

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.**