/?)	N
CH - CHILD SUPPORT	(Y/N/?)	N	ST - STIPENDS	(Y/N/?)	N
CR - COMPANY/PRIVATE RETIREMENT	(Y/N/?)	N	SI - SUPP SECURITY INC SSI	(Y/N/?)	N
DB - DISABILITY/SICK BENEFITS	(Y/N/?)	N	TA - TRAINING ALLOWANCES	(Y/N/?)	N
DV - DIVIDENDS	(Y/N/?)	N	UC - UNEMPLOYMENT COMP	(Y/N/?)	N
TF - ESTATE/TRUST FUND	(Y/N/?)	N	UF - UNION FUNDS/PENSIONS	(Y/N/?)	N
IN - INTEREST INCOME	(Y/N/?)	N	VA - VETERAN'S BENEFITS	(Y/N/?)	N
MO - MONEY FROM ANOTHER PERSON	(Y/N/?)	N	WC - WORKER'S COMP	(Y/N/?)	N
PR - PUBLIC RETIREMENT	(Y/N/?)	N	OT - OTHER SOURCES	(Y/N/?)	Y

HAS APPLICATION BEEN MADE, BUT MONIES NOT YET RECEIVED FOR ANY OF THE ABOVE BENEFITS ? (Y/N/?)

PF5 - DISPLAY DETAIL SCREENS

NEXT TRAN: _____ PARMS: _____

CRIS-E Screen: AEFMI (R&P)

- Select “OTRA” sub type to record Reception and Placement (R&P) money.
 - R&P money is only for the first 30 days from arrival to the U.S., so **end date** the payment on AEFMI.
 - R&P money does not count it in the budgets for any program. Record it on CRIS-E for tracking purposes only.
 - Since it does not count in the budgets, do not hold or pend the case waiting verification of R&P amount.
 - Asylees, Cuban/Haitian Entrants, Amerasians, SIV’s and Victims of Trafficking may not participate in the R&P program

CRIS-E Screen: AEFMI (MG)

- Select “OTRM” sub type to record Matching Grant (MG) money.
 - This money should be tracked by the individual (including children) and CRIS-E is programmed to count it in the budgets.
 - Note: MG funding **does not start until 31 days after arrival**, so it should not affect the first month of benefits. It also **does not count in the MA Q budget, so a fiat may be needed.**
 - MG ends with the third month after the assistance began, so **end date** the payments on AEFMI.

CRIS-E Screen: AEFMI

AEFMI MONTHLY UNEARNED INCOME 05/11/09 13:47
COUNTY: 25 CASE: WORKER: WJGM90 J MACKIM
EFFECTIVE BEGIN DATE: 01/08/09 STATUS: OPEN

UNEARN INCOME TYPES:

----- INCOME -----											1
NBR	NAME	DC	TYP	SUB	BEGIN	END	MONTHLY	BEG	END	CLAIM NO	VR
				TYPE			AMOUNT	MMYY	MMYY		
02	DEO		OT	RM	011609	031609	200.00	0109	0309	-----	DV
03	CHA		OT	RM	011609	031609	200.00	0109	0309	-----	DV

----- INDIVIDUALS -----
1 NAR 2 DEO 3 CHA 4 TAN

NEXT TRAN: _____ PF21: DISPLAY ACTIVE AND INACTIVE ON SCREEN
PARMS: _____

CRIS-E Screen: AEOIE

- Put “Y” in “SSC” if case is ADCR, ADCU or ADCQ and use the application date as the SSC date.
- May use “P” for pending if waiting SSC completion by another entity.
 - Must be completed within 30 days

CRIS-E Screen: AEOIE

AEOIE INELIGIBILITY DATA 09/15/06 13:50
COUNTY: 25 CASE: WJGM90 J MACKIM
EFFECTIVE BEGIN DATE: 09/01/06 STATUS: OPEN WORKER:

INDIVIDUAL NAME: : SSN: RCPT ID: |
PENDING HB167 INDIC: N SSC: Y SSC DT: 06212006
LUMP SUM ADC: BEG _____ END _____ MA: BEG _____ END _____

RCPT ID:		CASE:					
SANCTION	BEGIN DT	END DT	RSN OCCUR	FAIL DT	COMPLIANCE	DC	
ADC:	_____	_____	___ -	_____	_____	__	
GA:	_____	_____	___ -	_____	_____	__	
MA:	_____	_____	___ -	_____	_____	__	
FS:	_____	_____	___ -	_____	_____	__	

ADC/PRC FRAUD SANCTION: N ADC WORK RELATED: _ OWFFS: P
IPV ADC: FS:

30 ADC: BEG _____ END _____ MA: BEG _____ END _____
1/3 ADC: BEG _____ END _____ MA: BEG _____ END _____
250 + 1/2 : BEG _____ END _____
250 + 1/2 ADC: BEG _____ END _____ MA: BEG _____ END _____ DC: __
PF17 - UPD/RTN PF18 - NEXT IND PF19 - CLEAR PF20 - SPREAD PF22 - GOTO CNET
NEXT TRAN: _____ PARMS: _____ MORE...

CRIS-E Screen: AEIWP

AEIWP WORK PROGRAM REGISTRATION - REFERRAL 05/11/09 14:03
WJGM90 J MACKIM

COUNTY: 25 CASE: CAT: FS SEQ: 01

AGNAME: WORKER:

EFFECTIVE BEGIN DATE: 04/22/09 STATUS: OPEN PASS

NBR	NAME	REGISTRATION STATUS	DATE	ACTIVITY	REFERRAL DATE	VR	WORK ALLOW
02		01	042209	JOBS	042209	WO	
		01	042209	OBES	042209	WO	
01		01	042209	JOBS	042209	WO	
		01	042209	OBES	042209	WO	

NEXT TRAN: _____ PARMS: _____

Question #19

19. A person with an I-94 card has just been granted asylum status. A visa shows he entered the United States on May 5, 2007 as a student and was granted asylum on January 27, 2009. He applied for benefits on February 14, 2009. On AEICZ: What is the entry date? What is the document date? What is the Alien Status Code? Until what date is the refugee potentially eligible for RCA and RMA? For refugee social services?

Answer: Question #19

- The entry and document date are January 27, 2009.
- The Alien Status Code is GA.
- The asylee is eligible for RCA and RMA for the remaining months of his eight month eligibility period, until the end of August, 2009.
- The asylee is eligible for Food Assistance indefinitely.
- The asylee is eligible for social services for five years from January, 2009.

CDJFS Responsibilities: Case File Documentation

- Verification of refugee status
- Applications for assistance: JFS 07200 and/or JFS 01457
- JFS 07349 “*Refugee Employment Registration & Case Management Referral*”
- Documentation of referral to employment and/or ESOL services
- If denied RCA, case notes on CLRC should indicate reason for denial or closing of case (i.e. Match Grant recipient; end of 8-month eligibility period).
- Current family self-sufficiency and individual employability plans
 - Notes in CLRC indicating acceptance of Resettlement Agency (RA) or other agency providing employment services’ self-sufficiency and/or employability plan

CDJFS Responsibilities: Interpreters

- Eligibility decisions and work assessments should not be delayed due to limited English proficiency [5101:-1-2-01(J)(3), 5101:1-38-01(H)(5), and 5101:4-1-05(B)(5)].
- Legal ramifications
- Schedule as soon as any CDJFS appointment is made, use PLI (on ARIR and AEISD) and flags (AEIIA and AEFEC) to remind
- Use trained interpreters – not family members
 - Role of interpreter – “invisible” piece of the process

CDJFS Responsibilities: Resettlement Agencies (RA)

- RA must be notified when a refugee applies for or there is a change in or termination of benefits
 - Refugee is required to tell which RA helped them
 - Asylees, secondary migrants, SIV's, Cuban/Haitian Entrants and Victims of trafficking may not have an RA
- Code RA caseworker as authorized representative on CRIS-E
- Many times are also contracted service providers

RA Responsibilities

- Reception and Placement Activities
 - Linking refugee to public assistance
 - Must notify CDJFS if refugee is not cooperative in following employability plan and if refugee has refused employment in last 30 days
 - Must keep in case file:
 - Documentation of refugee status – ensuring eligible for services
 - Family self-sufficiency plan and individual employability plan*
 - Employment information/referrals/case logs
 - What types of assistance the refugee is receiving (i.e. OWF, RCA, RMA, RSSP, etc.)
 - Documentation of medical follow-up
- * If under contract with CDJFS to provide employment services

Refugee Case Processing Summary

- Eligibility decisions and work assessments should not be delayed due to limited English proficiency (5101:1-2-40.3(B)(5), 5101:1-2-01(J)(3), 5101:1-38-01(H)(5), and 5101:4-1-05(B)(5)).
- Caseworkers can authorize cash, medical and food assistance benefits for refugees before the Social Security number is received. Documentation from the Social Security Administration that the refugee has applied for a Social Security number is adequate to establish eligibility (5101:1-38-02.1(C)(6), 5101:4-2-09(E), 5101:4-3-22(B), 5101:1-3-09(B), 5101:1-2-40(E)(3)).
- If valid documentation of a refugee status is presented, benefits should not be delayed while SAVE verification is pending (5101:1-1-50(G), 5101:1-37-03(C), 5101:4-3-07(J)(1), 5101:4-7-14(B)(3)).

Case Processing Summary cont.

- Resettlement Agencies are not “sponsors” and the money and services they provide to refugees for their first month (Reception and Placement money) does not count as income (5101:1-2-40 and 5101:1-42-90(B)(2)).
- Due to RCA and RMA eligibility time limits, explore expedited benefits (cash, food stamps, and medical) for refugees.

Case Processing Summary cont.

- Refugees must provide the name of the resettlement agency that helped provide for their initial resettlement
 - The CDJFS is responsible to notify the resettlement agency on file whenever a refugee applies for or there is a change or termination of benefits (5101:1-2-40(C)(3) and (J)(3)(a)(iii), 5101:1-42-90(E)(1)(b)).
- Send refugee checks, FA cards, etc. to refugee's address.
- A refugee must be participating in work activities and refugee social services within 30 days of receipt of cash assistance (5101:1-2-40(E)(4) and (G)(2)(a), 5101:1-3-12(D)(1)).

Case Processing Summary cont.

- It is critical the A# is entered correctly on CRIS-E screen AEICZ (for all classes of refugees, asylees, Cuban/Haitian Entrants, etc.) as our ability to document refugees, asylees, and Cuban/Haitian Entrants directly affects state and county funding [5101:1-2-40.3(B)(2)(a)].
 - The Alien number is found on paperwork documenting refugee status. It starts with an “A” and is followed by an 8-9 digit number.
 - Refugees usually provide an I-94 form as documentation of their status. The Alien number is typically found on the BACK of this form.
 - The alien number goes in the “alien number” field on CRIS-E screen AEICZ.

Case Processing Summary cont.

- Put the primary language in CRIS-E screen ARIR and AEISD “PLI” (Primary Language Indicator) field. This ensures notices go out in the language the refugee understands and ensures a proper language for an interpreter is scheduled (5101:1-2-01(J)(3), 5101:4-1-05(B), 5101:4-2-01(H)).
- Secondary migrants – RA and/or county staff must complete the JFS 01459 “Refugee Services Secondary Migrant and Asylee Report” for all secondary migrants and asylees who are not on CRIS-E.

Refugee Services Contact Information

Ohio Department of Job and Family Services
Office of Families and Children
Refugee Services Section

P.O. Box 182709

50 W. Town St. – 6th Floor

Columbus, OH 43218-2709

Phone: (614) 466-4815

Fax: (614) 466-1767

Policy Question E-Mail: REFUGEE@jfs.ohio.gov

Web Address: www.jfs.ohio.gov/refugee