

Ohio

**Department of
Job and Family Services**



Ohio Refugee Services Program Refugee Handbook

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Definitions

1. "**Adjustment of status**" is the process by which a person inside the United States becomes a lawful permanent resident. The person's immigration status is "adjusted" to that of a lawful permanent resident. People who have been granted refugee, asylee or Cuban/Haitian Entrant status can apply to adjust to permanent resident status one year after that status was granted.
2. "**Afghan Special Immigrant**" is an immigrant from Afghanistan who enters the U.S. with a special immigrant visa. Most Afghan Special Immigrants worked as interpreters and translators for the U.S. in Iraq. Afghan Special Immigrants are not refugees and enter the U.S. as lawful permanent residents. They are eligible for assistance and services like refugees.
3. "**Alien**" is any person who is not a citizen or national (owes permanent allegiance) of the U.S.
4. "**Amerasian**" is an alien who is residing in Vietnam and who establishes to the satisfaction of a consular officer or an officer of the USCIS after a face-to-face interview, that the alien:
 - a. Was born in Vietnam after January 1, 1962, and before January 1, 1976, and was fathered by a citizen of the United States (a "principal alien")
 - b. Is the spouse or child of a principal alien and is accompanying, or following to join, the principal alien; or
 - c. Is the principal alien's natural mother (or is the spouse or child of such mother), or has acted in effect as the principal alien's mother, father, or next-of-kin (or is the spouse or child of such an alien), and is accompanying, or following to join, the principal alien.
5. "**Asylee**" is an alien granted asylum by the Department of Health and Human Services (HHS) or the Department of Justice, Executive Office of Immigration Review (EOIR). An asylee is a person who seeks asylum in the United States (U.S.) based on a well-founded fear of persecution if he or she returns home and is already present in the U.S. when he or she requests permission to stay. An asylee is eligible for benefits to the same extent as a refugee.
6. "**Cuban/Haitian Entrant**" is (a) Any individual granted parole status (by DHS) 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 and (b) Any other national of Cuba or Haiti (1) Who:(i) was paroled into the United States and has not acquired any other status under the INA;(ii) is the subject of exclusion or deportation proceedings under the INA; or (iii) has an application for asylum pending with (DHS); and (2) With respect to whom a final, non-appealable, and legally enforceable order of deportation or exclusion has not been entered.
7. "**Employability plan**" is 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.
8. "**Employability services**" are designed to enable refugees to obtain jobs within one year of becoming enrolled in the program. Services include: employment-related case management; English language training; employability assessment services; on-the-job training; vocational training; skills recertification; child care, transportation, translation and interpretation related to participation in employment or an employment service; and assistance obtaining employment authorization documents.

9. **“Employable”** means any refugee, except a refugee who provides documentation that he or she is:
 - a. Below the age of sixteen;
 - b. Over the age of sixty-four;
 - c. Under the age of nineteen and a full-time student in a secondary school or in the equivalent level of vocational or technical training;
 - d. The sole caregiver for a child under one year of age or other fully dependent person; or
 - e. Unable to work for physical or mental health reasons.
10. **“Employment services”** are the services designed to enable an individual to obtain employment and to improve the employability or work skills of the individual. These services include: development of a family self-sufficiency contract, development of an individual employability plan, world of work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search and job placement and follow-up.
11. **“Entry Date”** is the date the individual entered the U.S. in an eligible status, or the date an eligible status was granted if it was granted in the U.S.
 - a. The entry date for an asylee is the date asylum status was granted in the U.S.
 - b. The entry date for individuals from Cuba or Haiti is the date documentation of status was issued by the United States citizenship and immigration services (USCIS).
 - c. The entry date for an adult victim of a severe form of trafficking is the certification date from the department of health and human services, office of refugee resettlement (ORR).
 - d. The entry date for a minor victim of a severe form of trafficking is the eligibility date from the letter issued by the ORR.
 - e. The entry date for a child with an interim assistance letter is the eligibility date from the letter issued by the ORR.
 - f. The entry date for Iraqi and Afghan individuals holding special immigrant visa status is the date the individual entered the U.S. or the date special immigrant status was granted in the U.S.
12. **“Family self-sufficiency plan”** is a plan that addresses the employment-related service needs of the employable members in a family for the purpose of enabling the family to become self-supporting through the employment of one or more family members.
13. **“Green card”** is a term often used to refer to a document granting lawful permanent residence status in the United States. Lawful permanent residents have the right to live and work indefinitely in the United States, as well as to petition for certain family members to attain permanent resident status. Lawful permanent residence is also the first step towards becoming a citizen of the U.S. (“naturalizing”). There are a number of different ways to become a lawful permanent resident of the U.S., including through a family member, through an employer, through the diversity lottery, or applying for it after being granted asylum or refugee status.
14. **“Illegal alien”** (or **“undocumented immigrant”**) is defined as someone who enters or lives in the United States without official authorization, either by entering without inspection by the department of homeland security (DHS), overstaying his or her visa, or violating the terms of his or her visa.
15. **“Immigrant”** is a general term for a person who goes to a new country with plans to settle there permanently. This term includes legal immigrants, refugees, asylees and lawful permanent residents.
16. **“Individual employability plan”** is an individualized written plan for a refugee participating in Refugee Social Services (RSSP) or Targeted Assistance Program (TAP) services that sets forth a program of services intended to result in the earliest possible employment of the refugee.

17. **"Iraqi Special Immigrant"** is an Iraqi immigrant who enters the U.S. with a special immigrant visa. Most Iraqi Special Immigrants worked as interpreters and translators for the U.S. in Iraq. Iraqi Special Immigrants are not refugees and enter the U.S. as lawful permanent residents. They are eligible for assistance and services like refugees.
18. **"Lawful permanent resident (LPR)"** is an alien who has been granted the privilege to live and work in the United States permanently. Refugees, asylees and Cuban/Haitian Entrants may apply to adjust to this status one year after their status was granted.
19. **"Mandatory participant"** is any employable refugee receiving Refugee Cash Assistance (RCA) who resides in a county receiving a Refugee Social Services Program or Targeted Assistance Program allocation from ODJFS.
20. **"Matching Grant Program"** is a voluntary employment services program a refugee may participate in through the resettlement agency. When participating in this program (usually during the first four months after arrival), a refugee agrees not to apply for or receive public cash assistance. A refugee may access Food Assistance and Medicaid or Refugee Medical Assistance, if the refugee meets the income standard test. Matching Grant activities can count toward FSET hours.
21. **"Mutual Assistance Associations (MAA)"** is a non-profit, community-based organization promoting successful refugee resettlement comprised of refugee populations. Generally, MAAs are small grass-roots organizations that work in specific communities and geographic areas.
22. **"Nonimmigrant"** is an alien who is allowed to enter the United States for a specific purpose and for a limited period of time (e.g., tourist, student, business visitor).
23. **"Office of Refugee Resettlement"** (ORR) is the federal agency responsible for the national refugee program. ORR provides funds to states and counties in the form of grants for services provided.
24. **"Reception and Placement (R&P) grants"** is money given to a resettlement agency through an agreement with the U.S. Department of State to meet the essential needs of refugee families for the first 30 days upon their arrival in the U.S. This money pays for the first month rent and utilities, furnishings, and a few days of food. Refugees are given some of this money to help with clothing and other expenses during their first month in the U.S. This money is other unearned income and is excluded from all budgets on CRIS-E screen AEFMI.
25. **"Refugee"** is 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. A refugee comes to the United States from a country other than their own. Many refugees spend time in refugee camps prior to coming to the U.S., some as long as fifteen or more years. Asylees, Cuban/Haitian entrants, Amerasians, Iraqi and Afghan Special Immigrants, and certified victims of human trafficking are considered classes of refugees. For the purposes of this document, unless noted otherwise, "Refugee" means refugees and all classes of refugees.
26. **"Resettlement agency"** is a local affiliate or subcontractor of a national voluntary agency (VOLAG) that has entered into a grant, contract, or cooperative agreement with the United States Department of State or other appropriate federal agency to provide for the reception and initial placement of refugees in the U.S.
27. **"Secondary migrant"** is a refugee who was originally resettled in another state before moving to Ohio.

28. **"United States citizen"** Individuals are United States citizens if they were born in the United States or were naturalized as citizens. For purposes of qualifying as a United States citizen, the United States is defined as including the fifty states, District of Columbia, Puerto Rico, Guam, Virgin Islands, and nationals from American Samoa and Swain's Island.
29. **"United States Citizenship and Immigration Services"** (USCIS). Formerly known as the Immigration and Naturalization Service (INS), the USCIS is the Federal agency responsible for determining which applicants qualify for refugee status and are admissible to the U.S. as refugees under U.S. law.
30. **"Victim of a severe form of trafficking"** (VSFT) is an alien defined under the Trafficking Victim Protection Act (TVPA) of 2000 and is eligible for benefits to the same extent as a refugee. Severe forms of trafficking in persons means:
- a. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained eighteen years of age; or,
 - b. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or service, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
31. **"Voluntary Agency (VOLAG)"** is a national voluntary agency that has entered into a grant, contract, or cooperative agreement with the United States Department of State or other appropriate federal agency to provide for the reception and initial placement of refugees in the U.S.
32. **"Voluntary participant"** is a refugee who lives in a county receiving a Refugee Social Services Program (RSSP) or Targeted Assistance Program (TAP) allocation, whose entry date is fewer than five years before the application date and who is not required to participate in RSSP or TAP as a condition of receipt of Refugee Cash Assistance (RCA) or who does not receive RCA..

Introduction to and Overview of the U.S. Refugee Resettlement Program

History: U.S. policy allows refugees of special humanitarian concern entrance into our country, reflecting our core values and our tradition of being a safe haven for the oppressed.

The U.S. Congress enacted the first refugee legislation in 1948 following the admission of more than 250,000 displaced Europeans. This legislation provided for the admission of an additional 400,000 displaced Europeans. Later laws provided for admission of persons fleeing Communist regimes, largely from Hungary, Poland, Yugoslavia, Korea and China, and in the 1960s Cubans fleeing Fidel Castro arrived en masse. Most of these waves of refugees were assisted by private ethnic and religious organizations in the U.S., which formed the base for the public-private roles in U.S. resettlement efforts today.

With the fall of Vietnam in April of 1975, the U.S. faced the challenge of resettling hundreds of thousands of Indochinese using a Refugee Task Force and temporary funding. As a result, Congress realized the need for refugee resettlement services and passed The Refugee Act of 1980, standardizing resettlement services for all refugees admitted to the United States. This Act incorporates the definition of "refugee" used in the U.N. Protocol, providing for regular and emergency admission of refugees and authorizing federal assistance for the resettlement of refugees. The Refugee Act provides the legal basis for The Office of Refugee Resettlement.

Since 1975, the U.S. has resettled more than 3 million refugees, with nearly 77 percent being either Indochinese or citizens of the former Soviet Union. Since the enactment of the Refugee Act of 1980, annual admissions figures have ranged from a high of 207,116 in 1980, to a low of 27,100 in 2002.

Overview: The U.S. program operates according to a worldwide processing priority system established to provide orderly management and processing of refugee applications. United Nations High Commissioner for Refugees (UNHCR) referred cases and those identified by U.S. Embassies are designated Priority One. Priority Two is reserved for groups of special concern identified by the Department of State (DOS), and selection is based on individual circumstances. Priority Three provides access to close family members (spouses, unmarried children, and parents) of persons residing permanently in the U.S.

Resettlement benefits for refugees arriving in the U.S. are provided through a combination of public and private funding. Public funding is largely coming from the Federal Government; however, some States provide additional funds. The private non-profit Non-Governmental Organizations (NGO) that place refugees in communities raise considerable funding privately and recruit volunteers, contributing generously to the cost of resettlement.

The Reception and Placement program (R&P), managed by DOS, welcomes arriving refugees at airports, provides essential services (housing, clothing, food, referrals to medical and social services) during the first 30 days in the U.S. The resettlement agencies also link refugees to longer-term resettlement and integration programs funded by the Office of Refugee Resettlement (ORR) in the Department of Health and Human Services during this initial period.

Ongoing benefits for the newly arrived refugees include transitional cash assistance, health benefits, and a wide variety of social services, provided through ORR grants. The primary focus is employment services such as skills training, job development, English language training, orientation to the workplace and job counseling. It is crucial that employment be found early after arrival, as it leads not only to early economic self-sufficiency for the family, but adds greatly to the integrity of families who seek to establish themselves in a new country and provide for their own needs. Often this requires more than one member of the family becoming employed, and special attention is paid to ensure that women have equal access to training and services leading to job placement. To further assist in family adjustment to the U.S., additional services are offered such as family strengthening, youth and elderly services, adjustment counseling and mental health services.

Transitional cash assistance benefits may be provided to refugees on the basis of family composition [and income]. Single adults and childless couples are eligible for Refugee Cash Assistance (RCA) for up to eight months after arrival. They are expected to be employed by that time. However, families with children under 18 years of age are eligible for the mainstream welfare program that assists unemployed families for a longer time period. [Ohio's Temporary Assistance for Needy Families (TANF) program has a 36-month limit]. The amount of monthly cash assistance depends on family composition [and income], and is established by the individual States.

Health benefits follow similar rules. Single adults and childless couples are eligible for Refugee Medical Assistance (RMA) for their first eight months in the U.S. However, families with minor children are eligible for the Medicaid program which is the mainstream health benefits program for unemployed and low-income families in the U.S. While there are certain Federal requirements that State welfare programs must follow, States also have flexibility and options in designing their programs. Therefore the cash and medical benefits available in each State may vary in terms of time limits and benefits.

Social services provided through a refugee services system are available for the first five years after arrival in the U.S., although the program of services is structured to promote employment and self-sufficiency much earlier than five years. Services are also provided following job placement to ensure continued employment, and to enhance opportunities for advancement. There are continuing services beyond five years on a limited basis for those refugees who are identified as difficult to employ. They are assisted in overcoming barriers and learning new skills that will improve their chances for employment.

However, the range of social services goes far beyond employment services. The resettlement process, as observed by service providers, has created awareness of many other social needs of refugees during their early years in the U.S. that need to be addressed. English language training is, of course, a basic service offered to all refugees. Other important services are targeted at community and family strengthening, cultural orientation, ethnic community development, family counseling, and social adjustment.

Refugees who are elderly or disabled receive benefits from the Social Security Administration, the same as U.S. citizens. However, eligibility of non-citizens is limited to their first seven years in the U.S. Time limits for non-citizens do not apply once they become U.S. citizens. The refugee program offers citizenship classes to assist refugees who wish to study for the citizenship test.

Over the years, the U.S. has accepted a number of unaccompanied refugee minors. These children are placed in special foster care programs in certain States, and are provided the regular foster care services of that State, as well as supplemental services that are culturally and linguistically appropriate. As the children near adulthood, they are assisted in the transition to independent living and with career choices. The primary focus of the Unaccompanied Minors Program has always been to work toward reuniting these children with relatives whenever possible. Currently Ohio does not operate an unaccompanied minor program.

Two factors have added significantly to the effectiveness of refugee services. One is the use of case managers by refugee services programs who track the progress of each case and refer refugees to the services they need, when they need them. The use of case managers has been a strong factor in increased self-sufficiency. Secondly, ORR regulations require services be provided by bi-lingual, bi-cultural service providers. This has had a great impact on easing the integration of refugees into American society.

Sources: Office of Refugee Resettlement *History*. September 3, 2013.
<http://www.acf.hhs.gov/programs/orr/about/history>

Office of Refugee Resettlement. *U.S. Resettlement Program – an Overview*. June 6, 2002.
<http://www.acf.hhs.gov/programs/orr/programs/overviewrp.htm>

Entities Involved in Refugee Resettlement and their Roles

United Nations High Commission for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

Federal Agencies: Three federal agencies play key roles in the U.S. resettlement program:

The Department of Homeland Security is the unifying core for the vast national network of organizations and institutions involved in efforts to secure America.

The United States Citizenship and Immigration Service (USCIS) has the statutory authority to determine which applicants meet the requirements for refugee status and are admissible to the United States under U.S. law. Arriving refugees are afforded the same rights as legal residents in the U.S. They are entitled to apply for permanent resident alien status after twelve months in the U.S., and after five years may seek to become naturalized citizens. The integration potential of individuals or ethnic groups is not a consideration in being accepted as a refugee. The USCIS was previously known as the Immigration and Naturalization Service (INS), until its name change in July, 2005.

The Department of State (DOS) coordinates resettlement policy and manages overseas processing, cultural orientation, transportation to the U.S., and provides funds to private non-profit, non-government organizations (NGO's) for initial reception and placement activities for newly arrived refugees. The U.S. resettlement program is designed to function as a public-private partnership with NGO's participating in every step of the process. The DOS manages the Reception and Placement (R&P) program for arriving refugees through funding agreements with ten such agencies. The R&P program is intended to welcome arriving refugees, and provide the immediate essential services they need during their first 30 days in the U.S., and provides a link to longer-term services funded by the Department of Health and Human Services.

The Department of Health and Human Services (HHS) has responsibility for the domestic program of refugee resettlement services which includes cash and medical assistance to arriving refugees and a broad range of social services for refugees in the U.S. less than five years. The Office of Refugee Resettlement (ORR) at HHS provides funding for refugee services programs through state governments as well as through NGOs.

State Agency: The Ohio Department of Job and Family Services, Office of Family Assistance, Refugee Program Services Section has responsibility for the state refugee resettlement program which includes cash and medical assistance, medical screening for newly arriving refugees, and a broad range of social services for refugees in the U.S. less than five years. It houses the State Refugee and State Refugee Health Coordinators and oversees ORR funding for refugee services programs disbursed to county departments of job and family services, health screening providers, and other state and non-profit organizations.

Local County Agencies: County departments of job & family services (CDJFS) are responsible for administering refugee benefits programs within the state. Following state and federal regulations, they determine eligibility for refugee cash and medical assistance, make referrals for and follow-up on refugee social services, and contract with local service providers for ESOL and employment services.

Private Organizations: The U.S. resettlement program is designed to function as a public-private partnership, with non-governmental organizations (NGO's) playing a key role. NGO's participate in every step of the process, working in partnership with the Federal and State agencies as well as with each other to provide effective and coordinated services to refugees. Some of the NGO's seek church groups and volunteers from

local communities to provide a variety of services and to contribute clothing and household furnishings to meet the needs of arriving refugees. In addition, they often become mentors and friends of refugees, providing orientation to community services, and providing supportive services such as tutoring children after school, and teaching families how to shop, among other things. Volunteers come from the local community and may be citizens or refugees and immigrants who arrived earlier.

Other private non-profit agencies in the partnership are refugee organizations, known as Mutual Assistance Associations (MAAs), many of which have national networks in place. These organizations are an important source of emotional support to refugees as well as services, and they provide a place for refugees to connect with their ethnic culture through holiday and religious celebrations, and a way to meet their countrymen who now live in the U.S.

The DOS contracts with several national Voluntary Resettlement Agencies (VOLAGs) to provide reception and placement services to refugees coming to the United States. The state in which a refugee is resettled is usually determined by where relatives or friends are living, but those without relatives in the United States may be sent anywhere. Local affiliates of the VOLAGs provide services during the first 30-90 days after arrival, either directly or through volunteers such as local relatives or church organizations. They may also provide cash or in-kind assistance to meet the food, clothing, and shelter needs of refugees for the first 30 days after arrival. Though VOLAGs or local volunteers may sometimes be referred to as sponsors, refugees do not have sponsors who have a financial responsibility to support them.

Resettlement agencies are affiliated with national VOLAGs and receive funding from a variety of sources:

- Reception and placement money from the U.S. Department of State
- Grants from the CDJFS
- Matching grants directly from the federal Office of Refugee Resettlement
- Local community and government funding sources
- Grants from the Office of Refugee Resettlement passed through the ODJFS Refugee Services Section

The Naturalization Process

Naturalization is the process by which U.S. citizenship is conferred upon a foreign citizen or national after he or she fulfills the requirements established by Congress in the Immigration and Nationality Act (INA). The general requirements for administrative naturalization include:

- a period of continuous residence and physical presence in the United States;
- residence in a particular USCIS District prior to filing;
- an ability to read, write, and speak English;
- a knowledge and understanding of U.S. history and government;
- good moral character;
- attachment to the principles of the U.S. Constitution; and,
- favorable disposition toward the United States.

All naturalization applicants must demonstrate good moral character, attachment, and favorable disposition. The other naturalization requirements may be modified or waived for certain applicants, such as spouses of U.S. citizens.

- Refugees can apply for permanent resident status after residing in the U.S. for one year.
- Refugees can apply for naturalization after they have been in the U.S. five years.
- Refugees are eligible for TANF/OWF for five years and SSI and Medicaid services for seven years after arrival in the U.S. After these time limits, they have to become U.S. citizens or adjust to lawful permanent resident status with 40 quarters of work under Social Security to qualify for benefits.
- Refugees who were legally in the U.S. prior to August 22, 1996 are not bound to citizenship requirements or time limits.

Types of Refugee Resettlement Cases

People throughout the world apply for refugee status for a variety of reasons. USCIS defines three priority levels as a way to classify different refugees. Once approved to be resettled in the U.S., the resettlement agencies define a refugee arrival as one of two types, free or family reunification cases.

Free cases – these are cases where individuals or families apply to come to the United States. USCIS recognizes two priority statuses for free cases:

Priority 1 is available to individuals with compelling protection needs or those for whom no other durable solution exists who are identified and referred to the program by United Nations High Commissioner for Refugees (UNHCR), a U.S. Embassy, or a designated NGO. This processing priority is available to persons of any nationality.

Priority 2 is used for groups of special humanitarian concern to the United States designated for resettlement processing. It includes specific groups (that could be defined by their particular nationalities, clans, ethnicities, religions, location, or combination of such characteristics) identified by the Department of State in consultation with USCIS, NGOs, UNHCR, and other experts. Some Priority 2 groups are processed in their countries of origin.

Family reunification – these are cases where individuals or families apply to come to the U.S. to join family members who already reside in the United States.

An underlying principle in the administration of the refugee admissions program is the importance of maintaining family unity. In FY 2013, **Priority 3** eligibility for a refugee interview is extended to nationals of 22 countries who are the spouses, unmarried children under 21, or parents of persons admitted to the United States as refugees or granted asylum, or persons who are lawful permanent residents or U.S. citizens and were initially admitted to the United States as refugees or granted asylum. Eligible nationalities are included following review of UNHCR's annual assessment of refugees in need of resettlement, prospective or ongoing repatriation efforts and U.S. foreign policy interests.

All Priority 3 applicants must be located outside their countries of nationality or habitual residence and be able to establish a refugee claim independently. Anchor relatives in the United States may also file, within two years of their refugee admission, an I-730 Refugee/Asylee Relative Petition with USCIS to reunite derivative family members. Beneficiaries of an I-730 petition may be located in their country of origin and need not establish a refugee claim. Given these factors, the I-730, or "follow-to-join" process may often be considered the preferred method of reuniting spouses and unmarried minor children with their parents.

Goals of the Program

The goal of the U.S. refugee resettlement program is to provide assistance to refugees and other eligible persons through its various programs and grants, so that they can achieve self-sufficiency and integration within the shortest time period after arriving in the United States. The Director of ORR has established the provision of employment services and English language training as priorities in accomplishing the purpose of this program.

1. Employment

Refugees who receive Refugee Cash Assistance (RCA) are mandated to participate in employment services within 30 days of receiving RCA, unless they are exempt for a good cause. Two documents facilitate self-sufficiency: a family self-sufficiency plan to address the employment-related service needs of the employable members of the family and an employability plan for each employable member of the family to set forth a program of services intended to result in the earliest possible employment of the refugee.

The CDJFS can complete the self-sufficiency and employability plan or the resettlement agency/contracted social service provider can complete the plans. If an entity besides the CDJFS creates the plan, the county must review, sign-off on and monitor progress of the plans.

2. English Language Training

English language training is the second priority for service delivery for the refugee. As part of the employability plan, the CDJFS should make referrals for English language testing and training for refugees who could benefit from such training. Follow-up should be done to verify the adequacy of the training and to make sure that the training does not interfere with the acceptance of employment. English language training cannot be pursued in place of an offer of employment and should be offered outside of normal work hours. Employment is the primary goal.

Refugee Program Grants

Formula

Formula Social Service grants provide funds for employability services, social adjustment services, citizenship and naturalization services and other refugee services. These grants are allocated to the CDJFS using a formula that includes the number of people with a refugee status served by the county in recent years.

Employability services were designed to enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible. Services may include employment services, including the development of a self-sufficiency plan, job orientation, job development, job referral, placement, and follow-up; English language training; employability assessment services, including aptitude and skills testing; on-the-job training; skills recertification; day care for children; case management services; transportation, when necessary for participation in employability services; translation or interpreter services; and assistance in obtaining Employment Authorization Documents (EADs). Social services funds may not be used for long-term training programs such as vocational training that last for more than a year or educational programs that are not intended to lead to employment within a year.

Social adjustment services may include emergency; health-related referral to sources and assistance in obtaining services; and home management. Other services may include information and referral, outreach, and citizenship and naturalization services.

Services may not be provided, except for citizenship and naturalization preparation services and referral and interpreter services, to refugees who have been in the United States more than 60 months.

Targeted

The Targeted Assistance Program (TAP) Formula grant provides funds for employment services designed to enable refugees to obtain employment within less than one year's participation of the program. The grants are allocated to counties with large refugee populations, high refugee concentrations, and high use of public assistance, and where specific needs exist for supplementation of currently available resources. Currently, Franklin County receives this funding in Ohio.

The purpose of TAP grants is to provide, through the process of local planning and implementation, direct services intended to result in the economic self-sufficiency and reduced welfare dependency of refugees through job placements. The TAP funds must be used primarily for employability services designed to enable refugees to obtain jobs within twelve months participation in the targeted assistance program in order to assume economic self-sufficiency as soon as possible. Targeted assistance services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job. Funds may not be used for training programs that last for more than a year or educational programs that are not intended to lead to employment within a year. Services include vocational/job skills training, on-the-job training, day care services, and English language training.

Discretionary

This program provides grants to States for activities that supplement or complement the existing employment and other related services aimed at strengthening refugee families and promoting self-sufficiency. Ohio currently receives four discretionary grants it distributes via grant and interagency agreements. The Preventive Health program seeks to help refugees by reducing the spread of infectious disease, treating any current ailments, and promoting preventive health practices, which help keep refugees healthy and able to participate in other activities that encourage integration. The purpose of the School Impact grant is to provide for some of the costs of educating refugee children incurred by counties or local school systems in which significant numbers of refugees reside. The Services to Older Refugees grant program is designed to ensure the provision of social and supportive services to refugees age 60 and above by connecting them to community resources and assistance towards naturalization. The Targeted Assistance Discretionary program helps young adult refugees obtain employment and integration through targeted employment services and involvement of mentors.

Reports

ORR monitors the refugee resettlement program through the use of reports. Reporting schedules range from monthly to annually. Reports are generated from information entered into CRIS-E and a Refugee Web reporting system by CDJFS caseworkers and collected from county and resettlement agency staff. For more information about reports, please refer to the Refugee Services website: <http://jfs.ohio.gov/refugee/>.

The ODJFS Refugee Program Services Section

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The Refugee Resettlement Program is an all-nationalities program, with the number and nationalities of refugee arrivals to the United States determined by Congress and the President before the beginning of each federal fiscal year. Ohio receives 1,800 to 2,500 refugees per year. The actual resettlement of refugees in the local communities is conducted by local Voluntary Resettlement Agencies under contracts with the U.S. State Department. The ODJFS Refugee Program Services Section funds services after resettlement to help refugees become employed, learn English and adjust to cultural differences from their native countries.

The Ohio Refugee Resettlement Program is responsible for management of refugee-related activities in the state. This involves coordination of cash and medical assistance with support services to ensure their successful use to encourage effective refugee resettlement and to promote employment and economic self-sufficiency as quickly as possible.

The ODJFS Refugee Services Section funds, coordinates, and monitors services and benefits provided by social service agencies, CDJFS, and medical organizations for the resettlement and health screening of refugee populations in the six Ohio counties (Cuyahoga, Franklin, Hamilton, Lucas, Montgomery, and Summit) that receive the majority of refugees. These services and benefits assist refugees with integration into American society and are designed to meet initial, basic needs with cash assistance and medical care. They also assist with employment, language training, and acculturation to reach the goal of self-support and financial independence. Services are provided by the county or through a contract between the CDJFS and local service providers. All program funding comes through the federal Office of Refugee Resettlement. Within the Ohio Department of Job and Family Services, the Refugee Program Services Section is part of the Bureau of Cash/Food Assistance Policy and Technical Assistance within the Office of Family Assistance. The Section also facilitates the Ohio Refugee Advisory Council (ORAC).

The Ohio Refugee Advisory Council: The Ohio Refugee Advisory Council (ORAC), created in 1981, serves to advise the Department on matters relating to refugee resettlement. ORAC meets in Columbus quarterly and on an *ad-hoc* basis. Meetings usually consist of a discussion of current Ohio refugee issues and one or more informative/ educational presentations. Visitors are welcome, and will be given the opportunity to present their views on refugee-related issues during the public comment period set aside for that purpose.

Please visit the Ohio Refugee Services website for a schedule of ORAC meetings and locations:

<http://jfs.ohio.gov/refugee>

Refugee Assistance Programs

Reception and Placement Program

The Department of State contracts with several national Voluntary Resettlement Agencies (VOLAGs) to provide reception and placement (R&P) services to refugees coming to the United States. The state in which a refugee is resettled is usually determined by where relatives or friends are living, but those without relatives in the United States may be sent anywhere. Local affiliates of the VOLAGs (Resettlement Agencies (RA)) provide services during the first 30-90 days after arrival, either directly or through volunteers such as local relatives or church organizations. They may also provide cash or in-kind assistance to meet the food, clothing, and shelter needs of refugees for the first 30 days after arrival. Though VOLAGs or local volunteers may sometimes be referred to as sponsors, refugees do not have sponsors who have a financial responsibility to support them.

Resettlement agencies conduct the actual work of resettling refugees in Ohio. Staff from these nonprofit organizations:

- Meet refugees at the airport.
- Find them housing, clothing, and household goods.
- Help refugees apply for a Social Security number and other forms related to working.
- Help them apply for cash, medical, and food assistance from the CDJFS.
- Arrange for their comprehensive health screening.
- Enroll refugees in classes to learn English, American culture, work skills, and eventually the skills and information needed to pass the citizenship test.
- Help them overcome problems and barriers to successful employment and integration into American life.

A portion of the R&P money the RA receives for each refugee is given to the refugee to help with expenses during the first month in the U.S. This money does **not** count as income for any program.

Matching Grants

The Matching Grant Program is an alternative program to public cash assistance designed to make refugees self-sufficient within four months from the date of entry into the U.S. This program requires a match of an agency's private funds or in-kind goods and services. Eligible grantees are RA's able to coordinate comprehensive multilingual, multicultural services for refugees at local sites, among other requirements.

Resettlement agencies take responsibility for resettling refugees and assisting them to become self-sufficient through private initiatives without recourse to public assistance. Clients eligible to be served under this program are refugees, certain Amerasians, Cuban and Haitian entrants, asylees, victims of a severe form of trafficking, Iraqi Special Immigrants, and Afghan Special Immigrants. Enrollment is voluntary and must be completed within 31 days of the refugee's arrival/document date.

People enrolled in the Matching Grant program are not eligible to receive cash assistance of any kind (Ohio Works First/Temporary Assistance for Needy Families, Supplemental Security Income and Refugee Cash Assistance) while participating in the program. Matching Grant participants **are** eligible to receive Food Assistance and Medicaid or Refugee Medical Assistance if they meet other eligibility requirements (the money refugees receive as participants in this program counts as unearned income for all programs, except Refugee Medical Assistance). The Matching Grant program is a valid employment program and can therefore fulfill work requirements under the Federal Supplemental Nutrition Assistance Program.

Refugee Cash Assistance (RCA)

- RCA provides cash payments to eligible refugees, usually single adults or childless couples.
- RCA is limited to those refugees who are ineligible for Ohio Works First (OWF) and supplemental security income (SSI). Refugees may receive RCA while awaiting an SSI determination, but may not choose to receive RCA in lieu of OWF or SSI if they meet those eligibility requirements. If a refugee becomes ineligible for OWF, the refugee is potentially eligible for RCA if there is time left in the eight month eligibility period and the refugee meets all other RCA eligibility requirements.
- Refugees, Amerasians, and Iraqi and Afghan Special Immigrants are potentially eligible for RCA for eight months from the date of entry to the U.S.; after that time they lose eligibility for RCA forever. Cuban/Haitian entrants, victims of trafficking, and asylees are eligible for RCA for eight months from the date such status was granted.
- Active Matching Grant participants are not eligible to receive RCA. Once the Matching Grant time period has expired (usually four months after arrival), a refugee may qualify for RCA for the remainder of the 8-month eligibility period. Refugees cannot receive both Matching Grant and RCA monies at the same time. If the refugee is a Matching Grant participant, the CDJFS caseworker should document the money received as other unearned income on AEFMI (type "OT", subtype "RM") and note this in CLRC to document why eligibility for county cash assistance was not considered.
- The CDJFS is responsible for notifying the local resettlement agency which provided for the initial resettlement of the refugee whenever a refugee applies for cash assistance. The CDJFS must also notify the resettlement agency of any action which involves the termination, removal of a person from an assistance group, or a change in the delivery of benefits.
- To apply for RCA, the refugee may complete the JFS 07200 "Request for Cash, Food Stamp, and Medical Assistance."
- Refugees who are full-time students in an institution of higher education are not eligible for RCA, except where such enrollment is approved as part of the individual's employability plan.
- There is no resource limit in the RCA program. Income and resources of a sponsor may not be considered to be accessible to a refugee solely because the person is serving as a sponsor.
- OWF work requirements are not applicable to RCA applicants or recipients, but employable RCA recipients must participate in employability services [the Refugee Social Services Program (RSSP)] within 30 days of receipt of assistance if they live in a county with these services.
- Mandatory RSSP participants are anyone: over the age of 16 who is not a full time student in secondary school or in the equivalent level of vocational or technical training, under the age of 65, and who is not the sole caregiver for a child under one year of age or another fully dependent person, or who is unable to work for physical or mental health reasons.
- Mandatory RSSP participants who voluntarily quit employment or fail or refuse to meet eligibility service requirements may receive sanctions or termination of RCA benefits.
- An employable recipient of RCA may not, without good cause, voluntarily quit employment or fail or refuse to meet the eligibility service requirements. If so, sanctions to the cash benefit may be applied.
- Cash assistance is not affected when voluntary RSSP participants fail to cooperate with employability and social services.

Refugee Medical Assistance (RMA)

- RMA provides medical assistance to refugees who are not eligible for any category of Medicaid, usually single adults or childless couples. Eligible refugees receive a monthly card that provides the same coverage as the Medicaid program.
- To apply for RMA, the refugee may complete the JFS 07200 "Request for Cash, Food Stamp, and Medical Assistance."
- Refugees, Amerasians, and Iraqi and Afghan Special Immigrants are potentially eligible for RMA for eight months from the date they entered the U.S. Cuban/Haitian entrants, victims of a severe form of trafficking, and asylees are eligible for RMA for eight months from the date such status was granted. After the eight month eligibility period has passed, they lose eligibility for RMA forever.
- The CDJFS is responsible for notifying the local resettlement agency which provided for the initial resettlement of the refugee whenever a refugee applies for medical assistance. The CDJFS must also notify the resettlement agency of any action which involves the termination, removal of a person from an assistance group, or a change in the delivery of benefits.
- There is no requirement that the individual must apply for RCA as a condition of eligibility for RMA.
- All recipients of RCA who are not eligible for Medicaid are eligible for RMA.
- Refugees who are full-time students in an institution of higher education are not eligible for RMA, except where such enrollment is approved as part of the individual's employability plan.
- Work requirements are not applicable to RMA applicants or recipients. RMA recipients may voluntarily register for employment services (RSSP).
- Cash grants received by an applicant under the Department of State or Department of Justice Reception and Placement programs and in-kind services and shelter provided to a refugee by a sponsor or local resettlement agency is not considered income. Matching Grant payments provided to refugees is not considered income for the RMA program. Cash assistance payments provided to refugees are considered exempt income.
- Once found eligible for RMA, refugees are eligible for RMA for the first eight months after their arrival in the country, even if they get a job or notice an increase in income that no longer qualifies them for Medicaid. They do not need to apply again. Likewise, refugees who lose eligibility for any category of Medicaid during the first eight months after they entered the country are automatically entitled to the remaining months of RMA without being required to complete an application or redetermination of eligibility and regardless of any changes in income and/or assets.

Refugee Health Screening

The purpose of the refugee health screening is to assess the general health of the refugee, prevent potential public health problems, and to introduce newly arriving refugees to the American health care system. The initial health screening follows up on health conditions identified in the overseas medical examination and starts the series of required immunizations. Continuing health care is not part of the screening service.

What Prior to applying for cash or medical assistance, all refugees are eligible for an initial health screening once they are in the U.S., regardless of eventual eligibility for medical assistance. The U.S. State Department would like the health screening to be done within 30 days of arrival, but no later than 90 days after arrival to the U.S. The health screenings are paid by ODJFS via contracts with medical providers.

Who does the screening The Ohio Refugee Services Program works in partnership with county agencies, health providers, resettlement agencies, social service providers and other community members to provide refugee health screening. This coordination with local partners enhances and expands the number of completed refugee health screenings and improves access to refugee medical care and referrals.

ODJFS contracts with agencies to perform the initial health screening. In state fiscal year 2014, the contracts are with the following agencies:

- Cuyahoga County: Neighborhood Health Care, Inc. and Industrial Medical Associates, Inc. (Cleveland)
- Franklin County: Ohio State University Occupational Medicine (Columbus)
- Hamilton County: City of Cincinnati Health Department and Christ Hospital Medical Associates (Cincinnati)
- Lucas County: Toledo-Lucas County Health Department (Toledo)
- Montgomery County: Public Health Dayton and Montgomery County (Dayton)
- Summit County: Summit County Health Department (Akron)

When and where Within the total group of refugees eligible for ODJFS-reimbursed health screening and follow-up, priorities for serving clients are as follows:

1. Refugees who have been identified overseas as having medical conditions requiring follow-up observation and/or treatment.
2. Refugees who have arrived in the U.S. within the last 90 days.
3. Secondary migrant refugees from other states when verification has been received from the state of initial resettlement that no screening has been completed and it has been less than 90 days since the refugee arrived.
4. Refugees receiving Refugee Medical Assistance who have been in the U.S. longer than 90 days.

How is it paid Health screening is paid for with federal funding provided by Refugee Medical Assistance (RMA) without an eligibility determination if it is performed within 90 days of the refugee's arrival. After 90 days have passed since the refugee's arrival to the U.S., Medicaid and/or RMA eligibility must first be determined and those eligible for RMA can have a health screening paid for with RMA funds.

Refugee Social Services Program (RSSP)

- RSSP provides employment, employability, acculturation, and citizenship and naturalization services.
- Refugees eligible for RSSP are provided services in the following priority order:
 - All newly arriving refugees during their first year in the U.S.
 - Refugees who are receiving cash assistance under OWF or RCA.
 - Unemployed refugees who are not receiving OWF, SSI, or RCA.
 - Employed refugees in need of services to retain employment or to attain economic independence.
- Employment and employability services and vocational training may be provided to refugees who are sixteen years of age or older and who are not full-time students in elementary or secondary schools.
- Employment and employability services include: registration with an appropriate agency providing employment services, attending job interviews arranged by such agency, accepting appropriate offers of employment, participating in job or language training, and participating in social service targeted assistance programs.
- All refugee social services can be provided for up to five years from the date of arrival in the U.S. Citizenship, naturalization preparation services, referral and interpreter services may be extended beyond the five years.
- Resources and income of the refugee are not considered when determining eligibility for RSSP. Eligibility redeterminations must be completed at least once every 12 months.
- Refugees applying for or in receipt of RCA or RMA are automatically eligible for RSSP.
- The refugee has 10 calendar days to report a change in employment status or any other factor that may affect RSSP eligibility.
- The CDJFS shall provide or arrange for employment and employability services and employment-related case management to both mandatory and voluntary participants. This includes completion of a self-sufficiency plan and an employability plan.
- Family self-sufficiency plan means a plan that addresses the employment-related service needs of the employable members in a family for the purpose of enabling the family to become self-supporting through the employment of one or more family members.
- The CDJFS shall identify the required services needed by the participant in the individual employability plan.
- The employability plan is a mutual agreement between the refugee and the CDJFS:
 - It must be developed for each refugee receiving RSSP services.
 - It may be developed by the resettlement agency or contracted provider and accepted by the CDJFS.
 - It must be designed to lead to the earliest possible employment and not be structured to discourage or delay looking for or accepting offers of employment.
 - It must contain a definite goal, attainable in the shortest time period consistent with the employability of the refugee in relation to job openings in the area.
 - It must include job search activities to be entered into within 4 months of arrival or 30 days of approval of RCA. A job search activity log must be kept and attached to the employability plan.
- Refugees must comply with the employability plan and accept at any time from any source an appropriate offer of employment. Failure to comply with a provision of the employability plan without good cause will result in sanctions or termination of RCA benefits for mandatory participants and deregistration for 90 days for both mandatory and voluntary participants.

Eligibility

OWF, Medicaid and Food Assistance Eligibility Periods

- There is no time limit for food assistance and child care benefits related to citizenship for refugees, asylees, Cuban/Haitian entrants, Iraqi or Afghan Special Immigrants, Amerasians, and certified victims of trafficking (OAC rules 5101:4-3-07 and 5101:2-16-30).
- Refugees, asylees, Cuban/Haitian entrants, Amerasians, and victims of trafficking are eligible for cash and medical assistance to the same extent as U.S. citizens for a limited time period:
 - Cash assistance (OWF, DFA) is limited to a period of five years after the date a qualified alien status is granted (OAC rule 5101:1-2-30).
 - Potential Medicaid eligibility exists for a period of seven years after the date a qualified alien status is granted (OAC rule 5101:1-38-02.3).
 - Potential supplemental security income (SSI) exists for a period of seven years after the date a qualified alien status is granted (8 U.S.C. 1612).
- After these time periods have passed, to continue to qualify for cash and medical benefits, the person must:
 - Have become a U.S. citizen,
 - Have a qualifying military connection, or
 - Adjusted to legal permanent resident status 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.
- Eligibility for all other cash and medical assistance programs (OWF, DFA, SSI, Medicaid, etc.) must be determined before pursuing eligibility for Refugee Cash and/or Refugee Medical Assistance.

Eligibility for Refugee Cash and Medical Assistance and the Refugee Social Services Program

Refugee cash and medical assistance are available to refugees for the first eight months after they arrive in the U.S. if they meet certain income and resource requirements. Refugee social services are available to all refugees for the first five years after arrival to the U.S.

Refugee Cash Assistance (RCA)

Refugees who are not eligible for Ohio Works First/TANF (i.e., those without dependent children under 19 years of age who are attending secondary school full-time) may be eligible for RCA for their first eight months after arrival in the U.S (5101:1-2-40.1).

To qualify, a refugee must:

- Be a new arrival who has lived in the U.S. less than eight months;
- Not be participating in a Matching Grant program with a resettlement agency;
- Not be a full-time student in an institution of higher education except when enrollment is approved as part of the individual's employability plan;
- Participate in employment services, unless the refugee meets an exemption in OAC rule 5101:1-2-40(B(2)); and
- Meet income requirements as defined in OAC rule 5101:1-23-20.

Refugee Medical Assistance (RMA)

Refugees who are not eligible for any form of Medicaid (i.e., those without dependent children under 19 years of age) may be eligible for RMA for their first eight months after arrival in the U.S. Income and resources are based on the assistance group's income and resources that existed on the date of application (5101:1-42-90). See Appendix F for a flow chart about determining RMA eligibility.

To qualify, a refugee must:

- Be a new arrival who has lived in the U.S. less than eight months or whose status was granted less than eight months prior to the eligibility determination;
- Not be a full-time student in an institution of higher education, except when enrollment is approved as part of the individual's employability plan; and
- Have countable income after deductions that does not exceed the payment standard as defined in OAC rules 5101:1-40-20. If income exceeds one hundred percent of the federal poverty level, the assistance group's medical expenses can be used to reduce the income to the payment standard. Matching Grant payments do not count as income for this program.

Refugee Social Services Program (RSSP)

- All refugee social services can be provided for up to five years from the date of arrival in the U.S. Citizenship, naturalization preparation services, referral and interpreter services may be extended beyond the five years.
- Resources and income of the refugee are not considered when determining eligibility for RSSP.
- Refugees applying for or in receipt of RCA or RMA are automatically eligible for RSSP.
- Refugees eligible for RSSP are provided services in the following priority order:
 - All newly arriving refugees during their first year in the U.S.
 - Refugees who are receiving cash assistance under OWF or RCA.
 - Unemployed refugees who are not receiving OWF, SSI, or RCA.
 - Employed refugees in need of services to retain employment or to attain economic independence.

Eligibility Timeline

Refugee's Month of Arrival or Month Status Granted	RCA/RMA Eligibility Ends the Last Day of	RSSP Eligibility Ends (five years after status granted)
7/2013	2/2014	7/2018
8/2013	3/2014	8/2018
9/2013	4/2014	9/2018
10/2013	5/2014	10/2018
11/2013	6/2014	11/2018
12/2013	7/2014	12/2018
1/2014	8/2014	1/2019
2/2014	9/2014	2/2019
3/2014	10/2014	3/2019
4/2014	11/2014	4/2019
5/2014	12/2014	5/2019
6/2014	1/2015	6/2019
7/2014	2/2015	7/2019
8/2014	3/2015	8/2019
9/2014	4/2015	9/2019
10/2014	5/2015	10/2019
11/2014	6/2015	11/2019
12/2014	7/2015	12/2019
1/2015	8/2015	1/2020
2/2015	9/2015	2/2020
3/2015	10/2015	3/2020
4/2015	11/2015	4/2020
5/2015	12/2015	5/2020
6/2015	1/2016	6/2020

Eligibility for Refugee Cash (ADCQ) and Refugee Medical Assistance (MA Q) is limited to eight months from the date of entry to the U.S. (or the date an eligible status was granted in the case of asylees, Cuban/Haitian entrants, and victims of trafficking). At the county level, there is never a reason that ADCQ and MA Q can extend beyond the defined eligibility period.

CRIS-E does not automatically terminate refugee benefits (ADCQ and MA Q) at the end of the 8-month eligibility period. Alerts 327 or 511 are sent to the CDJFS caseworker about the upcoming expiration of benefits. ***It is critical to work these alerts immediately to avoid overpayment of benefits.*** Overpayment and underpayment of RCA should be pursued in refugee cases, as in all other cases, consistent with OAC rules 5101:1-23-70 and 5101:1-23-60.

The CDJFS is required to contact the resettlement agency when a refugee applies for or before any change in or termination of benefits [OAC 5101:1-2-40.1(E) and 5101:1-42-90(E)(1)(b)].

Refugee Definitions

Who is a Refugee?

- A refugee is someone who has fled and cannot return to his or her country due to (or because of a strong fear of) maltreatment due to race, religion, nationality, membership in a particular social group, or political opinion.
- ORR defines a refugee as: Any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of 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.
- Representatives of the United States Citizenship and Immigration Services (USCIS) conduct interviews overseas of individuals who have fled persecution. They then make determinations of refugee status.
- Once an individual is determined to be a refugee, a joint effort, conducted by the Department of State, the International Organization for Migration (IOM) and the USCIS brings these individuals to the United States.
- United States voluntary agencies and ORR then initiate programs to assist with their resettlement.
- Many refugees have lost their homes, jobs, community and often family. They need temporary help until they can re-establish their lives. The great majority of people wish to return to their own homes once the situation there normalizes.

Who is an Asylee?

- Asylees are individuals who, on their own, travel to the United States, apply for, and receive a grant of asylum.
- These individuals do not enter the United States as refugees. They may enter as students, tourists, businessmen or without papers. Once they are in the United States, or at a land border or port of entry, they apply to the USCIS for asylum, a status that will acknowledge that they meet the definition of a refugee and that will allow them to remain in the United States. It can take years for asylum status to be granted.
- Asylees are eligible for benefits and services to the same extent as refugees.

Who is a Cuban/Haitian Entrant?

- 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; or
- Any other national of Cuba or Haiti with respect to whom a final, nonappealable, and legally enforceable order of deportation or exclusion has not been entered who:
 - Was paroled into the United States and has not acquired any other status under the Immigration and Nationality Act; or
 - Is the subject of exclusion or deportation proceedings under the Immigration and Nationality Act; or
 - Has an application for asylum pending with the USCIS;
- Are eligible for benefits and services to the same extent as refugees.

Who is an Amerasian?

- An alien who is residing in Vietnam and who establishes to the satisfaction of a consular officer or an officer of the USCIS after a face-to-face interview, that the alien:
 - Was born in Vietnam after January 1, 1962, and before January 1, 1976, and was fathered by a citizen of the United States (a “principal alien”)
 - Is the spouse or child of a principal alien and is accompanying, or following to join, the principal alien; or
 - Is the principal alien's natural mother (or is the spouse or child of such mother), or has acted in effect as the principal alien's mother, father, or next-of-kin (or is the spouse or child of such an alien), and is accompanying, or following to join, the principal alien.
- Are eligible for benefits and services to the same extent as refugees.

Who is a Victim of a Severe Form of Trafficking?

- An individual 18 and over who has been subjected to a severe form of trafficking and has been certified by ORR. To receive a certification, an adult must be willing to assist with a trafficking case AND must have made a bona fide application for a T visa or be an individual whose continued presence the Attorney General is ensuring to effectuate a prosecution.
- An individual under the age of 18 who has been subjected to a severe form of trafficking and is recognized as such by ORR. The child will have an eligibility or interim assistance letter from ORR.
- Severe form of trafficking is defined as:
 - Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
 - The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- Are eligible for benefits and services to the same extent as refugees.

Who is a Derivative Non-Immigrant T-Visa Holder?

- Derivative T-Visa holders are certain family members of victims of a severe form of trafficking.
- Specifically, holders of a T-2, T-3, T-4 or T-5 visa are eligible for federally funded or administered benefits and services to the same extent as refugees.
- Are eligible for benefits and services to the same extent as refugees.

Who is an Iraqi or Afghan Special Immigrant Visa (SIV) Holder?

- Iraqi and Afghan Special Immigrants assisted the U.S. in the Iraqi and Afghan conflicts whose lives are now threatened.
- Are eligible for benefits and services to the same extent as refugees.

Who is a Lawful Permanent Resident?

- An alien who has been granted the privilege to live and work in the U.S. permanently.
- Refugees, asylees, and Cuban/Haitian Entrants are eligible to adjust to this status after one year in the U.S. Immigrants must adjust to this status and be in the U.S. for at least five years before they can apply to become U.S. citizens.
- Lawful permanent residents are eligible for benefits and services to the same extent as refugees if they previously held a refugee status as described above. Use the “Typical Documents Used to Verify Refugee Status” desk aid in the appendix to determine whether a Lawful Permanent Resident previously held a refugee status and remain eligible for benefits as such.

Secondary Migrants

Who is a secondary migrant?

- A secondary migrant is a refugee or entrant who was originally resettled in another state and migrated to, and lives in, Ohio.
- Secondary migrants can apply for all applicable assistance programs. If they have been in the U.S. more than eight months, they will not be eligible for RCA or RMA, but they may be eligible for OWF, Food Assistance, and/or Medicaid.
- If refugees are applying for refugee social services only, they will not have an assistance group on CRIS-E. That is why it is critical to have them complete an application for such services.

Why is tracking secondary migration important?

- Increased funding – the number of secondary migrants served each year is used by the federal and state refugee programs to determine funding allocations. Accurately tracking and reporting secondary migrants is of great importance to the Ohio Refugee Services Program. For its Federal Fiscal Year 2013 report to ORR, Ohio reported over 1,000 secondary migrants who arrived in the previous two years.

How do county caseworkers track or report secondary migrants?

- Fully complete AEICZ with the eight or nine digit *alien number* from the person's status documentation and use the appropriate alien status code (RE for refugee, GA for someone granted asylum, CH for a Cuban/Haitian Entrant, etc.). Ohio Refugee Services can pull this data and count the secondary migrants if all data is entered correctly.
- Let your county refugee coordinator know if you believe a refugee is a secondary migrant (Provide: refugee's Name, SSN, Alien Number, date of birth, and date of arrival).
- Be sure to enter the person's alien number on CRIS-E.

Helpful hints:

- If an individual indicates he/she was not born in the U.S., ask for the country of origin and how long the person has been in the U.S.
- Ask for the I-94, permanent resident card or other USCIS paperwork to document alien status.
- Ask if they have ever been qualified as a refugee, asylee, Cuban/Haitian entrant, Amerasian, Iraqi or Afghan special immigrant or victim of trafficking.
- Ask when/where they resettled and how long they have lived at their current address.
- Be sure to complete the alien number and alien status code fields on CRIS-E screen AEICZ.

Refugee Documents

Refugees are required to show proof of refugee status to qualify for assistance. Only original immigration documents should be accepted as verification of alien registration status. A copy of such documentation should be kept in the county and resettlement agency case files.

Form I-94

Refugees are required to show proof of refugee status to qualify for assistance. Only original immigration documents should be accepted as verification of alien registration status. A copy of such documentation should be kept in the county and resettlement agency case files. Refugees are required to show proof of refugee status to qualify for assistance. Only original immigration documents should be accepted as verification of alien registration status. A copy of such documentation should be kept in the county and resettlement agency case files. Because the **I-94 is double-sided and the alien number is typically found on the back of the I-94, both sides must be copied and kept together in the case file** so as not to confuse more than one person's information.

Front of I-94

Departure Number

220390931 09

Immigration and
Naturalization Service

I-94
Departure Record

ADMITTED AS A REFUGEE
PURSUANT TO SEC. 207 OF
THE INA ACT. IF YOU DE-
PART THE U.S. YOU WILL
NEED PRIOR PERMISSION
FROM I&NS TO RETURN.
EMPLOYMENT AUTHORIZED

PORT Oct. 13, 2013 I&NS OFF.

Status Stamp

14. Family Name

15. First (Given) Name

16. Birth Date (Day/Mo/Yr)

17. Country of Citizenship

Date of
Entry

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

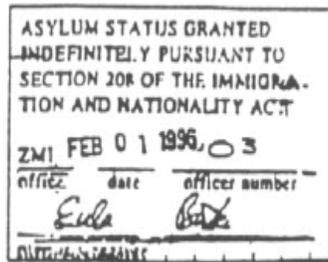
The I-94 has a stamp on the **front** documenting the person's status:

Refugee Stamp

Admitted indefinitely as a refugee pursuant to Sec. 207 of the INA. If you depart the U.S., you will need prior permission from USCIS to return. Employment authorized.

Office Date Office Number

Asylee Stamp



Cuban/Haitian 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

The I-94 form also has a unique **11-digit Admission/Departure Number** on the front. This number may be used when instituting additional verification on SAVE. It is separate from the alien number and should **not** be used on CRIS-E screen AEICZ.

Departure Number
813106636 11

Department of Homeland Security
CBP I-94 A (11/04) Departure Record

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.

PORT DATE ADM. OFF.

09/17/2007

Family Name
SAMPLE

First (Given) Name
AHMET

Birth Date (Day Mo Yr)
22, 12, 50

Country of Citizenship
PAKISTAN

20041122 US-VISIT 20041122 MULTIPLE

I-94/Admission/Departure Number

Admission Stamp or Code

Date of Birth (note dd/mm/yy format)

The **date of birth** (DOB) on the I-94 is entered in day, month, and year format, which is different than the month, day, and year format used in the U.S. Special attention is needed to enter the DOB in U.S. format. Many refugees do not have their birth date officially recorded, so their date of birth is entered as January 1, XXXX. This is an acceptable date that should be verified with the date on SAVE.

Beginning in April, 2013, I-94 data is recorded electronically and most aliens are not provided a printed copy of their I-94. Benefit applicants can print a copy of their I-94 via www.cbp.gov/i94. Printed copies of the I-94 form are considered official I-94 forms and can be used to verify immigration status for public benefits purposes.

Example of letter granting asylum

Below is an example of a letter issued by the USCIS granting asylum to an individual. Make sure that the letter states asylum status has been granted and code the person as "GA" on CRIS-E. If the letter tells the individual that status as an asylee is being considered or is under appeal, they cannot work or receive refugee benefits, and should be coded in CRIS-E using code "IA". The date that asylum is granted is spelled out within the letter (see bolded sentence). With this letter the individual can work and receive refugee benefits. Use the date asylum status was granted as the "entry" and "document date" on AEICZ.

	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 Nationally 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 (NCSC) 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 Enclosure(s): I-94 Card(s)	

Verification Procedures for Victims of Trafficking

Applications for Benefits

When a victim of trafficking applies for benefits, benefit-granting agencies should follow their normal procedures for refugees **with the following changes**:

- (1) **Accept the original certification letter** or letter for children in place of USCIS documentation. Victims of severe forms of trafficking are not required to provide any documentation of their immigration status.
- (2) **Accept the Derivative T-Visa.** Derivative Non-immigrant T-Visa holders have a visa with the status code T-2, T-3, T-4 or T-5. Derivative T-Visa holders are specific family members of people certified as victims of a severe form of trafficking.
- (3) **Call the trafficking verification line at (866) 401-5510 to confirm the validity of the certification letter** or letter for children and to notify ORR of the benefits for which the individual has applied. (Note: At this time, SAVE does not contain information about victims of severe forms of trafficking. Until further notice, do not contact SAVE concerning victims of severe forms of trafficking.)
- (4) **Note the "entry date"** for refugee benefits purposes. The individual's "entry date" is the certification date, which is in the body of the certification letter or letter for children.
- (5) **Issue benefits to the same extent as a refugee**, provided the victim of a severe form of trafficking meets other program eligibility criteria (e.g., income levels).

Individuals without Certification

If benefit-granting agencies encounter an individual that they believe may meet the definition in the Trafficking Victims Protection Act, they should contact the *Rescue and Restore Victims of Human Trafficking* Information and Referral Hotline at 1-888-3737-888.

The following clues may help you identify a possible trafficking victim:

- ✓ Accompanied by a controlling person or boss; not speaking on own behalf
- ✓ Lack of control over personal schedule, money, I.D., and/or travel documents
- ✓ Transported to or from work
- ✓ Lives and works in the same place
- ✓ Debt owed to employer/crew leader
- ✓ Inability to leave job
- ✓ Bruises, depression, fear, overly submissive

Example of a letter confirming status as a victim of trafficking

Below is a letter issued by ORR granting the individual certification under the Trafficking Victims Protection Act of 2000. With this letter, victims of a severe form of trafficking are allowed to work and receive benefits effective the date of certification. Victims under 18 years of age do not need to be certified, but will have a letter similar to the one below. **For victims of trafficking, SAVE does not show this status. Victim of Trafficking status must be verified by calling the number on the letter.** Use the date from the "certification date" line as the "entry date" and "document date" on AEICZ.



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) 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. This certification does not confer immigration status.

Your certification date is DATE . The benefits outlined in the previous paragraph may offer assistance for only limited time periods that start from the date of the 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 to verify the validity of this document and to inform HHS of the benefits for which you have applied.

Sincerely,

Signature

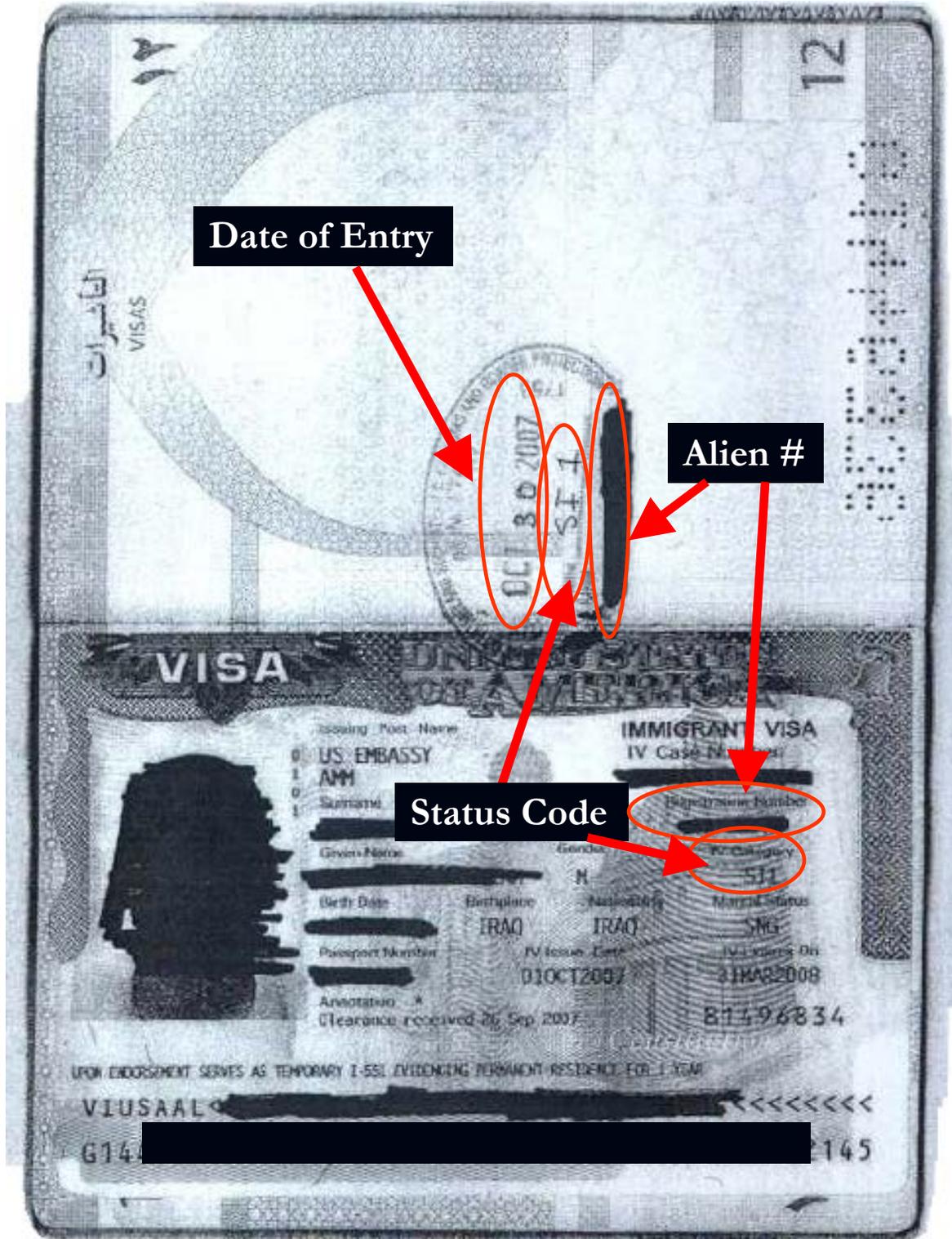
Printed Name

Title

Office of Refugee Resettlement

Documentation for Iraqi or Afghan Special Immigrants

Individuals from Iraq or Afghanistan may present a visa indicating they were admitted as a special immigrant. The people granted this status are not refugees. They are lawful permanent residents (LPR) from the day they enter the U.S., but are eligible for benefits to the same extent as refugees. The special immigrant visa looks very much like any other visa. Only the Iraqi and Afghan nationals with the codes indicated on the "Typical Documents Used to Verify Refugee Status" desk aid were admitted in this status and should be coded on AEICZ as "SI".



Documenting a Refugee's Status in the Case File and on CRIS-E

Refugee status must be properly documented in the hard-copy case file and on CRIS-E to ensure eligibility requirements are met. A copy of the I-94 (front and back on one sheet) and/or other document verifying refugee status must be kept in the case file. Accurate data entry on CRIS-E is imperative to ensure consistent service delivery and funding levels.

Refugee Name

The refugee's name is important. The name on SAVE and the I-94 is the name to enter on CRIS-E. If the refugee states that the name is incorrect on these two sources, it is important to have the refugee pursue correcting the spelling with the USCIS and/or U.S. Customs and Border Patrol (CBP). There are many ways to spell names and accuracy in entering the name on CRIS-E increases our ability to match the refugee with the federal files to qualify for more funding.

Date of Birth

The date of birth (DOB) on the I-94 is entered in day, month, and year format, which is different than the month, day, and year format typically used in the U.S. Special attention is needed to enter the DOB in U.S. format. Many refugees do not have their birth date officially recorded, so their date of birth is entered as January 1, XXXX. This is an acceptable date that should be verified with the date on SAVE.

Primary Language Indicator

The primary language indicator (PLI) on CRIS-E screens ARIR and AEISD should reflect the language spoken **most fluently** by the refugee. It is used to determine when interpreters are needed and when and which languages vital documents must be translated into. When notices are sent to clients whose PLI is not English, a box with wording in the refugee's language is printed letting them know that the notice is important and gives instructions to access additional information.

The SAVE Program

Most refugees do not have any identity documents besides the I-94 upon their entry to the U.S. and many I-94's do not include a picture of the refugee. Therefore, to verify the person has been classified as an eligible alien class, and that the presented document is valid, the CDJFS should use the Systematic Alien Verification for Entitlements (SAVE) program to verify the refugee's status (OAC rules 5101:1-1-50, 5101:1-38-02.3, 5101:4-7-14, 5101:1-2-40.1, and 5101:1-2-40.2).

This web-based system allows verification of refugee status using the person's alien registration number (A#) found on the I-94 or other status document. The entry date on the lower left-hand corner of the verification page is the date the immigrant was granted the current legal status. This does not indicate the date they necessarily arrived in the U.S., but is the date eligibility for cash, food assistance, and medical benefits begin. The date from the I-94, asylum grant letter or Cuban/Haitian Entrant paperwork from USCIS should be used as the entry date on AEICZ for asylees and Cuban/Haitian Entrants. The COA field on the right-hand side is the classification the person came into the U.S. with. Use this code to complete the Alien Status Code on CRIS-E screen AEICZ. Use the "Request Additional Verification" tab to ask refugee-specific questions to the USCIS. Also note that trafficking victim information is not in SAVE and must be verified by calling ORR.

- * If you receive a System Response of "Lawful Permanent Resident", it is critical to look at the COA code to determine if the individual entered in a refugee status.
- * It is critical to use the "Request Additional Verification" function on SAVE and use the "Special Comments" section to request the date asylum status was granted anytime you see an asylee COA code on SAVE.

For more information about accessing SAVE visit the Refugee Services website, <http://ifs.ohio.gov/refugee>, and click on the "County Information" tab to view the SAVE Desk Aid.

CRIS-E Screen AEICZ

AEICZ is the citizenship screen in CRIS-E. This screen is mandatory for all non-U.S. citizens. For refugees, it lists information identifying and verifying the refugee status, such as country of origin, entry date, alien status code, alien number, and document date. All fields on this screen need to be completed to accurately document refugee status. This screen appears when "No" is entered in the "US Citizen" field on AEIIA. The following is a guide for how to properly complete this screen.

The Alien Number

Each alien registered with the USCIS is assigned an alien registration number (A#). The A# is used to track immigrants entering and leaving the U.S. and to identify their status. Correctly recording and documenting the A# in the "alien number" section on AEICZ is critical to everything that affects the refugee. It also affects funding to the state and the county. The A# is used to identify refugee arrivals, secondary migration, asylees, Cuban/Haitian entrants, Iraqi and Afghan special immigrants and victims of trafficking for federal reports that decide funding levels.

The admission number (the printed number on the front upper left hand corner of the I-94) is **not** the A#. **The A# is stamped or handwritten somewhere on the I-94.** Most times it is found in the "Record of Changes" section on the back of the I-94. **An alien number is 8 or 9 digits in length, follows the letter "A" and is also on the I-551, employment authorization documents (I-766), and letters granting asylum status.**

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

**Alien
Number**

Port:

Departure Record

Date:

Carrier:

Flight #/Ship Name:

The Entry Date

It is very important to list the correct date of entry (DOE) on AEICZ. The DOE is the date the individual enters the U.S. or the date the status was granted, if the status was granted after the person was already in the U.S. **A stamped or handwritten date will appear in the upper right front side of the I-94; this is the date of entry. For asylees, Cuban/Haitian entrants, and victims of trafficking who do not have an I-94, use the date the status was granted from the letter granting such status as the date of entry.** This date does not change and is the date the 8-month eligibility period for refugee cash and medical assistance begins. CRIS-E alerts are triggered when the time limit is approaching if the DOE and alien status code are entered on AEICZ correctly.

Departure Number
220390931 09

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

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.

Oct. 13, 2013

14. Family Name

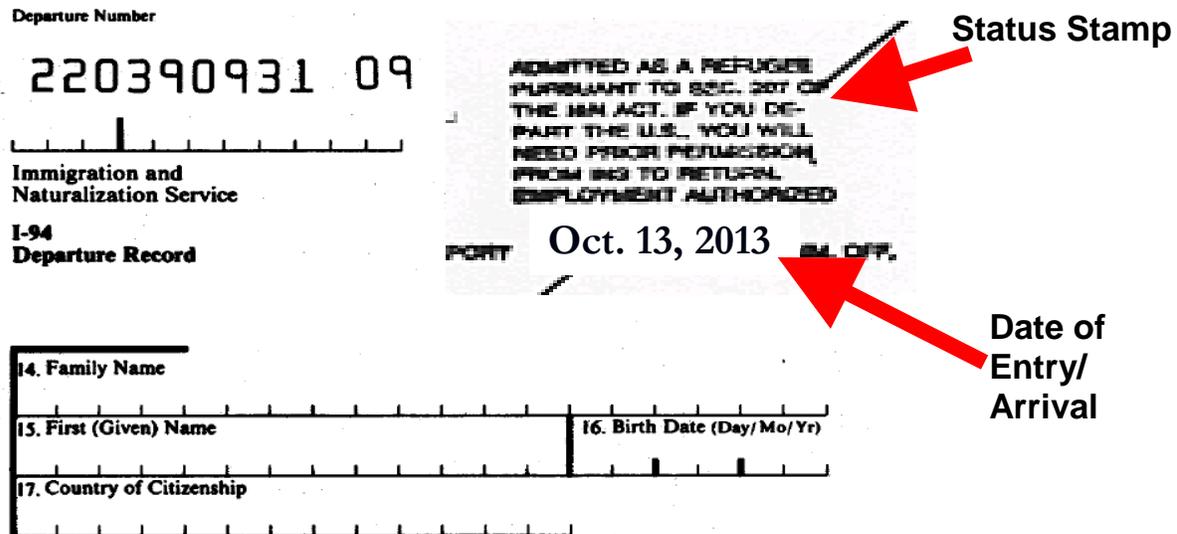
15. First (Given) Name

16. Birth Date (Day/Mo/Yr)

17. Country of Citizenship

Status Stamp

Date of Entry/Arrival



The Document Date

The document date is the date that the refugee's status was granted, **not** the date refugee status was verified by the caseworker and should be recorded on AEICZ as the same date as the entry date.

The 40 Quarter Request

The 40 quarter requirement to meet citizenship requirements is waived for refugee classifications for the first five (cash assistance) to seven (medical assistance) years after a refugee arrives (no time limit for food assistance). Put a "N" in the "40Qtr R" section on AEICZ for refugee classifications within these time frames, or CRIS-E will explore whether the refugee has 40 qualifying work quarters and will not find them eligible for benefits.

The Alien Status Code

The alien status code is assigned by the caseworker after reviewing paperwork verifying the refugee's status. Refugee status needs to be coded correctly on AEICZ for correct benefit eligibility decisions and eligibility time frames. The code (found on table TCTZ) should match the paperwork on file and the refugee status on SAVE. Use the "Typical Documents Used to Verify Refugee Status" desk aid in the appendix to help complete this field.

Use one of these alien status codes on CRIS-E to document a person holding a refugee status:

- Code "RE" is **Admitted as a Refugee**. This is a person who has been admitted in refugee status.
- Code "GA" is **Granted Asylum**. Use this for any person whose paperwork indicates they have been granted asylum status. These people are referred to as "asylees" and **are** eligible to receive refugee benefits beginning with the date asylum status was granted.
- Code "CH" is **Cuban/Haitian Entrant**. This is for refugees, asylees, parolees, and anyone who meets the definition of an Entrant who is from Cuba or Haiti.
- Code "SI" is **Iraqi or Afghan Special Immigrant**. Use this only for Iraqi or Afghan nationals who have been admitted as special immigrant visa holders.
- Code "SA" is **Adjusted to Permanent Resident Alien**. Use this **only** for people who have previously held a refugee, asylee, or Cuban/Haitian entrant status. ***The preferred method is to use the original status code, as it more clearly defines why the person is eligible for benefits.***
- 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 people. Using this code appropriately causes the start date of eligibility to begin the date the status was certified/granted.

Note: Code "AA" is **Applicant for Asylum**. This is for people in the U.S. who have applied for asylum status and have not yet received a decision. Applicants for asylum are **not eligible** to receive refugee benefits.

CRIS-E Tables Relating to Refugees

<u>Table Code</u>	<u>Table Name</u>	<u>Why Important</u>
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

Required Case File Documentation – CDJFS*

- Verification of refugee status (copy of both sides of the I-94 or letter of certification from ORR or U.S. State Dept.)
- JFS 07200 “*Request for Cash, Food Stamp and Medical Assistance*”
- JFS 04074 “*Notice of Approval of Your Application for Assistance*”
- Documentation of notification of the resettlement agency whenever a refugee applies for, there is a change in or termination of benefits
- Documentation of referral to employment services and/or English language training classes
- Amount of RCA payment
- If denied benefits, case notes on CLRC should indicate reason for denial or closing of case (i.e. Matching Grant recipient or end of 8-month eligibility period).
- Current family self-sufficiency plan
- Current individual employability plan
- If not receiving cash, food or medical assistance, a copy of an application for Refugee Social Services Program or Targeted Assistance Program services
- Notes in CLRC indicating acceptance of Resettlement Agency (RA) or other agency providing employment services’ self-sufficiency and/or employability plan

*** Documentation may be hard-copy or electronic, as long as the electronic version can be printed when needed and/or required**

Refugee State Plan

Each year ODJFS Refugee Services is responsible for submitting a plan to ORR describing its goals and strategies for Ohio's refugee resettlement program. ORR uses the plan to monitor Ohio's use of cash, medical, and social service funding. Ohio must have an approved refugee plan in order to receive grant funds to support the program. The state plan will:

- A. Provide for the designation of, and describe the organization and functions of, a State agency (or agencies) responsible for developing the plan and administering, or supervising the administration of, the plan;
- B. Describe how the State will coordinate cash and medical assistance with support services to ensure their successful use to encourage effective refugee resettlement and to promote employment and economic self-sufficiency as quickly as possible.
- C. Describe how the State will ensure that language training and employment services are made available to refugees receiving cash assistance, and to other refugees, including State efforts to actively encourage refugee registration for employment services;
- D. Identify an individual designated by the Governor or the appropriate legislative authority of the State, with the title of State Coordinator, who is employed by the State and will have the responsibility and authority to ensure coordination of public and private resources in refugee resettlement in the State;
- E. Provide for and describe (1) the procedures established to identify refugees who, at the time of resettlement in the State, are determined to have medical conditions requiring, or medical histories indicating a need for, treatment or observation, and (2) the procedures established to monitor any necessary treatment or observation;
- F. Provide that assistance and services funded under the plan will be provided to refugees without regard to race, religion, nationality, sex, or political opinion; and
- G. Provide that the State will, unless exempted from this requirement by the Director, assure that meetings are convened, not less often than quarterly, whereby representatives of local resettlement agencies, local community service agencies, and other agencies that serve refugees meet with representatives of State and local governments to plan and coordinate the appropriate placement of refugees in advance of the refugees' arrival.
- H. Provide that the State will:
 - a. Comply with the provisions of title IV, Chapter 2, of the Act and official issuances of the Director;
 - b. Meet the requirements in this part;
 - c. Comply with all other applicable Federal statutes and regulations in effect during the time that it is receiving grant funding; and
 - d. Amend the plan as needed to comply with standards, goals, and priorities established by the Director.

Since ODJFS supervises county administration of the state's refugee resettlement program, Refugee Services requires plans from and includes input for its state plan from the five counties where most Ohio refugees are resettled.

See Ohio's current State Plan on our website at: <http://ifs.ohio.gov/refugee/>.

Monitoring

ODJFS Refugee Services contracts with various entities for refugee-related services. Refugee Services is responsible for monitoring the services provided to ensure refugee funding is appropriately spent.

- **County agencies** – ODJFS currently allocates Refugee Social Services funding to the five Ohio counties that serve the majority of the state's refugees. In addition to reviewing trimester reports, Refugee Services performs formal program reviews to include desk reviews and on-site visits. The review considers:
 - Timeliness and accuracy of county reports
 - Random sample case review:
 - Accurate and complete information entered on CRIS-E
 - All appropriate documentation is in file
 - Accurate eligibility decision made
 - Follow-ups completed timely
 - Social services grantee interview about contractual relationship with CDJFS
 - Payment of invoices
 - The county's contract and monitoring process
- **Health Provider contracts** – ODJFS has contracts with health providers throughout the state to perform refugee health screening. In addition to reviewing provider reports, Refugee Services performs monitoring activities at least once a year.
- **Targeted Assistance and Discretionary Grants** – In addition to reviewing provider reports, Refugee Services performs monitoring activities at least once a year.

Training/Education

- **Outside interest groups** – ODJFS Refugee Services participates in presentations to, and discussions with, any group that has any interest in learning more about refugees.
- **Counties** – ODJFS trains county staff whenever a rule or regulation changes. Refugee Services will also assist in training county refugee staff at any time requested.
- **Health providers** – ODJFS trains refugee health providers regarding health screening requirements and completion of the health screening form.
- **Desk aids** – ODJFS Refugee Services will periodically develop and update desk aids for county staff regarding refugee eligibility, issues, etc. Appendix A includes helpful handouts and desk aids for use by county staff. Refugee Services encourages all county staff who may encounter refugees to keep these nearby. ODJFS recognizes that some counties do not serve a large volume of refugees, so it is helpful to work from the checklist to ensure refugee cases are accurately processed.
- **Case-specific questions** – ODJFS Refugee Services staff is available to answer **refugee** case-specific **policy** questions at any time via e-mail at: REFUGEE@jfs.ohio.gov.
 - For CRIS-E-related questions, please contact the CRIS-E Help Desk : 614-466-0978 or 800-686-1580 – Menu option 3, then 2 or 866-886-3537 – Menu option 1, then 3, then 2. Fax: 614-466-2269.
 - For OWF or Food Assistance questions contact TANF-FSTA@jfs.ohio.gov.
 - For Medicaid assistance, contact the Medicaid County Technical Assistance unit at: MEDICAID_ELIGIBILITY_TA@medicaid.ohio.gov.

Glossary & Helpful Hints

Expedited applications are highly recommended for all cash, food, and medical assistance due to time-limited eligibility.

I-94 date of entry: basis for date eight-month time eligibility begins for RCA, RMA, and RSSP. For Cuban/Haitian Entrants, eight months begins the first month the refugee was issued documentation by USCIS. For asylees and victims of trafficking, eight months begins the date such status is granted.

Interpretive services must be provided by the CDJFS: Schedule an interpreter for any appointment with a non-English speaking refugee.

No 40-quarter work requirement for refugees to be eligible for assistance for the first five (cash) to seven (Medicaid, SSI) years after the refugee arrives.

RA/Resettlement agency:

- Non-profit organization responsible for receiving and assisting refugees upon arrival in the U.S.
- The CDJFS must notify the refugee's resettlement agency anytime a refugee applies for any type of assistance and of any action which involves the termination, removal of a person from an assistance group, or a change in the delivery of benefits.
- The resettlement agency gives some Reception & Placement (R&P) money to help refugees in their first month of arrival to the U.S. Refugees often present a letter explaining this at their initial appointment. This money does NOT count as income.
- Refugees may voluntarily enroll in a Matching Grant program through their Resettlement Agency. By doing so, the refugee agrees not to access public cash assistance during the time he/she receives Matching Grant services. Matching Grant activities count as FSET. Refugees enrolled in the Matching Grant program can apply for and receive Food Assistance and Medicaid if other eligibility criteria are met.
- Send all benefits to the refugee's home mailing address, not to the authorized representative. Code the RA caseworker, volunteer or sponsor as "authorized representative" rather than "payee."

RCA/Refugee Cash Assistance:

- Refugees are eligible for eight months from their date of entry into the U.S. and only if they are not eligible for any other category of cash assistance (OWF, SSI). The refugee must take OWF and/or SSI if qualified (cannot choose RCA instead of the other programs). Refugees can receive RCA while waiting for an SSI eligibility determination.
- Refugees must participate in RSSP within 30 days of receipt of RCA (see exemptions in 5101:1-2-40). Failure to participate in employment and/or social services may result in sanctions or termination of RCA benefits.
- There is no resource limit in RCA. Income of a sponsor may not be considered to be accessible to a refugee solely because the person is serving as a sponsor.
- Refugees receiving Matching Grants are not eligible to receive any type of cash assistance.
- Refugees are eligible (meet the citizenship requirement) to receive TANF/OWF for up to five years from the date of entry/status granted. After this time, they must be a U.S. citizen or a Lawful Permanent Resident with 40 qualifying work quarters to continue to meet the citizenship requirements for cash assistance.

RMA/Refugee Medical Assistance and Medicaid:

- Refugees are eligible for RMA only after other categories of Medicaid have been denied or terminated.
- Refugees meet citizenship requirements for seven years from the date of arrival with verification of refugee status.
- RCA recipients are eligible for RMA, but refugees do not have to be receiving RCA to be eligible for RMA.
- RMA has no resource limit. Reception and Placement money, Matching Grant money, in-kind services and shelter provided by a sponsor or resettlement agency are not considered as income for RMA.
- Work requirements are not applicable to RMA – recipients may voluntarily register for employment.
- Refugees are eligible for RMA for eight months from the date of entry.
- Refugees found eligible for Medicaid or RMA remain eligible for RMA until the expiration of the eight month eligibility period (even if employed) without a new income test.

RSSP/Refugee Social Services Program:

- Employable RCA recipients must participate in RSSP if they live in Cuyahoga, Franklin, Hamilton, Montgomery or Summit county.
- Non-RCA and non-RMA recipients can participate in RSSP and apply at their CDJFS.
- There are no income and resource requirements to be eligible for RSSP. Refugees applying for or in receipt of RCA or RMA are automatically eligible for RSSP. Refugees are eligible for RSSP for up to five years from their entry date to the U.S. Eligibility must be redetermined at least once every 12 months.
- A self-sufficiency and employability plan must be completed and kept in the case file. The county may adopt a resettlement agency's (or other contracted employment service provider's) employment plan if it meets the requirements in the RSSP rules. Acceptance of a contracted provider's plan must be clearly documented in the refugee case file. A copy of the plan must be kept in both the county and contracted provider's case files.
- As part of the employment plan, the refugee must accept employment offers. If he/she refuses to do so, the resettlement agency (or contracted employment services provider) must notify the county so RCA and/or RSSP benefits can be sanctioned and/or terminated.

SAVE/Systemic Alien Verification for Entitlements program must be used to verify refugee status. This web-based system allows verification of refugee status using the person's alien registration number (A#) found on the I-94 or other status document. The entry date on the lower left-hand corner of the verification page is the date the immigrant was granted legal status. This does not indicate the date they necessarily arrived in the U.S., but is generally the date eligibility for cash, food assistance, and medical benefits begin. Use the "Institute Additional Verification" process on SAVE to verify the date asylum status was granted for all asylees.

Social Security number must be applied for, but does not have to be disclosed to be eligible for RCA or RMA benefits.

Visit the ODJFS Refugee Services Website, www.ifs.ohio.gov/refugee, for more information.

Appendix A – Desk Aids: County Caseworker Refugee Checklist

- Schedule interpreter for initial appointment.
- Verify refugee status by copying documentation provided (both sides) and verifying the information on SAVE.^D
- JFS 07200^D “Request for Cash, Food Stamp, and Medical Assistance” (also includes RSSP) or other state-approved application: completed and signed by refugee.

*** Notify the Resettlement Agency on record whenever a refugee applies for or there is a change in benefits.**

- Process **EXPEDITED** Food Assistance and Cash and Medicaid application (due to RCA/RMA time limits).

Complete the following entries on your CRIS-E driver for refugee cases:

- ARAD: Mailing address should be refugee’s home address (unless requested otherwise).
- ARIR and AEISD: “PLI” should reflect the language the refugee speaks most fluently. This usually is **not** English.
- AEIIA: “N” to “US CIT” when entering the refugee to bring up AEICZ and other refugee screens.
- AEIIA **and** AEFEC: Flag as “FL” (foreign language speaking) to remind that interpretive services are needed.
- AEICZ: Use the I-94 or other status document (verified on SAVE) to complete the country of origin, entry date, alien status code, alien number, and document date. The entry and document date are always the same, the status grant date.

*** The document date is the date of the document granting refugee status, not the date status was verified.**

- AEICZ: “N” in the “40QTR R” section for refugee classifications (if “Y” then refugee will fail eligibility).
- AEDQE: “Y” to pass the refugee (if had put “Y” in “40QTR R” section on AEICZ).
- AEFPPY: Refugees often arrive with a resettlement agency caseworker; this person (if refugee grants permission) should be coded as an “authorized representative,” not a “payee”.
- AEFAR: Put “N” in the “Rec” section so benefits are sent to the refugee, NOT the authorized representative.
- AEFIQ: “Y” in “Other Sources” to record Reception & Placement (R&P) money given to refugees for their first month and/or Matching Grant (MG) money given to SOME refugees beginning the 31st day after arrival (use letter from Resettlement Agency to determine types and amounts).
- AEFMI: Subtype “OTRA” for R&P money. Record as unearned income for first 30 days after arrival: End date needed.

*** R&P on CRIS-E for tracking purposes only. Does NOT count in budget for any program.**

- AEFMI: Subtype “OTRM” for any MG money. Record as unearned income **by individual** for the months it is received. (Begins 31st day, ends third month after begins: End date needed)

*** MG starts 31st day after arrival and only some refugees participate in this program, so do not delay case waiting verification of participation. An indicator of MG participation is not applying for cash.**

- AEFSQ: “N” for housing and utility costs that typically cannot be verified upon arrival.
- AEOIE: “Y” in “SSC” if case is ADCQ, ADCR or ADCU and use the application date upon completion of the self-sufficiency contract. “P” works if waiting SSC completion by another entity (must be done within 30 days).
- AEIWP: Use the application date as the registration date.
- CRIS-E will determine eligibility for RCA (ADCQ) and RMA (MA Q) (after determines and finds not eligible for OWF, SSI, or Medicaid, if the refugee applied within 8 months of the entry date on AEICZ).

*** Once eligible for Medicaid or RMA, the refugee is entitled to RMA (MA Q) benefits until the expiration of the eight month eligibility period – even if the refugee obtains employment.**

- AEWIF: (If income) Fiat the individual from fail to pass to continue RMA benefits for the remainder of the eight month period.
- Self-sufficiency and employability plans^D: If receiving RCA and/or RSSP complete within 30 days.

^D Required Case File Documentation

***** Please contact ODJFS Refugee Services at REFUGEE@jfs.ohio.gov with any policy questions you have while processing refugee cases.**

Typical Documents Used to Verify Refugee Status

Immigration Category	Typical Documents and Suggested AEICZ Alien Status Code
<p>Refugees</p> <p>SAVE COA codes: RE1, RE2, RE3, RE4, RE5, RE6, RE7, RE8 or RE9</p>	<p>Code anyone with the following documentation as “RE” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 Arrival/Departure Record or passport stamped “...admitted under section 207 of the INA...” or any of the following admission codes: RE1, RE2, RE3, RE4, RE5, Visa 93 or V93; • Form I-688B or I-766 Employment Authorization Document (EAD) coded 274a.12(a)(3) or A03; • Refugee Travel Document (USCIS Form I-571); • Form I-551 with category codes RE6, RE7, RE8 or RE9; • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes RE6, RE7, RE8 or RE9; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Asylees – only those people for whom the USCIS has granted asylum and waived its right to appeal</p> <p>SAVE COA codes: AS1, AS2, AS3, AS6, AS7, AS8, GA6, GA7 or GA8</p>	<p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 or passport referencing “...section 208 of the INA...” or coded AS1, AS2, AS3, Visa 92 or V92; • Order granting asylum under section 208 of the INA issued by the USCIS Asylum Office, an Immigration Judge, the Board of Immigration Appeals (BIA), or a Federal court; • Form I-688B or I-766 EAD coded 274a.12(a)(5) or A05; • Refugee Travel Document (USCIS Form I-571); • I-730 Approval Letter from USCIS Asylum Office; • Form I-551 with category codes AS6, AS7, AS8, GA6, GA7, or GA8; • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes AS6, AS7, or AS8; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Amerasian Lawful Permanent Residents</p> <p>SAVE COA codes: AM1, AM2, AM3, AM6, AM7 or AM8</p>	<p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 with any of the following admission codes: AM1, AM2, or AM3; • Form I-551 (Permanent Resident Card) with adjustment code: AM6, AM7, or AM8; • Vietnamese Exit Visa with codes AM1, AM2, or AM3 and/or “temporary I-551” stamp; • Vietnamese passport with codes AM1, AM2, or AM3 and/or “temporary I-551” stamp; • U.S. passport with codes AM1, AM2, or AM3; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Iraqi and Afghan special immigrant visa holders</p> <p>SAVE COA codes: SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7 or SQ9</p>	<p>Code anyone with the following documentation as “SI” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Iraq or Afghanistan national with I-94 marked SI1, SI2, SI3, SQ1, SQ2, or SQ3; • Iraq or Afghanistan national with Iraqi or Afghan passport with an immigrant visa stamp and code SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7, or SQ9; • Iraq or Afghanistan national with form I-551 with a category code of SI6, SI7, SI9, SQ6, SQ7, or SQ9; <i>or</i> • Iraq or Afghanistan national with any verification from the USCIS or other authoritative document.

Typical Documents Used to Verify Refugee Status (continued)

<p>Cuban/Haitian Entrants –numerous classifications of Cuban and Haitian nationals may be eligible for benefits. Once a person meets this status, he or she remains in this status forever, even if adjusts to another status or documentation expires. (Contact the refugee mailbox, REFUGEE@jfs.ohio.gov, for assistance determining if a person meets one of the categories if information presented is not one of those listed to the right).</p> <p>Some common SAVE COA codes (must be Cuba or Haiti): EWI, A04, A10, C08, C10, C11, CH6, HA6 or HB6</p>	<p>Code anyone with the following documentation as “CH” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 with a stamp indicating “parole as Cuban/Haitian entrant (Status Pending)”, “EWI”, or any other notation indicating “parole” and referring to section 212(d)(5) of the INA after April 21, 1980; • A Cuban or Haitian passport with a Section 212(d)(5) stamp dated after October 10, 1980; • USCIS (or receipt of filing) Form I-122, I-220A, I-221, I-221S, I-485 (date stamped by EOIR), I-589 (receipt from USCIS or form date stamped by EOIR), or I-862; • Form I-688B or I-766 EAD coded 274a.12(a)(4), 274a.12(a)(10), 274a.12(c)(8), 274a.12(c)(10), 274a.12(c)(11), A04, A10, C08, C10, or C11; • Form EOIR-26 or other applications for relief that have been date stamped by the Executive Office for Immigration Review (EOIR) • Form I-551 with category codes CH6, HA6, or HB6; <i>or</i> • Any verification from the USCIS or other authoritative document. <p>*For Federal reporting purposes, please fax or e-mail copies of documentation presented by anyone from Cuba or Haiti to the ODJFS Refugee Services Section: 614-466-1767 or REFUGEE@jfs.ohio.gov.</p>
<p>Parolees (rarely used since 1980) – only some groups of parolees are considered “refugees”</p>	<p>Code anyone with the following documentation as “RE” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 indicating paroled as a refugee under section 212(d)(5) of the INA. <p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 indicating paroled as an asylee under section 212(d)(5) of the INA. <p>Code anyone with the following documentation as “CH” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • A Cuban or Haitian national with Form I-688B or I-766 EAD coded 274a.12(a)(4), or A04. <p>Code anyone with the following documentation as “PA” on CRIS-E screen AEICZ and put “Y” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 indicating “parole” or “PIP” or “212(d)(5),” or other language indicating parole status for at least one year; • Form I-688B or I-766 EAD coded 274a.12(a)(4), 274a.12(c)(11), A4 or C11; • Form I-551 card with category code LA6; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Victims of a severe form of trafficking</p> <p>No codes for these individuals on SAVE. You must call (866) 401-5510 to verify the status</p>	<p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Notarized letter from ORR certifying victim of severe form of trafficking status; • If the victim is a child, a letter from ORR stating that the child is a victim of a severe form of trafficking; <i>or</i> • Derivative T Visa marked T-2, T-3, T-4, or T-5.

Typical Documents Used to Verify Refugee Status (continued)

<p>Lawful permanent residents (LPRs) – some aliens who adjusted to permanent resident status after entering the U.S. in another status remain eligible for benefits under their original status:</p> <ol style="list-style-type: none"> 1. Refugees – SAVE COA: RE6, RE7, RE8 or RE9 2. Asylees – SAVE COA: AS6, AS7, AS8, GA6, GA7 or GA8 3. Cuban/ Haitian Entrants – SAVE COA: CH6, HA6 or HB6 4. Iraqi and Afghan Special Immigrants – SAVE COA: SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7 or SQ9 5. Parolees – SAVE COA: LA6 <p>Individuals who did not enter in one of the five statuses above are regular Lawful Permanent Residents. They could have a number of different codes, but not one of the ones listed above.</p>	<ol style="list-style-type: none"> 1. Code anyone with the following documentation as “RE” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 with category codes RE6, RE7, RE8, or RE9; <i>or</i> • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes RE6, RE7, RE8, or RE9. 2. Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 with category codes AS6, AS7, AS8, AM6, AM7, AM8, GA6, GA7, or GA8; <i>or</i> • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes AS6, AS7, AS8, AM1, AM2, or AM3. 3. Code anyone with the following documentation as “CH” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 with category codes CH6, HA6, or HB6; <i>or</i> • Cuban/Haitian nationals only: Form I-688B or I-766 Employment Authorization Document (EAD) with the provision of law 274a.12(a)(10) or code A10. 4. Code anyone with the following documentation as “SI” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Iraq or Afghanistan national with I-94 marked SI1, SI2, SI3, SQ1, SQ2, or SQ3; • Iraq or Afghanistan national with Iraq or Afghanistan passport with an immigrant visa stamp and code SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7, or SQ9; • Iraq or Afghanistan national with form I-551 with a category code of SI6, SI7, SI9, SQ6, SQ7, or SQ9; <i>or</i> • Iraq or Afghanistan national with any verification from the USCIS or other authoritative document. 5. Code anyone with the following documentation as “PA” on CRIS-E screen AEICZ and put “Y” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 card with category code LA6. <p>Code anyone with the following documentation as “PR” on CRIS-E screen AEICZ and put “Y” in the “40QTR R” section: Any person with the following documentation that does not contain one of the codes listed above:</p> <ul style="list-style-type: none"> • Form I-551; • Reentry permit (I-327); • Foreign passport stamped to show temporary evidence of LPR or “I-551” status; • Memorandum of Creation of Lawful Permanent Residence with approval stamp (I-181); • Order issued by the USCIS, an immigration judge, the BIA, or a federal court granting registry, suspension of deportation, cancellation of removal, or adjustment of status; <i>or</i> • Any verification from the USCIS or other authoritative document.
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Refugee Cash Assistance (RCA) Desk Aid

STATUS	ADCQ (RCA) OAC Rule 5101:1-2-40.1
<p>Paroled as a refugee or Asylee under section 212(d)(5) of INA;(RE, GA, or CH)</p> <p>Admitted as a refugee under section 207 of INA; (RE)</p> <p>Granted Asylum under section 208 of INA; (GA)</p> <p>Cuban and Haitian entrants in accordance with section 501 (a), Public Law 96-42294 Stat. 1810 (U.S.C. 1522 note) executive order 123; (CH)</p> <p>Amerasian under Section 584 of the Foreign Operations Export Financing, and related programs appropriations Act of 1988; (GA)</p> <p>Victims of Severe Forms of Trafficking (forced labor). This is a temporary status which must be verified by contacting the Office of Refugee Resettlement (see page 28); (GA)</p> <p>Special Immigrant Visa Holder from Iraq or Afghanistan under section 101(a)(27) of the INA in accordance with PL 110-161 of the Consolidated Appropriations Act of 2008 and PL 110-181, National Defense Authorization Act of 2008. (SI)</p>	<p>Eligible if:</p> <ol style="list-style-type: none"> 1) Refugee status is documented. 2) In U.S. less than 8 months. For Cuban/Haitian Entrants, 8 months begins the first month the refugee was issued documentation by USCIS. For Victims of a Severe Form of Trafficking, 8 months begins the first month the refugee was issued documentation by ORR. For Asylees, 8 months begins the date asylum is granted. For all others, 8 months begins the date of entry into the US. 3) Not eligible for OWF or SSI. 4) Not a full-time student in an institution of higher education. 5) Not actively receiving matching grant money. <p>Eligibility is limited to 8 months from the date a refugee status is granted. After the 8 months, eligibility for RCA is lost forever.</p> <p>OWF work requirements are not applicable to RCA recipients. However, as a condition of receipt of assistance, employable RCA recipients must participate in employability services and refugee social services within 30 days of receipt of aid in counties that receive Refugee Social Services or Targeted Assistance Program funding.</p> <p>CRIS-E Results: Any status code listed in column 1 will explore ADCQ providing the DATE OF ENTRY on AEICZ meets 2 above.</p>

Refugee Medical Assistance (RMA) Desk Aid

STATUS	MA Q (RMA) OAC Rule 5101:1-42-90
<p>Paroled as a refugee or Asylee under section 212(d)(5) of INA; (RE, GA, or CH)</p> <p>Admitted as a refugee under section 207 of INA; (RE)</p> <p>Granted Asylum under section 208 of INA; (GA)</p> <p>Cuban and Haitian entrants in accordance with section 501 (a), Public Law 96-42294 Stat. 1810 (U.S.C. 1522 note) executive order 123; (CH)</p> <p>Amerasian Section 584 of the Foreign Operations Export Financing, and related programs appropriations Act of 1988; (GA)</p> <p>Victims of Severe Forms of Trafficking (forced labor). This is a temporary status which must be verified by contacting the Office of Refugee Resettlement; (GA)</p> <p>Special Immigrant Visa Holder from Iraq or Afghanistan under section 101(a)(27) of the INA in accordance with PL 110-161 of the Consolidated Appropriations Act of 2008 and PL 110-181, National Defense Authorization Act of 2008. (SI)</p>	<p>Eligible if:</p> <ol style="list-style-type: none"> 1) Refugee status is documented. 2) In US less than 8 months. For Cuban/Haitian Entrants, 8 months begins the first month the refugee was issued documentation by USCIS. For Victims of a Severe Form of Trafficking, 8 months begins the first month the refugee was issued documentation by ORR. For Asylees, 8 months begins the date asylum is granted. For all others, 8 months begins the date of entry into the US. 3) Not eligible for any category of Medicaid. 4) Not a full-time student in an institution of higher education. <p>Eligibility is limited to 8 months from the date a refugee status is granted. After the 8 months, eligibility for RMA is lost forever.</p> <p>All recipients of RCA who are not eligible for Medicaid are eligible for RMA. Receipt of RCA, however, is not a requirement for RMA.</p> <p>The retroactive eligibility provision for Medicaid applies for RMA while the refugee was in the United States.</p> <p>Spend down provisions may apply, but they do not apply to Matching Grant participants, in which case a fiat is required. Refer to 5101:1-39-10 of the Administrative Code.</p> <p>If a Medicaid or RMA recipient receives a new or increase in earnings that makes him or her ineligible for Medicaid, the recipient continues to be eligible for RMA until the 8-month eligibility period has ended.</p> <p>CRIS-E Results: Any status code listed in column 1 will explore MA Q providing the DATE OF ENTRY on AEICZ meets 2 above.</p>

Refugee Social Services Program (RSSP) Desk Aid

STATUS (Alien status code on CRIS-E)	RSSP ELIGIBILITY OAC Rule 5101:1-2-40.2 - 5101:1-2-40.4
<p>Paroled as a refugee or Asylee under section 212(d)(5) of INA (RE, GA or CH);</p> <p>Admitted as a refugee under section 207 of INA; (RE)</p> <p>Granted Asylum under section 208 of INA; (GA)</p> <p>Cuban and Haitian entrants in accordance with section 501 (a), Public Law 96-42294 Stat. 1810 (U.S.C. 1522 note) executive order 123; (CH)</p> <p>Amerasian: Section 584 of the Foreign Operations Export Financing, and related programs appropriations Act of 1988 (GA)</p> <p>Lawful permanent residents provided the individual previously held one of the statuses identified above (note: this does not refer to Amerasians who are admitted as lawful permanent residents) (SA)</p> <p>Victims of Severe Forms of Trafficking (forced labor). This is a temporary status which must be verified by contacting the Office of Refugee Resettlement; (GA)</p> <p>Special Immigrant Visa Holder from Iraq or Afghanistan under section 101(a)(27) of the INA in accordance with PL 110-161 of the Consolidated Appropriations Act of 2008 and PL 110-181, National Defense Authorization Act of 2008. (SI)</p>	<ol style="list-style-type: none"> 1) Refugee status must be documented. 2) Priority order for receiving RSSP: <ol style="list-style-type: none"> a) All newly arriving refugees during their first year in the U.S. b) Refugees who are receiving cash assistance under Ohio Works First (OWF), disability financial assistance (DFA), supplemental security income (SSI) or refugee cash assistance (RCA). c) Unemployed refugees who are not receiving OWF, DFA, SSI or RCA. d) Employed refugees in need of services to retain employment or to attain economic independence. 3. Services can be provided for up to five years from the date of arrival in the U.S. or the date status was granted, if it was granted in the U.S. 4. U.S. citizenship, naturalization preparation services, referral and interpreter services may be provided beyond 5 years. 5. Eligibility redeterminations must be completed at least once every twelve months. 6. Resources and income of the refugee are not considered when determining eligibility for RSSP. <p>Mandatory participants:</p> <ol style="list-style-type: none"> 1. All newly arriving refugees during their first year in the U.S. 2. Refugees who are receiving OWF, DFA, SSI, or RCA. <p>Voluntary participants:</p> <ol style="list-style-type: none"> 1. Unemployed refugees who are not receiving OWF, DFA, SSI or RCA. 2. Employed refugees in need of services to retain employment or to attain economic independence.

Refugee Social Services Program (RSSP) CDJFS Services Desk Aid

Required County Employment Services OAC Rule 5101:1-2-40.3	Other Services – Needs Prior State Approval OAC Rule 5101:1-2-40.3	Employability Plan OAC Rule 5101:1-2-40.4
<p><u>Employment Services</u></p> <ul style="list-style-type: none"> • Family Self-sufficiency Plan • Individual Employability Plan • Job Orientation • Job Search • Job Placement and Follow up • Job Clubs • Job Workshops • Job Development • Referral to Job Opportunities <p><u>Employability Services</u></p> <ul style="list-style-type: none"> • Employment-Related Case Management Services • English Language Testing and Training 	<ul style="list-style-type: none"> • Information and Referral Services • Outreach Services – to familiarize refugees with available services • Emergency Services – assessment and short term counseling • Health-Related services • Home Management Services • Child Care, Transportation, Translation, Interpreter, and Case Management Services – for participation in service other than employability service • Citizenship and Naturalization Preparation Services • Any additional service aimed at strengthening and supporting the ability of the refugee and/or family to attain self-sufficiency and is not available from any other funding source 	<p>Must be developed for and in collaboration with each refugee participating in RSSP.</p> <p>Plans developed by the resettlement agency or contracted provider may be accepted by the CDJFS.</p> <p>Plan must be designed to lead to earliest possible employment.</p> <p>The plan must contain a definite goal, attainable in the shortest period of time.</p> <p>County must have a copy of the employability plan in the refugee’s case file.</p> <p>English Language Training (ELT)</p> <p>Plans must include ELT testing to determine if a refugee is able to benefit from ELT.</p> <p>Failure to Participate</p> <p>Can result in sanctions or termination of cash assistance (mandatory participants) and/or deregistration of employment services for ninety days (mandatory and voluntary participants).</p>
<p style="text-align: center;">Allowed Services OAC Rule 5101:1-2-40.3</p> <ul style="list-style-type: none"> • Employability Assessment Services • On-the-Job Training • Vocational Training • Skills Recertification • Child Care, Transportation, Translation and Interpreter Services – for participation in Employment, Employability Service or Employment Service • Assistance Obtaining Employment Authorization Documents 		

**Refugee Social Services Program (RSSP):
Mandatory versus Voluntary Participants Desk Aid**

Criteria	Mandatory Participant	Voluntary Participant	Administrative Rule (OAC)
Meet definition of a refugee	Yes	Yes	5101:1-2-40.2
Documentation of refugee status	Yes	Yes	5101:1-2-40
Receiving RCA (ADCQ)	Yes	No	5101:1-2-40.1
Receiving only Medicaid or RMA	No	Yes	5101:1-42-90
Exemptions to Mandatory Participation Exist	Yes	No	5101:1-2-40
Eligibility Time Period	5 years from the date of arrival/status granted	5 years from the date of arrival/status granted	5101:1-2-40.2
Individual Employability Plan	Yes	Yes	5101:1-2-40.3
Family Self-Sufficiency Plan	Yes	Yes	5101:1-2-40.3
Job Search	Yes	Yes	5101:1-2-40.3
English Language Training	Yes	Yes	5101:1-2-40.3
Sanctions to Cash Assistance	Yes	No	5101:1-2-40.1
Deregistration from RSSP Program	Yes	Yes	5101:1-2-40.2

Yes – means the participant must meet the requirements.

No – means the requirement is not mandatory, but the individual can volunteer to participate. However, once they volunteer, they must follow all of the applicable rules.

Completion of CRIS-E Screen AEICZ for Refugees, Asylees, Cuban/Haitian Entrants, Amerasians, Iraqi/Afghan Special Immigrants and Victims of Trafficking

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 group eligible 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:** _____

Common Issues Identified in Refugee Case Processing

- 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 (5101:1-38-01.8, 5101:4-2-09, 5101:4-3-22, 5101:1-3-09).
- If valid documentation of a refugee status is presented, benefits should not be delayed while SAVE verification is pending (5101:1-1-50, 5101:1-38-02.3, 5101:4-7-14).
- For asylees, eligibility begins with the asylum grant date from the document indicating asylum status was granted. The entry date on SAVE does not necessarily reflect the date that should be used as the entry and document date on CRIS-E screen AEICZ. If a worker does not have the original document granting asylum status, second and third step verification should be pursued on SAVE to obtain the asylum grant date and determine the date eligibility began.
- 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 (5101:1-2-40.1 and 5101:1-42-90).
- 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, 5101:4-1-05, 5101:1-38-01).
- Eligibility decisions and work assessments should not be delayed due to limited English proficiency (5101:1-2-01, 5101:1-38-01, and 5101:4-1-05).
- 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)).
- Alien numbers not documented correctly on CRIS-E – 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 (5101:1-2-40.4).
 - The Alien number is found on paperwork documenting refugee status. It is the 8-9 digit number that follows the “A”.
 - 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.
- A refugee must be participating in refugee social services and/or work activities within 30 days of receipt of cash assistance (5101:1-2-40.1 and 5101:1-3-12(D)(1)).

Appendix B: List of County Reports, Due Dates and Submission Information

Each county that receives refugee social service funding must submit data to ODJFS to support the reports sent to ORR.

Report Number/Name	Due Date	Submit to
Annual Goal Plan	October 15 every year	Enid Fisher ODJFS Refugee Services Office of Family Assistance P.O. Box 183204 Columbus, OH 43218-3204 614-728-0761 E-mail: Enid.Fisher@jfs.ohio.gov
Annual Service Plan	October 15 each year	
JFS 4285 - Trimester Progress Report and Narrative (one for each county and one for each grant: Refugee Social Services and Targeted Assistance)	15 days after trimester ends – February 15, June 15, October 15	Robert Stalter ODJFS Office of External Affairs 4020 E. Fifth Ave., P.O. Box 1618 Columbus, OH 43216-1618 Fax: 614-995-0697 E-mail: Robert.Stalter@jfs.ohio.gov Copy to: Enid Fisher ODJFS Refugee Services Office of Family Assistance P.O. Box 183204 Columbus, OH 43218-3204 Fax: 614-728-0761 E-mail: Enid.Fisher@jfs.ohio.gov
JFS 2827 - Monthly Financial Statement - Public Assistance Fund	By the 20 th of every month for the previous month	Ohio Department of Job and Family Services Office of Fiscal and Monitoring Services Bureau of County Finance and Technical Assistance 30 East Broad Street, 37 th Floor Columbus, Ohio 43215-3414 Fax: 614-728-3330 Copy to: Jennifer Johnson ODJFS Refugee Services Office of Family Assistance P.O. Box 183204 Columbus, OH 43218-3204 Fax: 614-728-0761 E-mail: Jennifer.Johnson@jfs.ohio.gov
County Refugee Plan	September 1 each year	Jennifer MacKim ODJFS Refugee Services Office of Family Assistance P.O. Box 183204 Columbus, OH 43218-3204 E-mail: Jennifer.MacKim@jfs.ohio.gov
JFS 01459 – Refugee Services Secondary Migrant and Asylee Report	No later than quarterly	

Appendix C: Ohio Refugee Resettlement Agencies

CUYAHOGA COUNTY

**Catholic Charities
Migration and Refugee Services**

7800 Detroit Avenue
Cleveland, Ohio 44102
PH: (216) 281-7005
Fax: (216) 939-3890

International Services Center

1859 Prospect Avenue
Cleveland, Ohio 44115-2313
PH: (216) 781-4560
Fax: (216) 781-4565

US Together, Inc

24800 Chagrin Blvd. Suite 210
Beachwood, Ohio 44122
PH: 216-450-5093
Fax: 216-450-5098

FRANKLIN COUNTY

**Community Refugee and
Immigration Services (CRIS)**

1925 E. Dublin-Granville Rd., Ste. 102
Columbus, Ohio 43229
PH: (614) 235-5747
Fax: (614) 235-6127

US Together, Inc.

2021 E. Dublin-Granville Rd Ste 190
Columbus, Ohio 43229
PH: (614) 437-9941
Fax: (614) 737-3487

World Relief Columbus

4664 Cleveland Ave.
Columbus OH 43231
PH: (614) 595-6832
Fax: (614) 337-2449

HAMILTON COUNTY

Catholic Charities Southwestern Ohio

100 East 8th Street
Cincinnati, Ohio 45202
PH: (513) 241-7745
Fax: (513) 241-4333

MONTGOMERY COUNTY

**Catholic Social Services of the
Miami Valley**

Mission Services Department
922 West Riverview Avenue
Dayton, Ohio 45407
PH: (937) 223-7217
Fax: (937) 222-6750

SUMMIT COUNTY

International Institute of Akron

207 East Tallmadge Avenue
Akron, Ohio 44310-3298
PH: (330) 376-5106
Fax: (330) 376-0133

Appendix D - Frequently Asked Questions – Clients

1. Who can apply for refugee cash assistance (RCA) and refugee medical assistance (RMA)?

Any individual can apply to their CDJFS for refugee cash and/or medical assistance and have their eligibility determined within thirty days.

2. How do I know if I qualify for RCA?

You may be eligible for RCA if you meet all of the following conditions:

- a. You were granted a refugee status within the last eight months;
- b. You meet the immigration status requirements of OAC rule 5101:1-2-40(B)(10);
- c. You meet the income and resource requirements under OAC rule 5101:1-2-40.1;
- d. You meet the work and training requirements of OAC rule 5101:1-2-40.1 through 5101:1-2-40.4; and
- e. You provide the name of the local resettlement agency which helped bring you to this country.

3. What are some reasons for not being eligible for RCA?

Even if you meet the eligibility requirements named in subsection (2) above you may be not eligible if you:

- a. Are eligible for OWF, Ohio's temporary assistance for needy families (TANF) program, or Supplemental Security Income (SSI); or
- b. Have been denied OWF due to your refusal to meet OWF eligibility requirements; or
- c. Are employable and have voluntarily quit or refused to accept a bona fide offer of employment within thirty consecutive days immediately prior to your application for RCA; or
- d. Are a full-time student in a college or university.

4. If I am an asylee, what date will be used as my entry date?

If you are an asylee, your entry date will be the date that your asylum status is granted. For example: You entered the United States on December 1, 2009 as a tourist, then applied for asylum on April 1, 2010, interviewed with the asylum office on July 1, 2011 and were granted asylum on September 1, 2011. Your entry date is September 1, 2011. On September 1, 2011, you may be eligible for refugee cash and/or medical assistance.

5. If I am a victim of human trafficking, can I be eligible for RCA and RMA?

If you are a certified victim of human trafficking, you may be eligible for RCA and RMA.

- a. If you are an adult victim you are eligible for RCA and/or RMA to the same extent as a refugee if you provide the original certification letter from the U.S. Department of Health and Human Services, Office of Refugee Resettlement (ORR) and meet eligibility requirements in subsection (2)(c) and (d) of this section. You do not have to provide any other documentation of your immigration status. Your entry date will be the date on your certification letter.
- b. If you are a child victim under eighteen years old you are eligible for benefits to the same extent as a refugee and do not need to be certified. ORR issues a special letter for children. Children also have to meet income eligibility requirements.

6.

Does getting a one-time cash grant from a resettlement agency (RA) affect my eligibility for RCA and RMA?

No. In determining your eligibility for RCA and RMA, the CDJFS does not count a one-time resettlement cash grant provided to you by your RA.

7. What is the effective date of my eligibility for RCA?

The date the CDJFS has sufficient information to make eligibility decision is the date your RCA begins. It may be effective the date you sign your application for benefits.

8. When does my RCA/RMA end?

Your RCA/RMA ends on the last day of the eighth month starting from the month of your arrival to the United States. Count the eight months from the first day of the month of your entry into the United States. For example, if you entered the United States on May 28, 2013, May is your first month and December 2013 is your last month of RCA / RMA.

If you get a job, your income will affect your RCA based on the TANF rule 5101:1-23-20. If you earn more than is allowed by 5101:1-23-20, you are no longer eligible for RCA. Your medical coverage may continue for up to eight months from your month of arrival in the United States. Reference OAC rule 5101:1-42-90.

9. Are there other reasons why RCA may end?

Your RCA also ends if:

- a. You move out of the state of Ohio;
- b. Your unearned income goes over the maximum limit (OAC rule 5101:1-23-20); or
- c. You are an employable refugee (as defined in OAC rule 5101:1-2-40) and, without good cause, fail or refuse to meet refugee employment and training requirements (OAC rule 5101:1-2-40.1 through 5101:1-2-40.4).

10. Will my spouse be eligible for RCA, if he/she arrives in the U.S. after me?

If your spouse is also admitted to the U.S. as a refugee classification, the CDJFS determines his/her eligibility for RCA, RMA and/or other income and medical assistance programs. Your spouse may be eligible for up to eight months of RCA / RMA based on his/her date of arrival into the United States. If you live together you and your spouse are part of the same assistance unit and your spouse's eligibility for RCA is determined based on your and your spouse's combined income and resources (OAC rules 5101:1-2-40.1 and 5101:1-42-90).

11. What can I do if I disagree with a decision or action that has been taken by the CDJFS on my case?

If you disagree with a decision or action taken on your case by the department, you have the right to request a review of your case or a fair hearing (OAC chapter 5101:6). Your request must be made within ninety days of the decision or action.

12. Who is eligible for refugee medical assistance (RMA)?

You are eligible for RMA if you meet **all** of the following conditions:

- a. Immigration status requirements of OAC rule 5101:1-42-90;
- b. Income and resource requirements of OAC rule 5101:1-42-90;
- c. Monthly income standards up to one hundred percent of the federal poverty level (FPL). Spenddown is available for applicants whose income exceeds one hundred percent of FPL (see OAC rule 5101:1-39-10); and

- d. Provide the name of the resettlement agency which helped bring you to this country, so that CDJFS can promptly notify the agency about your application for RMA (5101:1-42-90) .

You are also eligible for RMA if you meet **one** of the following conditions:

- a. Receive refugee cash assistance (RCA) and are not eligible for any category of Medicaid; or
- b. Choose not to apply for or receive RCA and are not eligible for any category of Medicaid, but still meet RMA eligibility requirements.

13. Who is not eligible for refugee medical assistance?

You are not eligible to receive RMA if you are:

- a. Already eligible for any category of Medicaid;
- b. A full-time student in an institution of higher education unless the educational activity is part of a department-approved employability plan; or
- c. A nonrefugee spouse of a refugee.

14. If I get a job after I have applied but before I have been approved for RMA, will my new income be counted in determining my eligibility?

No. Your RMA eligibility is determined on the basis of your income and resources on the date of the application.

15. Will my sponsor's income and resources be considered in determining my eligibility for RMA?

Your sponsor's income and resources are not considered in determining your eligibility for RMA unless your sponsor is a member of your assistance unit.

16. How do I find out if I am eligible for RCA or RMA?

The CDJFS will send you a letter informing you about your eligibility. The CDJFS will also let you know in writing every time there are any changes or actions taken on your case.

17. Will RMA cover my medical expenses that occurred after I arrived in the U.S. but before I applied for RMA?

You may be eligible for RMA coverage of your medical expenses for three months prior to the first day of the month of your application. It cannot extend prior to the date that your refugee status was granted. The eligibility determination will be made according to Medicaid rules.

18. What happens if my earned income goes above the income standards?

- a. If you are getting RMA, your medical eligibility will not be affected by the amount of your earnings;
- b. If you were getting Medicaid and it was terminated because of your earnings, we will transfer you to RMA for the rest of your RMA eligibility period. You will not need to reapply.

19. What happens to my medical coverage after my eligibility period is over?

We will determine your eligibility for other medical programs. You may have to complete an application for another program.

20. What is the refugee social services program (RSSP)?

The refugee social services program provides employment and training services to eligible refugees, which may include information and referral, employment oriented case management, job development, job placement, job retention, wage progression, skills training, on-the-job training, counseling and orientation, and English and vocational language training.

21. Am I required to participate in RSSP?

If you are a refugee receiving refugee cash assistance (RCA) you are required to participate in refugee social services, unless you are exempt:

- a. You are under the age of 18;
- b. You are under the age of nineteen and are a full-time student in a secondary school or in the equivalent level of vocational or technical training
- c. You are pregnant and the pregnancy has been medically verified that the child is expected to be born in the month that registration would be required or within the next six months;
- d. You are sixty five years of age or older (OAC rule 5101:1-2-40(I)).

22. If I am required to participate, what do I have to do?

You are required to:

- a. Register with your employment service provider within 30 days of receiving benefits;
- b. Accept and participate in all employment opportunities, training or referrals, determined appropriate by the department.

23. What happens if I do not follow these requirements?

If you refuse without good reason to cooperate with the requirements, you are subject to the following penalties:

- a. If you are applying for refugee cash assistance, you will be ineligible for thirty days from the date you quit or refused to accept a work or training opportunity; or
- b. If you are already receiving refugee cash assistance, your cash benefits will be subject to financial penalties.
- c. You will be deregistered from RSSP for ninety days.
- d. The department will notify your voluntary agency (VOLAG) if financial penalties take place.

24. What are the penalties to my benefits?

The penalties to your benefits are:

- a. If the assistance unit includes other individuals as well as yourself, the cash benefit is reduced by the sanctioned refugee's amount for three months after the first occurrence. For the second occurrence the financial penalty continues for the remainder of the sanctioned refugee's eight-month eligibility period.
- b. If you are the only person in the assistance unit, your cash benefit is terminated for three months after the first occurrence. For the second occurrence, your assistance is terminated for six months, or the remainder of your eight-month eligibility period.

25. How can I avoid the penalties?

You can avoid the penalties if you accept employment or training before the last day of the month in which your cash assistance is closed.

26. What is considered a good reason for not being able to follow the requirements?

You have a good reason for not following the requirements if it was not possible for you to stay on the job or to follow through on a required activity due to an event outside of your control. See OAC rule 5101:1-2-40.3(H) for examples.

Frequently Asked Questions – General

1. Can a refugee who does not yet have a Social Security number apply for benefits?

Yes. Refugees only need to show proof of application for a SSN to be eligible for benefits. Applicants for RCA / RMA, if otherwise eligible, can not be denied benefits or services because they have not yet received a social security number (SSN). Social Security Administration procedures often delay the receipt of Social Security numbers for several months after refugees receive their status and became eligible for RCA / RMA.

2. Are all immigrants considered refugees and therefore eligible for refugee benefits?

No. Only those people whose immigration paperwork is marked as granted refugee status, granted asylum, certified victim of trafficking, certain Amerasians, Iraqi or Afghan Special Immigrants or Cuban/Haitian entrant are eligible for refugee benefits. See Appendix C for more detail.

3. What is the difference between an immigrant and a refugee?

A refugee is someone who cannot return to their country because of a “well-founded fear of persecution” based on religion, race, political opinion, nationality, or membership of a particular social group. The individual must be outside of his/her country of origin to be considered a refugee. Refugees often have little time to prepare for their departure from their homeland and do not know when, if ever, they can return. Immigrants typically have prepared for their journey and often have support networks waiting for them in their new country. Immigrants can also return to their homeland without fear of persecution.

Therefore, the key difference is that an immigrant *chooses* to leave his/her country of origin. A refugee, on the other hand, is compelled to seek protection in another country.

4. What is the difference between an asylee and a refugee?

Asylees and refugees must meet the same legal definition of a refugee: they have been persecuted in the past and/or have a “well-founded” fear of persecution in the future because of their race, religion, nationality, political opinion, or membership in a particular social group. The difference between refugees and asylees is where the decision that a person fits this definition is made. Refugee status is granted to people who are outside the United States, while asylum status is granted to people who enter the United States on their own and then apply for asylum from within or at the U.S. border.

5. Where can I find information about how many refugees will be coming to my city/state/county and what country they will be coming from?

This information is not known. Each year, the agencies in Ohio who resettle refugees submit a proposal to the Department of State of how many refugees they can resettle. They are given an approximate count, including which region of the world the refugees will come from, called assurances, each year. The assurances are shared with the State Refugee Coordinator's office. However, the assurances are subject to change and the resettlement agencies often are not aware when and if the assured number of refugees will come.

Frequently Asked Questions – County

1. Do refugees have the same income requirements as U.S. citizens when determining eligibility for services?

Yes, RCA recipients with earnings have the same \$250 plus 50% earned income disregards as TANF clients (ORC section 5107.10(D)(3)) and RMA recipients are permitted to spenddown their income (OAC rule 5101:1-39-10) to reduce their income to the appropriate need standard.

2. Does a refugee have to be an RCA recipient to qualify for RMA?

No. A person who is eligible for RCA may choose not to receive cash assistance and still receive RMA.

3. Are all recipients of RCA eligible for RMA?

Yes.

4. An RCA, Medicaid or RMA recipient begins working during the eight-month eligibility period. Do those earnings affect continued eligibility?

- a. **RCA:** Yes. RCA eligibility is based on the same factors as OWF, so changes in income do affect eligibility.
- b. **Medicaid:** Yes. Work affects Medicaid eligibility. If a Medicaid recipient with a refugee status is no longer eligible for any category of Medicaid, the person should be switched to RMA for the remainder of the eight-month eligibility period. Refugees are eligible for RMA for the first eight months after their arrival in the country, even if they get a job or notice an increase in income that no longer qualifies them for Medicaid.
- c. **RMA:** No. RMA eligibility is established on the basis of an applicant's income and resources on the date of the application. Once found eligible for Medicaid or RMA, the refugee remains eligible for RMA for the entire eight-month eligibility period.

5. Are full-time college students eligible for refugee benefits?

A student enrolled in an institution of higher education and carrying a full-time academic workload is considered a full-time student. A full time student is eligible for RCA and RMA only if educational activity is a part of his/her personal employability plan.

6. Can a person with a valid refugee status receive RCA in lieu of OWF, DFA or SSI?

No. A refugee who meets eligibility requirements for OWF, DFA, or SSI cannot receive RCA. A refugee waiting an SSI determination may, however, receive RCA until the determination is made.

7. Can a person with a valid refugee status receive RMA in lieu of Medicaid?

No. A refugee who is eligible for any category of Medicaid cannot receive RMA.

8. Can a refugee enrolled in the matching grant program receive OWF, DFA, SSI, or RCA?

No. Refugees enrolled in the matching grant program cannot receive cash assistance. Matching grant recipients are, however, eligible for food assistance, medical assistance and social services.

9. Does a refugee have to participate in the matching grant program?

No. Participation in the matching grant program is optional.

10. Can a matching grant recipient receive RCA after the matching grant period has expired?

Yes. The matching grant period usually lasts for the first four to six months after refugee status is granted. If a refugee is not eligible for OWF, DFA, or SSI and meets other eligibility factors at the end of the matching grant period, the refugee can then apply for and receive RCA.

11. What are the county's responsibilities as it relates to the refugee's resettlement agency?

As a condition of applying for refugee benefits, the refugee is responsible for providing the name of the resettlement agency that assisted them in their resettlement in the U.S. The CDJFS is responsible for notifying the agency that provided for the initial resettlement of a refugee whenever the refugee applies for cash or medical benefits and before any change in or termination of benefits. Since asylees were in the U.S. before their status was granted, they usually will not have an established relationship with a resettlement agency.

12. The refugee resettlement program's main goals are to help refugees achieve economic self-sufficiency and acculturation. What assistance programs are geared toward these goals?

- a. RCA and RMA are time-limited eligibility programs to help refugees meet their initial physical and medical needs, while focusing on obtaining employment.
- b. The refugee social services program (RSSP) is designed to provide employment services.

13. Are refugees required to participate in employment services?

Yes, employable refugees (who do not meet an exemption in OAC rule 5101:1-2-40(I)) who are receiving RCA must participate in RSSP by registering with an appropriate agency providing employment services and participating in employability services within 30 days of receipt of cash assistance.

14. What are the county's responsibilities regarding RSSP?

- a. The CDJFS shall provide or arrange for employability services and employment-related case management to both mandatory and voluntary participants.
- b. RSSP must be tracked using the JFS 07349 "Employment Registration and Case Management Referral" if the employment services are provided by an agency other than the CDJFS.
- c. A self-sufficiency and employability plan are required as part of participation in RSSP.
- d. The CDJFS must monitor progress of the plans and ensure updated plans are completed, when applicable.

15. What is included in the employability plan?

- a. The plan must include employment/training activities that will result in the earliest possible employment of the refugee.
- b. As part of the plan, the refugee must agree to accept employment offers.

16. Who is responsible for creating the family self-sufficiency and individual employability plans?

The CDJFS or other agency providing employability services is responsible for creating these plans. If an agency other than the CDJFS creates the plan, the CDJFS must review and note approval of the plans (they meet the requirements in OAC rules 5101:1-2-40.4(B) and 5101:1-

2-40(G)(2)(d)). This can be done with a CLRC note and/or keeping copies of the plans in the case files.

17. What are the citizenship requirements for refugees related to CDJFS benefits?

Refugees are exempt from U.S. citizenship requirements and are eligible for county assistance to the same extent as U.S. citizens, except they are exempt only for a time-limited period (exception: refugees who lived in the U.S. or held LPR status and were 65 years of age before August 22, 1996 are not subject to any time limits). Refugees have to provide documentation showing that they hold a valid refugee status.

- a. **Food Assistance:** No time limit. The refugee just has to show proof of a valid refugee status (or who previously held one and has been adjusted to a permanent resident status) to be eligible for food assistance. As of April 1, 2003, there is no time limit to how long a person with a refugee status can receive food assistance (OAC rule 5101:4-3-07).
- b. **OWF/TANF:** Five years. A person with a valid refugee status (or who previously held one and has been adjusted to a permanent resident status) may receive OWF/TANF for five years from the date the qualified alien status was granted. After five years, the refugee has to have become a U.S. citizen, a legal permanent resident with 40 qualifying work quarters, or a military connection to be eligible (OAC rule 5101:1-2-30).
- c. **Disability Financial Assistance (DFA):** Five years. A person with a valid refugee status (or who previously held one and has been adjusted to a permanent resident status) may receive DFA for five years from the date the qualified alien status was granted. After five years, the refugee has to have become a U.S. citizen, a legal permanent resident with 40 qualifying work quarters, or a military connection to be eligible (OAC rule 5101:1-2-30).
- d. **Medicaid:** Seven years. A person with a valid refugee status (or who previously held one and has been adjusted to permanent resident status) may be eligible for Medicaid for seven years from the date the qualified alien status was granted (OAC rule 5101:1-38-02.3). After seven years, the refugee has to become a U.S. citizen, a legal permanent resident with 40 qualifying work quarters, or a military connection to be eligible. Some refugees have been granted a two to three year extension of Medicaid eligibility. See OAC rule 5101:1-38-02.6.
- e. **SSI:** Seven years. A person with a valid refugee status (or who previously held one and has been adjusted to permanent resident status) may be eligible for SSI for seven years from the date the qualified alien status was granted (8 U.S.C. 1612). After seven years, the refugee has to become a U.S. citizen, a legal permanent resident with 40 qualifying work quarters, or a military connection to remain eligible for assistance. Some refugees have been granted a two to three year extension of SSI eligibility. See P.L. 110-328.

18. Do Deficit Reduction Act (DRA) citizenship requirements apply to refugees?

No. The DRA citizenship requirements apply only to individuals claiming to be U.S. citizens. The rules for documenting refugee status did not change as a result of this legislation.

19. A refugee only has an I-94 and does not have a photo ID. Can I process his application?

Yes. Refugees often come into the U.S. with only one piece of identifying information, the I-94. Most times the I-94 form does not have a picture on it. In these instances, the document and information should be verified using the SAVE program (OAC rules 5101:1-1-50 and 5101:1-37-03). If additional verification is needed, and the individual appears to be eligible from

available DHS documentation and all other program eligibility criteria have been met, the CDJFS shall issue benefits to the alien assistance group while awaiting a response from the DHS. If, when a response is received from SAVE and material discrepancies exist, the CDJFS shall propose to reduce or terminate benefits in accordance with Chapter 5101:6 of the Administrative Code. An overpayment as a result of inappropriate receipt of benefits shall be determined in accordance with Rule 5101:1-23-70 of the Administrative Code.

20. In the “Document Date” section on CRIS-E screen AEICZ, do I put the date I reviewed the document verifying the refugee’s status?

No. Put the date of the document granting the refugee’s status. Most times this is the same date as the date of entry to the U.S.

21. What status code do I use on CRIS-E screen AEICZ for an asylee?

Read the document the refugee submits to determine which code to use. If the paperwork says the person has been granted asylum status, use code “GA”; while paperwork showing that the individual’s application is being considered or is under appeal warrant use of code “AA”. It is critical to have the correct code, because people who have been granted asylum (code “GA”) are eligible for refugee benefits and applicants for asylum (code “AA”) are not.

22. Do victims of trafficking have to be from another country?

No. Victims of trafficking can be from any country, including the U.S. Alien victims of trafficking are considered as having refugee status. The ORR paperwork that the individual presents must indicate that the person is certified as a victim of trafficking and it must be verified by calling (866) 401-5510 to verify the person is still in that status and to let ORR know what benefits the victim is applying for.

23. Can I use SAVE to verify a trafficking victim’s status?

No. Currently, SAVE does not include information about victims of trafficking. To verify a victim of trafficking’s status, you must call the ORR verification hotline, (866) 401-5510. During the verification telephone call, the agency must notify ORR of the benefits for which the victim of trafficking has applied.

24. How do I code a victim of trafficking on CRIS-E?

To ensure the person’s eligibility for refugee benefits is considered, and until a separate code for victims of trafficking is established, use code “GA” on CRIS-E screen AEICZ. To get to the AEICZ screen, answer “N” to “US Citizen” on AEIID.

25. Does CRIS-E automatically terminate RCA and RMA at the end of the eight month eligibility period?

No. CRIS-E sends an alert when the end of the eight-month eligibility period is nearing. Therefore, it is critical for CDJFS caseworkers to work the alerts as soon as they appear. Benefits cannot extend beyond eight months from the date refugee status was granted, even for a hearing. Therefore, to avoid pursuing overpayment activities, it is critical to work alerts as soon as they come due.

26. Is a reapplication and/or pretermination review required when the RCA and RMA time limits are approaching?

A reapplication and/or pretermination review is required to determine if circumstances have changed and the refugee now qualifies for OWF. A pretermination review is not required for RMA recipients.

27. Does the eight month eligibility period start the date the refugee applied for benefits?

No. The eight-month eligibility period begins the date the refugee's status was granted. For example, a refugee was granted status (date of entry on the I-94) on March 3, 2009 and applies for benefits on April 1, 2009. The refugee is eligible for only seven months of RCA and RMA. March was the first month of eligibility. This refugee could receive RCA and RMA until October 31, 2009.

28. The refugee's resettlement agency caseworker is the refugee's authorized representative. Do I send the refugee's checks and medical card to the authorized representative?

No. Unless the refugee has also made the authorized representative the payee, all refugee benefits should be sent directly to the refugee at his/her home address.

29. I am determining eligibility for services. I have a question about an I-94 stamped as a returning asylee. The date stamped is the date they returned, not the original entry date. They do not have the original I-94 card with the original entry date (it gets replaced with the new one). What documentation do we need for the five year time span? Can we use the returning date?

For asylees, use the date asylum status was granted as the entry date. This date does not change. You can get this from a number of places: the letter granting asylum status and it can also be verified using the SAVE program (seek additional verification, to ask the original asylum grant date).

In reference to the "5 year time span": people who have been **granted** asylum status are entitled to the same benefits as refugees and therefore do not have to serve a five year waiting period to be eligible for benefits (5101:1-2-30(D)(3)(a) and 5101:1-38-02.3(B)(11)(b) & (D)(3)(a)). However, people who have applied for, but have not yet been granted, asylum status are not eligible for refugee benefits. Applicants for asylum can only be eligible based on the rules surrounding the status they came into the U.S. under.

30. This family of asylees has I-94 cards that are not dated. Their passports are stamped and not dated, and the only other documentation they have is a plane ticket. The SAVE result is "Institute Additional Verification". I am authorizing services but will have to recoup costs if they don't end up with a valid date. How do I document date of entry/date status granted? What do you recommend the family does to find documentation?

Is it possible the asylees have a letter from USCIS documenting their status? Do they have an Employment Authorization Document (it should be issued from USCIS when asylum status is granted)? If not, they can contact the USCIS for additional documentation to support the date their status was granted. They can call the USCIS Customer Service Line at: 800-375-5283 or make an Infopass appointment via the USCIS website: www.infopass.uscis.gov/.

You are correct in granting benefits now, since the documentation appears valid. Since SAVE says to "Institute Additional Verification" and does not give a date, it is best to seek such

verification in this one. Anytime SAVE asks for additional verification, it means the county must enter details from the documentation presented onto the SAVE website, not that the person is responsible to give additional documentation.

31. A woman presents a Permanent Resident card coded as AS7. This means spouse of AS6. Is this person an asylee?

Yes, AS7 is one of the codes on the "Typical Documents" Desk Aid. Document this person on CRIS-E screen AEICZ with the alien status code "GA".

32. Refugees arrived in 2003 and have adjusted to PR status. Do they qualify for Food Assistance and Medicaid? I am looking at the handout from the alien training and am not sure which status to use.

Anyone who previously held a valid refugee status (refugees, asylees, Cuban/Haitian Entrants, Amerasians, and Victims of Trafficking) and who has adjusted to Permanent Resident status should be coded under their original qualifying status or using code "SA" on AEICZ (OAC 5101:4-3-07(F)).

33. I am processing a case for a refugee who has adjusted to permanent resident status and whose seven year eligibility period for Medicaid has expired. How do I let him know he is not eligible only because of earnings, but that he would not be eligible anyway because of the seven year period?

SAVE is consistent and shows LPR status now. The status on CRIS-E screen AEICZ should be changed to "SA" and a 40 quarter request should be made. Let applicant know that he needs 40 quarters or to adjust to U.S. citizen status to remain eligible. New legislation may allow certain former refugees to continue to receive benefits for two additional years. See OAC rule 5101:1-38-02.6.

34. I have a family who entered in the country as applicants for asylum, and later got it. They are now Permanent Residents. How can I tell when they got asylum so I can determine if I have to do 40 quarters or if they fall under a "qualified alien" exemption category. The SAVE system does not tell me much, only that they are permanent residents, the COA is AS8, and the date of entry is 10/18/06.

To find the correct date, use the "Request Additional Verification" prompt on the SAVE program for each of the people in the case. Put in what information you have from the verification presented and use the comment section to ask for the date asylum status was granted. They will research it and get back with you in a few days.

Were the asylees able to tell you what date they were granted asylum or did they show you the letter or I-94 documenting the date asylum status was granted? If so, to avoid delaying their case, use that date and you can correct it, if needed, once you hear back from SAVE. If they are still within their five year (for cash) or seven year (for Medicaid) period, be sure to code them on AEICZ as "GA" with no 40 quarter requirement so benefits will pass. Remember, there is no time limit for food assistance for people who previously held refugee or asylee status.

35. I had my first Cuban/Haitian today. I coded both individuals as "CH". Are these individuals looked at just like refugees – they get the 8 months of OWF/FS/Med from their date of entry? My supervisor and I were discussing it and we are both a bit confused. My clients came in today. Both are only getting FS because they have been here longer than the 8 months. The one lady said that they are pending for "asylee status". If they are granted asylee status, would they be eligible for the 8 months to start

over- from the dated that their asylee status is approved? Does this mean they can get two sets of 8 months of OWF/FS/Med?

Yes, a "Cuban or Haitian national who has an application for asylum pending with the USCIS and with respect to whom a final, nonappealable, and legally enforceable order of removal, deportation or exclusion has not been entered" are a class of refugees and are eligible for benefits to the same extent as refugees. They have potential eligibility for 8 months of ADCQ and MAQ if they are not eligible for any category of OWF, SSI or Medicaid. Their potential eligibility for SSI and Medicaid continues for 7 years and for OWF and RSSP for 5 years from the date on paperwork presented to document that status (also verified on SAVE).

Once that eight month eligibility period has passed, Cuban/Haitian Entrants lose eligibility for ADCQ and MAQ forever (5101:1-2-40 and 5101:1-2-40.1), even if the person is subsequently granted asylum status.

Appendix E: Laws Concerning the Refugee Resettlement Program

Title 6 US Code (USC), Domestic Security: Establishes the Bureau of Citizenship and Immigration Services (replaces the Immigration and Naturalization Services (INS)) as the agency responsible for promoting instruction and training on citizenship responsibilities for aliens interested in becoming naturalized citizens of the United States, including the development of educational materials.

<http://uscode.house.gov/pdf/2009/2009usc06.pdf>

Title 8 US Code, Aliens and Nationality: Houses the Immigration Nationality Act and the Refugee Act

<http://www.acf.hhs.gov/programs/orr/policy/legislative.htm>

Immigration and Nationality Act (INA): The Immigration and Nationality Act (INA) is the federal law governing almost all immigration matters. In the Refugee Act of 1980, Pub. L. No. 96-212, Congress codified and strengthened the United States' historic policy of aiding individuals fleeing persecution in their homelands. The Refugee Act of 1980 provided a formal definition of "refugee". This definition is found in the Immigration and Nationality Act (INA) at section 101(a) (42). In addition, the Act provided the foundation for today's asylum adjudication process and the development of an Office of Refugee Resettlement (ORR) within the Department of Health and Human Services. ORR's mission is to assist refugees and other special populations, as outlined in ORR regulations, in obtaining economic and social self-sufficiency in their new homes in the United States as quickly as possible after arrival in the United States. To do this, ORR funds and facilitates a variety of programs that offer, among other benefits and services, cash and medical assistance, employment preparation and job placement, skills training, English language training, social adjustment and aid for victims of torture.

Trafficking Act: Under the October 2000 Public Law 106-386, Trafficking Victims Protection Act (the Act), adult victims of trafficking who are certified by the U.S. Department of Health and Human Services (HHS) are eligible for benefits to the same extent as refugees. Children who have been subjected to trafficking are also eligible like refugees but do not need to be certified.

HHS' Office of Refugee Resettlement (ORR) has been delegated the authority to conduct certifications. At this time, ORR will issue certification letters to victims of trafficking who meet the certification requirements. ORR also will issue similar letters for children who have been subjected to trafficking.

To receive a certification, a victim of trafficking must be willing to assist with the investigation and prosecution of trafficking cases AND either (1) have made a bona fide application for a T visa OR (2) be an individual whose continued presence the Attorney General is ensuring to effectuate a trafficking prosecution.

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=106_cong_public_laws&docid=f:publ386.106.pdf

<http://www.acf.hhs.gov/trafficking/index.html>

Title 45 Code of Federal Regulations (CFR), Part 400 – Refugee Resettlement Program: Federal regulations for the state refugee resettlement programs

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr400_05.html

Chapter 5101, Ohio Revised Code (ORC): Department of Job & Family Services

General Provisions, 5101.49: Gives ODJFS the authority to administer refugee funds and establish a refugee program.

<http://codes.ohio.gov/orc/5101.49>

Title VI of the Civil Rights Act of 1964 – Language Interpretation (OAC rules 5101:9-2-01, 5101:1-2-01(J)(3), 5101:1-38-01(H)(5), and 5101:4-1-05): Requires CDJFS's to ensure that all refugees have access to services and are not discriminated against based upon their limited English proficiency. An interpreter is to be provided at no cost to the refugee unless the refugee chooses to provide his or her own interpreter. Interpreters should not be children.

ODJFS Civil Rights Plan (5101:9-2-01): <http://codes.ohio.gov/oac/5101%3A9-2-01>

Interpreter for cash assistance (5101:1-2-01): <http://codes.ohio.gov/oac/5101%3A1-2-01>

Interpreter for medical assistance (5101:1-38-01): <http://codes.ohio.gov/oac/5101%3A1-38-01>

Interpreter for food assistance (5101:4-1-05): <http://codes.ohio.gov/oac/5101%3A4-1-05>

Ohio Refugee Services Program Rules

Ohio Administrative Code (OAC) rules 5101:1-2-40 through 5101:1-2-40.5 and 5101:1-42-90: Based on federal and state rules and requirements, Ohio's refugee cash, medical and social services assistance rules can be found in one of two manuals on the ODJFS website. Each rule provides eligibility, documentation, program, and reporting requirements.

Cash Assistance Manual – Houses Ohio rules for refugee cash assistance (rule 5101:1-2-40) and the refugee social services program (rules 5101:1-2-40.2 through 5101:1-2-40.5). It also houses the rules for eligibility for OWF/TANF, which should be considered before eligibility for refugee cash assistance. Verification procedures for refugees (and all non-U.S. citizens) are found in rule 5101:1-2-30. A link to the Cash Assistance Manual can be found on:

http://jfs.ohio.gov/ocomm_root/0001InfoCenter.stm

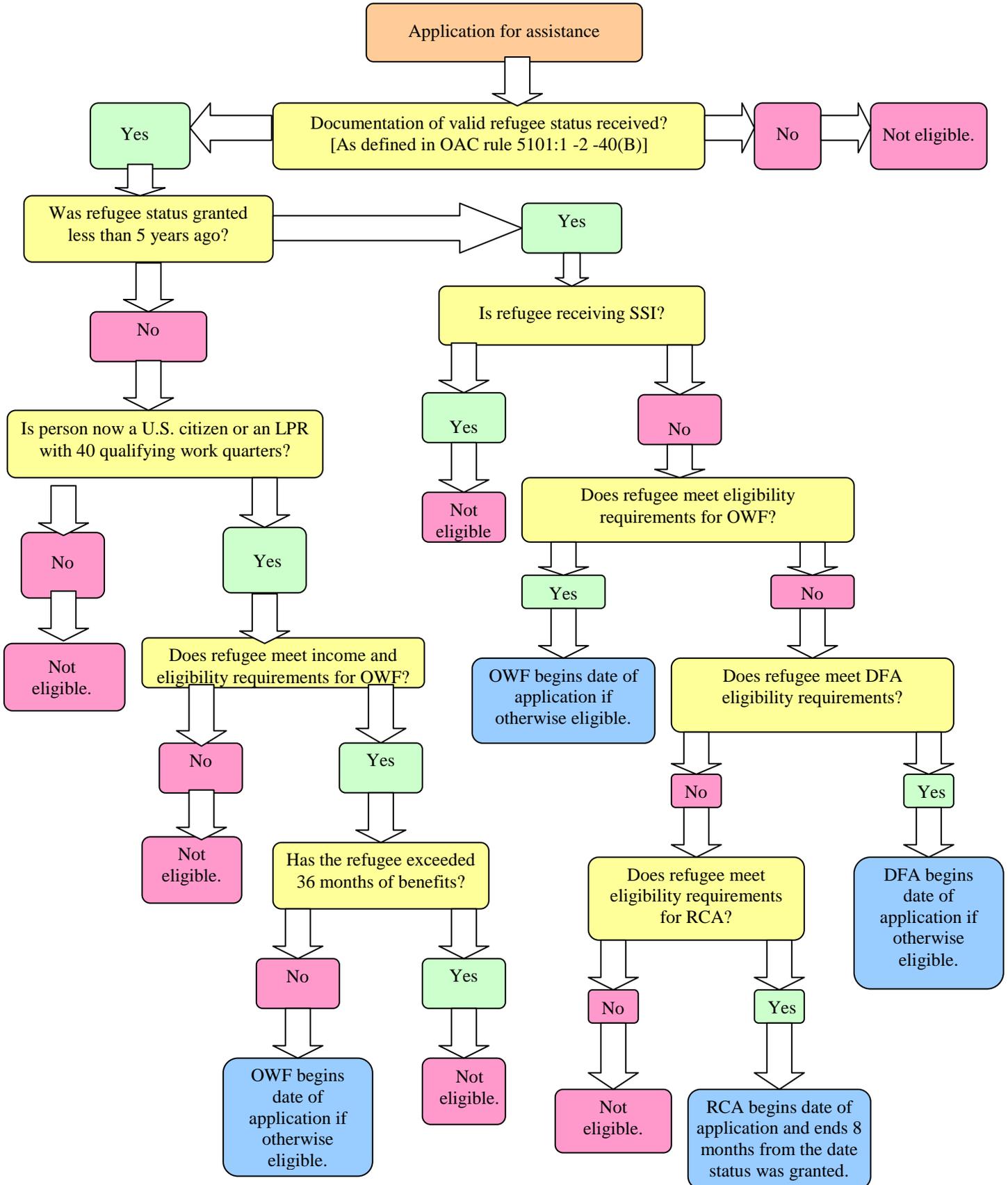
Medicaid Eligibility Manual - Houses Ohio rules for refugee medical assistance (rule 5101:1-42-90). This manual contains the rules for considering eligibility for all forms of Medicaid, which should be considered before exploring eligibility for refugee medical assistance. Verification procedures for refugees (and all non-U.S. citizens) are found in rule 5101:1-38-02.3. A link to the Medicaid Eligibility Manual can be found on:

http://jfs.ohio.gov/ocomm_root/0001InfoCenter.stm

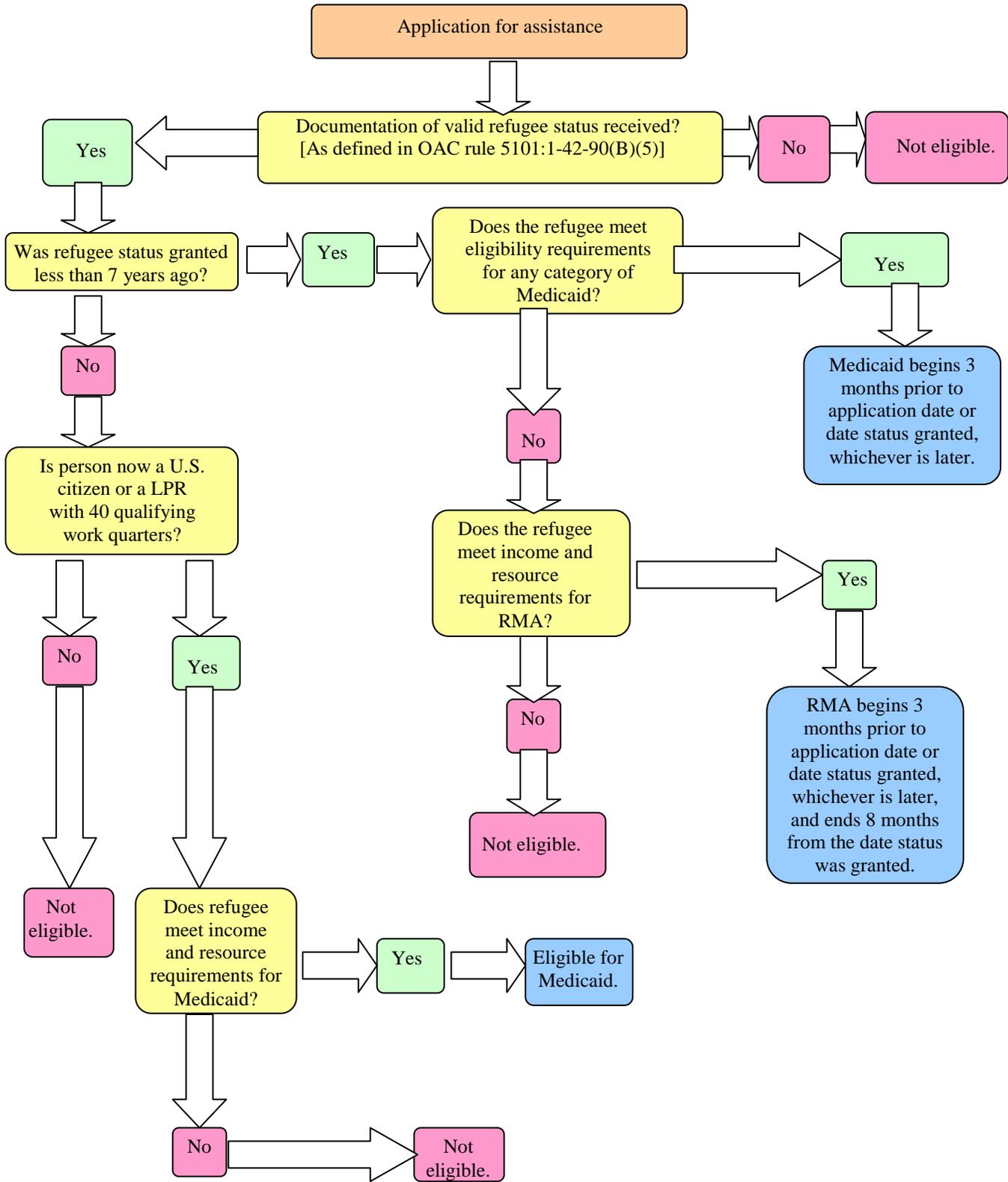
RSSP Funding Allocation Process (OAC rule 5101:9-6-16)

Refugee social service funding is given to state refugee resettlement programs based on an ORR formula that includes the number of refugees, asylees, and secondary migrants in the state. Ohio Refugee Services then distributes a portion of the Ohio ORR allocation to Ohio counties who resettle refugees. The amounts of county allocations are determined using the formula found in <http://codes.ohio.gov/oac/5101%3A9-6-16>.

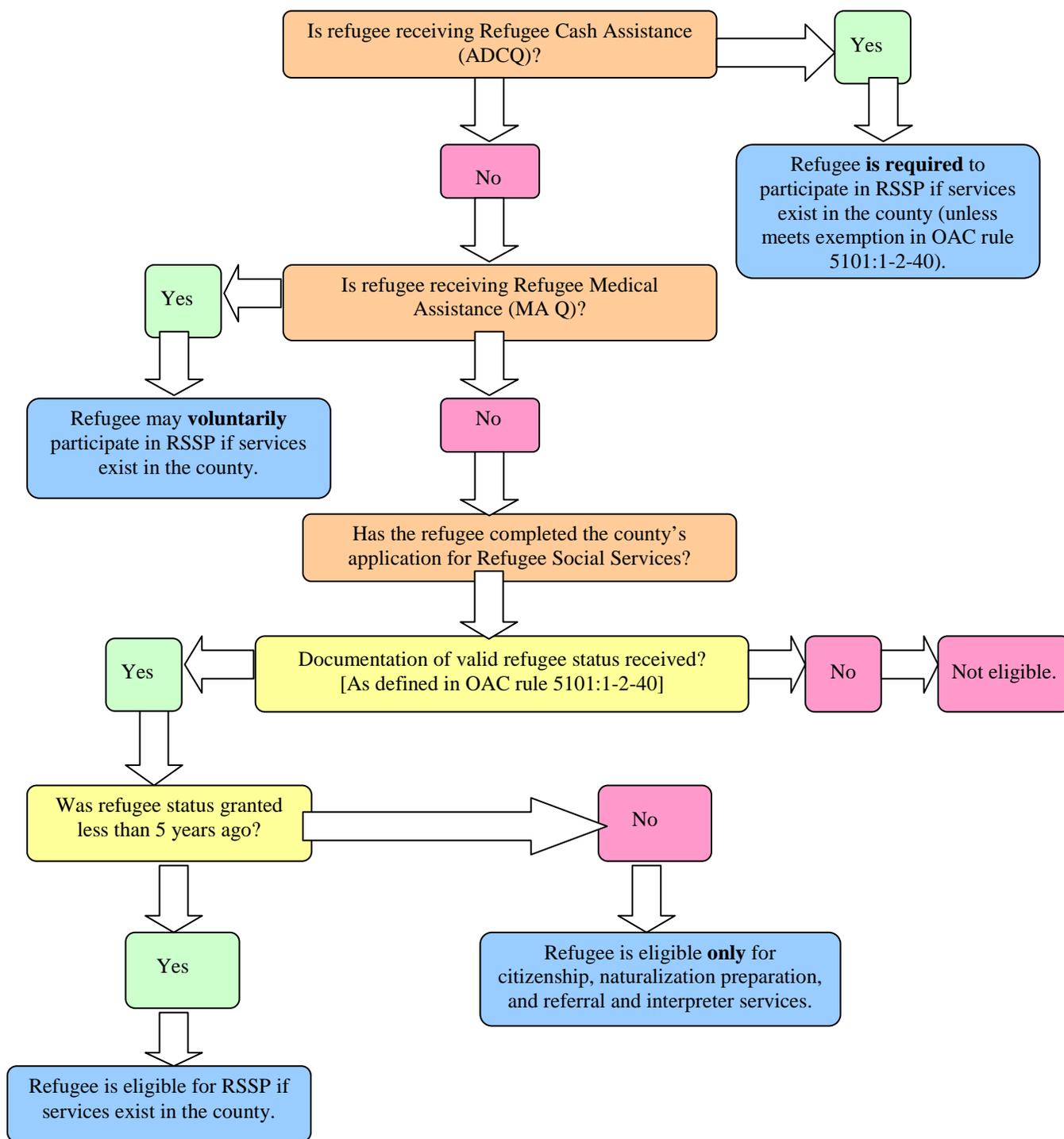
Appendix F: Flow Charts Cash Assistance for Refugees



Medical Assistance for Refugees



Refugee Social Services Program





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