

Definitions

1. "**Alien**" is any person who is not a citizen or national (owes permanent allegiance) of the U.S.
2. "**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.
3. "**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 to twenty years. Asylees, Cuban/Haitian entrants and parolees, Amerasians, and victims of a severe form of trafficking are considered classes of refugees.
 - a. "**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.
 - b. "**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:
 - i. 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,
 - ii. 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.
 - c. "**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.

- d. **"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:
 - i. 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")
 - ii. Is the spouse or child of a principal alien and is accompanying, or following to join, the principal alien; or
 - iii. 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.

4. **"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.

5. **"Iraqi or Afghan Special Immigrant"** is an Iraqi or Afghan 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 for the first eight months after their entry to the U.S. After the initial eight month eligibility period, they are subject to the same citizenship requirements as all other lawful permanent residents.

6. **"Secondary Migrant"** is a refugee who was originally resettled in another state before moving to Ohio. Secondary migrants are important, because Federal money used for services to refugees follows their movement within the U.S. Ohio reports secondary migrants to the Office of Refugee Resettlement each year to bring additional funding to the state.

7. **"Resettlement Agency (RA)"** 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.

8. **"Reception and Placement (R&P) Program"** 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 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 cash to help with clothing and other expenses during their first month in the U.S. This money does not count as income.

9. **"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 to six months after arrival), a refugee agrees not to apply for or receive public cash assistance. This money counts as unearned income for all programs, except Refugee Medical Assistance. A refugee in receipt of Matching Grant money may access Food Assistance and Medicaid. Matching Grant activities can count toward FSET hours.

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 enter the U.S. with the I-94 form. The I-94 contains demographic information, such as the alien number, the date the refugee entered the U.S., the refugee's name, date of birth, country of origin, a status stamp, and the port of entry. 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 E.O. 12088
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, 2008 M. 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

Alien
Number

Port:

Departure Record

Date:

Carrier:

Flight #/Ship Name:

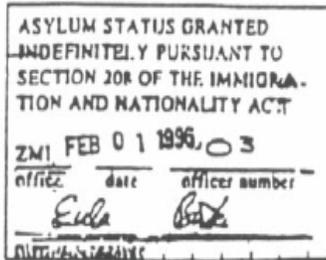
The I-94 has a stamp on the **front** documenting the person's status:

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 INSL OFF.
09/17/2007

Family Name SAMPLE	Birth Date (Day Mo Yr) 22 12 50
First (Given) Name AHMET	
Country of Citizenship PAKISTAN	

20041122 US-VISIT 20041122 MULTIPLE

I-94/Admission/Departure Number (points to 813106636 11)

Date of Birth (note format) (points to 22 12 50)

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.

Form I-551

Another document people holding a refugee status may use to document their status is the I-551, "Permanent Resident Card". People holding a valid refugee status can apply to adjust to Permanent Resident status after one year in the U.S. **Although the 8-month time limit for ADCQ and MAQ has expired by the time refugees would present this card, they may still be eligible for OWF, Medicaid, and Refugee Social Services.** Under the heading "Category" is the code that tells us why the person was initially admitted to the U.S. Only those people with codes found in Appendix A "Typical Documents Used to Verify Refugee Status" are eligible for benefits to the same extent as refugees. Refugee and asylee codes begin with "RE" or "AS" followed by a number.



Other documents refugees may have to verify legal status include the, the I-688B or I-766, "Employment Authorization Card" or I-571, "U.S Refugee Travel Document". The Employment Authorization Document (EAD), form I-688B or I-766, is issued to non-citizens who are authorized to work in the U.S. temporarily. The I-571 "Refugee Travel Document" is issued to refugees and asylees in lieu of a passport. The document guarantees permission to reenter the U.S. and is usually valid for a period of one year.



Asylees and Cuban/Haitian entrants often have a letter from the USCIS, the Board of Immigration Appeals, an I-730 Approval letter, or a letter from a U.S. Department of Justice immigration judge granting their status (stating the USCIS has waived the right to appeal). Victims of trafficking have a letter certifying this status from the Office of Refugee Resettlement (ORR) that must be verified by calling ORR.

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 "AA". 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 5th 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 DATE**. 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

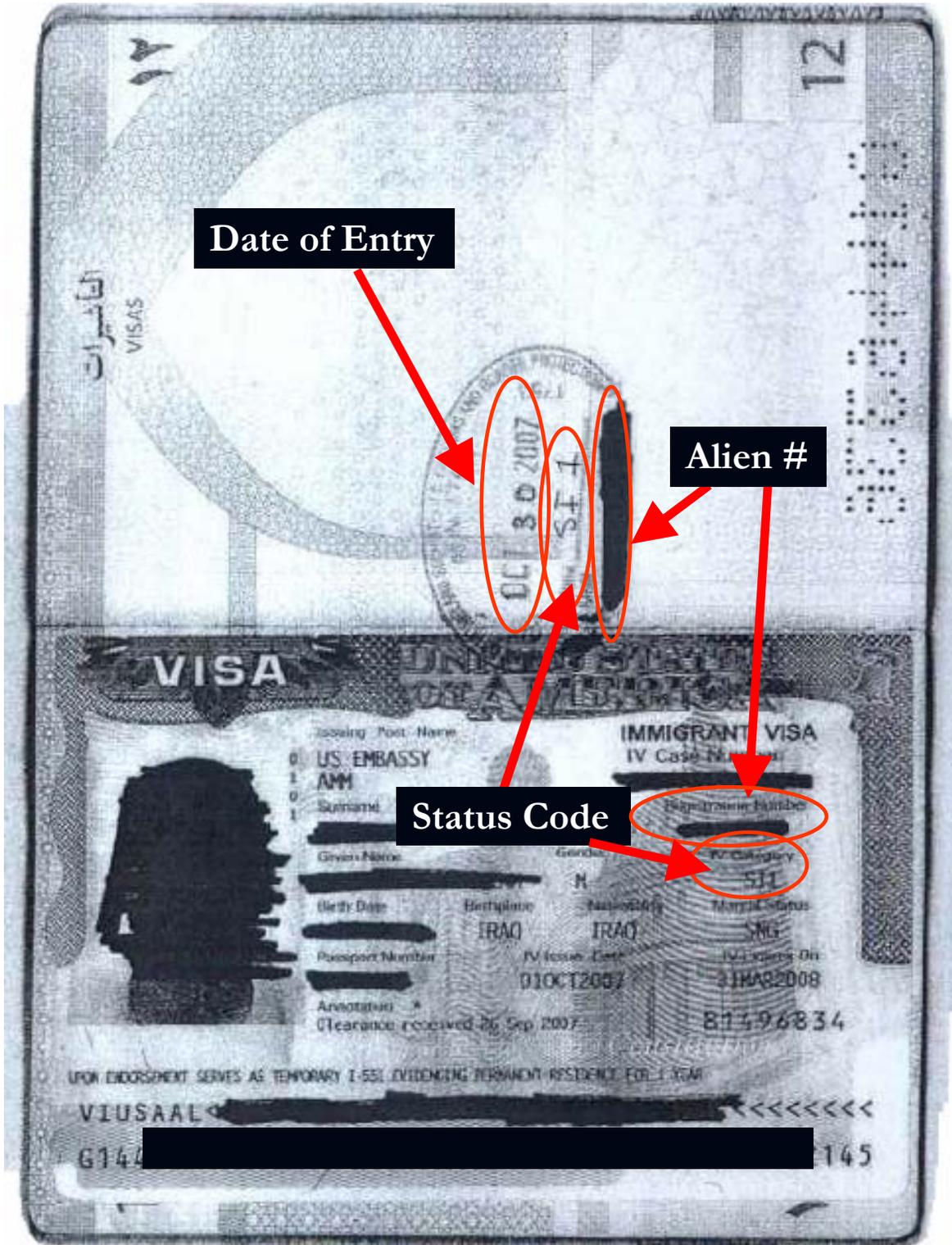
Example of a letter confirming status as a victim of trafficking

Below is a sample 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 refugee 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, the status must also 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:

 <p>United States Department of Health & Human Services</p>	<p>ADMINISTRATION FOR CHILDREN AND FAMILIES Office of Refugee Resettlement 370 L'Enfant Promenade, S.W. Washington, D.C. 20447</p>
<p>Date Name Address City, State, Zip Code</p>	<p>HHS Tracking Number 0000000000</p>
<p><i>CERTIFICATION LETTER</i></p>	
<p>Dear Name:</p>	
<p>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.</p>	
<p>Your certification date is <u> DATE </u>. 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.</p>	
<p>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.</p>	
<p>Sincerely, Signature Printed Name Title Office of Refugee Resettlement</p>	

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 for the first eight months in the U.S. (or for eight months after the status was granted if it was granted in the U.S.). After that time period has passed, they are treated as any other LPR and are subject to the five year bar and/or 40 quarter requirements. 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".



Typical Documents Used to Verify Refugee Status

Immigration Category	Typical Documents
Refugees	<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.
Asylees – only those people for whom the USCIS has granted asylum and waived its right to appeal	<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.
Cuban/Haitian Entrants – numerous classifications of Cuban and Haitian nationals may be eligible for refugee benefits. Once meets this status, retains 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 meets one of the categories if information presented is not one of those listed to the right).	<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>
Victims of a severe form of trafficking	<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)

Immigration Category	Typical Documents
<p>Amerasian Lawful Permanent Residents (NOTE: only certain Vietnamese Amerasians qualify for the "Refugee Exemption" and the codes listed here pertain to these Amerasians)</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>Parolees (rarely used since 1980) – only those paroled as refugees or asylees qualify for benefits. Cuban or Haitian nationals with parolee status may be eligible under the provisions concerning Cuban and Haitian Entrants</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>Iraqi and Afghan special immigrant visa holders</p>	<p>Code anyone with the following documentation as "SI" on CRIS-E screen AEICZ and put "N" in the "40QTR R" section ONLY for the first eight months from the date of entry to the U.S. (or date status was granted, if granted in the U.S.):</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.
<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 2. Asylees 3. Cuban/ Haitian Entrants 	<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.

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, Amerasians, and 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).
- Iraqi and Afghan Special Immigrants are eligible for cash, food and medical assistance to the same extent as U.S. citizens for eight months from the date of entry to the U.S. or the date such status was granted, if it was granted in the U.S.
- After these time periods have passed, to continue to qualify for cash and medical benefits, the person must:
 - Have become a U.S. citizen, or
 - Transferred 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).

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(I); 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 5101:1-40-20.1 to 5101:1-40-22. 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.

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. Iraqi and Afghan Special Immigrants can receive RSSP for eight months from the date of arrival in the U.S. or the date the status was granted in the U.S.
- 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, DFA, SSI, or RCA.
 - Unemployed refugees who are not receiving OWF, DFA, 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)*
7/2008	2/2009	7/2013
8/2008	3/2009	8/2013
9/2008	4/2009	9/2013
10/2008	5/2009	10/2013
11/2008	6/2009	11/2013
12/2008	7/2009	12/2013
1/2009	8/2009	1/2014
2/2009	9/2009	2/2014
3/2009	10/2009	3/2014
4/2009	11/2009	4/2014
5/2009	12/2009	5/2014
6/2009	1/2010	6/2014
7/2009	2/2010	7/2014
8/2009	3/2010	8/2014
9/2009	4/2010	9/2014
10/2009	5/2010	10/2014
11/2009	6/2010	11/2014
12/2009	7/2010	12/2014
1/2010	8/2010	1/2015
2/2010	9/2010	2/2015
3/2010	10/2010	3/2015
4/2010	11/2010	4/2015
5/2010	12/2010	5/2015
6/2010	1/2011	6/2015

***Applies only to refugees, asylees, Cuban/Haitian Entrants, and certified victims of human trafficking. It does not apply to Iraqi or Afghan Special Immigrants.**

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. An alert is 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.

A reapplication and/or pretermination review is required before terminating benefits to determine if circumstances have changed and the refugee is now eligible for OWF or DFA (OAC 5101:1-2-40(D)(6)). ***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(J)(3)(a)(iii) and 5101:1-42-90(E)(1)(b)].***

Refugee Social Services Program (RSSP) CDJFS Services Desk Aid

Required County Employment Services OAC Rule 5101:1-2-40.3	Other Services OAC Rule 5101:1-2-40.3	Employability Plan OAC Rules 5101:1-2-40.4 & 5101:1-2-40.5
<p><u>Employability Services</u></p> <ul style="list-style-type: none"> • Employability Assessment Services • On-the-Job Training • English Language Training • Vocational Training • Skills Recertification • Child Care • Transportation, including driver's education • Translation and Interpreter Services • Assistance Obtaining Employment Authorization Documents <p><u>Employment Services</u></p> <ul style="list-style-type: none"> • Case Management Services • Family Self-sufficiency Plan • Individual Employability Plan • Job Orientation • Job Search • Job Placement and Follow up 	<p>Information and Referral Services</p> <p>Outreach Services – to familiarize refugees with available services</p> <p>Emergency Services – assessment and short term counseling</p> <p>Health-Related services - information and referral to appropriate services</p> <p>Home Management Services- formal or informal instruction to refugees and families</p> <p>Child Care, Transportation, Translation, Interpreter, and Case Management Services – for participation in service other than employability service</p> <p>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> <p>Citizenship and Naturalization Preparation Services</p>	<p>Must be developed for each refugee participating in RSSP.</p> <p>Plans developed by the Resettlement Agency 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>JOB SEARCH</p> <p>Refugee must attend job interviews arranged by the CDJFS, a minimum of one assisted job interview a week or two unassisted a week. During the third month all job interviews must be assisted. Assisted means with an interpreter.</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>

**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(B)
Documentation of refugee status	Yes	Yes	5101:1-2-40(B)
Newly arriving refugees during the first year in the U.S.	Yes	No	5101:1-2-40.2(C)(1)(a)
Receiving cash assistance: OWF, SSI, RCA	Yes	No	5101:1-2-40(A)(2), 5101:1-2-40.2(C)(1)(b)
Receiving only Medicaid or RMA	No	Yes	5101:1-42-90
Exemptions to Mandatory Participation Exist	Yes	No	5101:1-2-40(I)
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(D)
Employability Plan	Yes	Yes	5101:1-2-40(G)
Self-Sufficiency Plan	Yes	Yes	5101:1-2-40(G)
Job Search	Yes	Yes	5101:1-2-40.4(B)(3), 5101:1-2-40.5(B)(3)
English Language Training	Yes	Yes	5101:1-2-40.3(E)
Sanctions to Cash Assistance	Yes	No	5101:1-2-40(J)(3)(a)
Deregistration from RSSP Program	Yes	Yes	5101:1-2-40(J)(3)

* Eligibility period is eight months for Iraqi and Afghan Special Immigrants

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.

Refugee Processing

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): 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 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).
- AEFPY: 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.
- JFS 07349^D “Refugee Employment Registration and Case Management Referral”: If eligible for RCA or applying for RSSP only. Use to monitor compliance with employment services.
- Self-sufficiency and employability plans^D: If receiving RCA and/or RSSP complete within 30 days.
- Pre-termination review: to determine eligibility for other cash programs when discontinuing RCA benefits at the expiration of the eight month time eligibility.
- JFS 01457^D “Application for Refugee Social Services Only”: Complete if filing only for RSSP. Re-determine eligibility at least every twelve months. Monitor compliance with employment services.

^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.**

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 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 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, 5101:1-37-03, and 5101:4-7-14).

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 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.

* If a refugee has adjusted to Lawful Permanent Resident status, it is critical to use the "Request Additional Verification" function and use the "Special Comments" section to ask for the entry date/date status was granted to determine the date eligibility for cash, food assistance, and medical benefits began.

* 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://jfs.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. 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, 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-688B, I-766, etc.), 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.

The image shows an I-94 form with several key areas highlighted by red arrows and labels:

- Status Stamp:** A red arrow points to the top right of the form, where the text reads: "ADMITTED INDEFINITELY AS A REFUGEE PURSUANT TO SSC. 207 OF THE INA ACT. IF DEPORTED BY THE U.S. YOU NEED PROPER PERMITS FROM I&NS TO RE-ENTER EMPLOYMENT AUTHORITY".
- Picture (not all have):** A red arrow points to a dark rectangular area on the right side of the form, which is a placeholder for a photograph.
- Date of Entry/Arrival:** A red arrow points to the date "OCT 24 1997" stamped in the middle of the form.

Other visible text on the form includes: "Departure Number 552272280", "Immigration and Naturalization Service", "I-94 Departure Record", and personal information fields such as "14. Family Name", "15. First (Given) Name", "16. Birth Date (Day/Mo/Yr) 30 / 07 / 94", and "17. Country of Citizenship".

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. For Iraqi and Afghan Special Immigrants, put a "N" in the "40Qtr R" section on AEICZ for only the first eight months from the date of entry.

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 granted 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

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

AEICZ
 COUNTY: 95 CASE: 508***** WORKER: W**M** 04/20/09 11:34
 EFFECTIVE BEGIN DATE: 02/18/09 STATUS: OPEN

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

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

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

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

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

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

NEXT TRAN: _____ PARMS: _____

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:

- Use JFS 07200. 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 exceptions 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.
- Prior to the expiration of eight month eligibility county workers must conduct a pre-termination review to see if the refugee now qualifies for another form 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.

RMA/Refugee Medical Assistance and Medicaid:

- Use JFS 07200. 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:

- RCA recipients must participate in RSSP.
- Non-RCA and non-RMA recipients can participate in RSSP and apply using the JFS 01457 “*Application for Refugee Social Services Only*”. This form must be kept in the county case file and a copy should be sent/faxed to the ODJFS Refugee Services Section.
- 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.
- RSSP must be tracked using the JFS 07349. 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 resettlement agency 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 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.

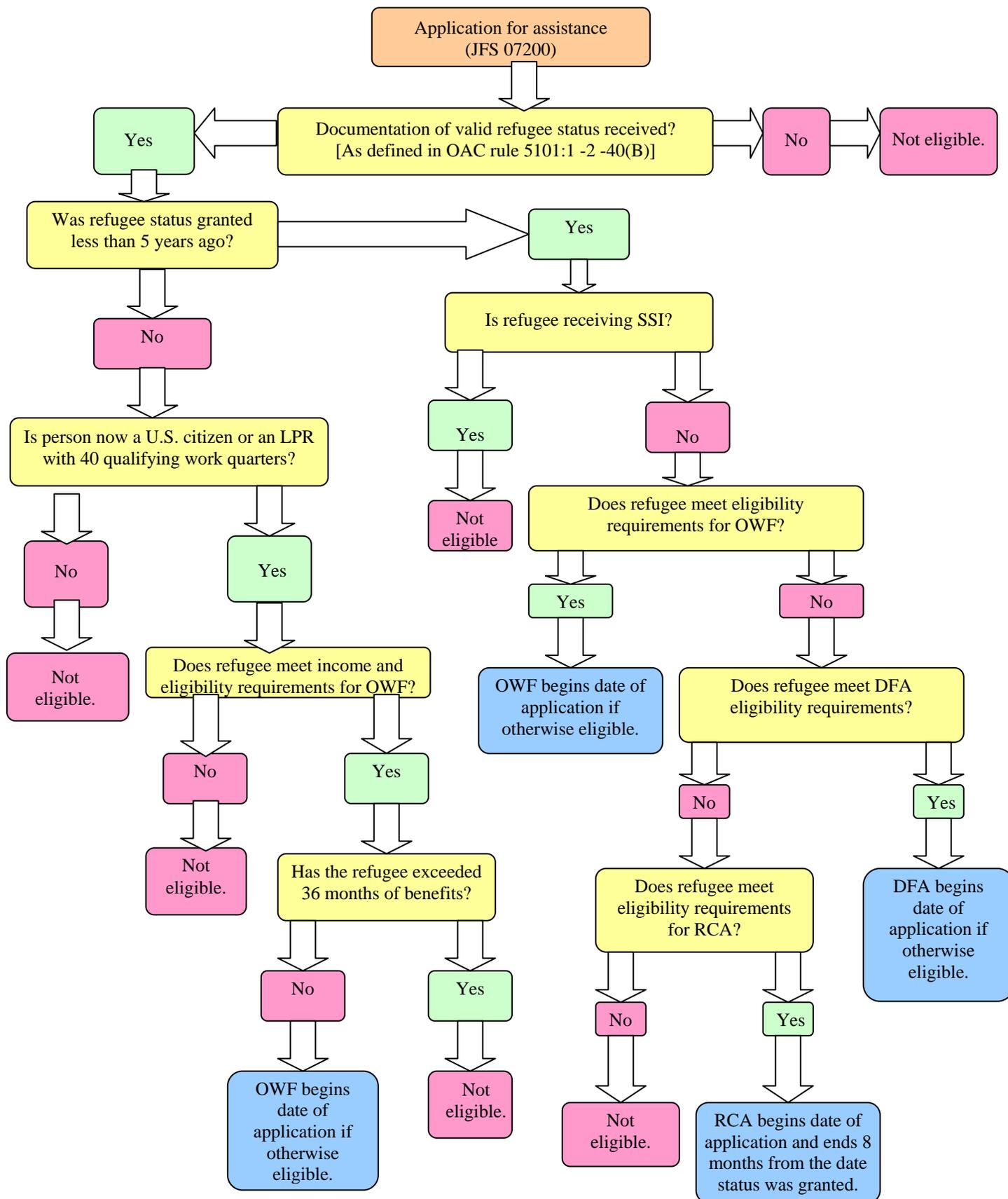
Social Security number must be applied for, but does not have to be disclosed to be eligible for RCA or RMA benefits. The ODJFS must input the Social Security number on CRIS-E immediately upon receipt.

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

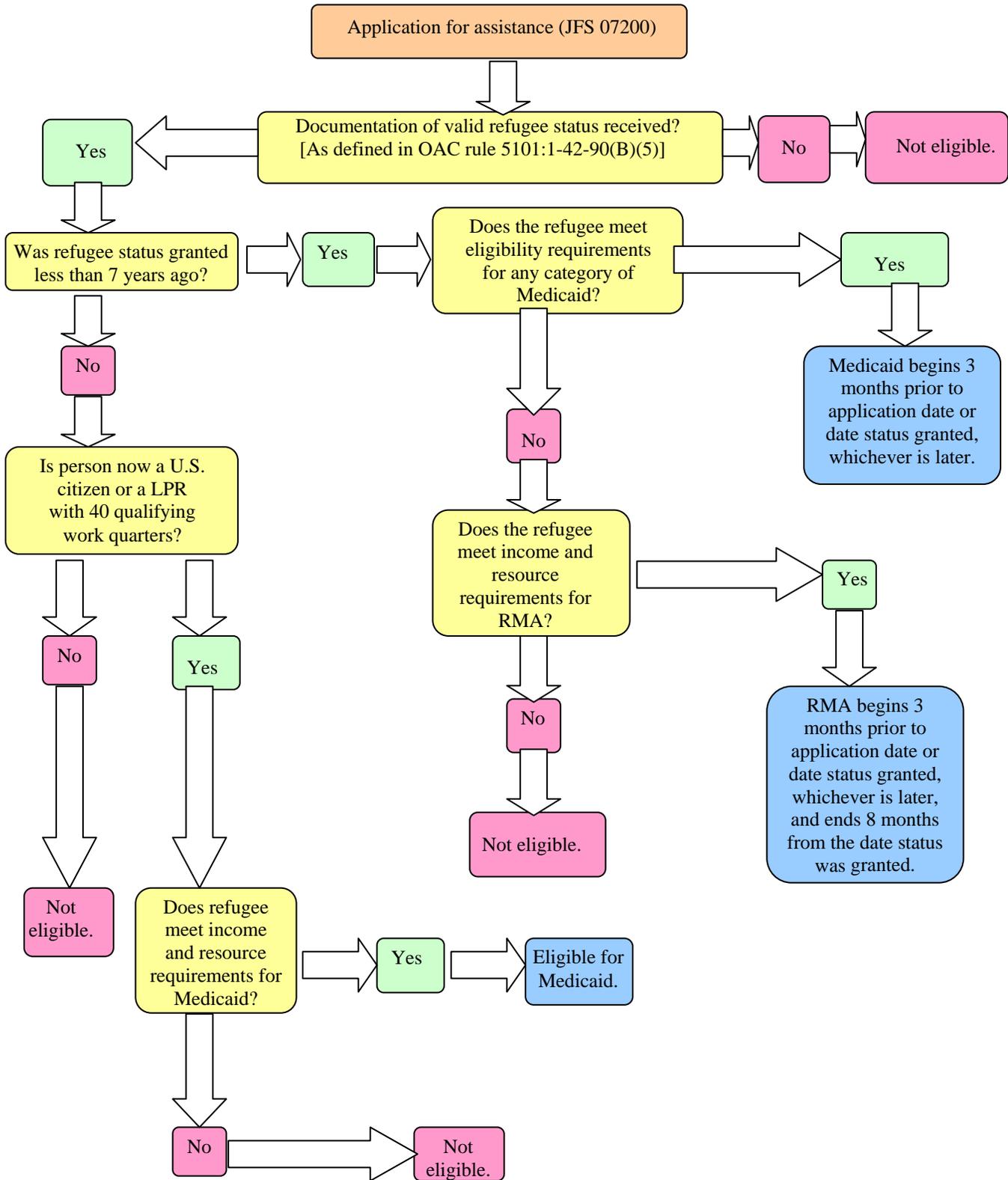
Common Issues Identified in Refugee Case Processing

- 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 (5101:1-38-02.1(C)(6), 5101:4-2-09(E), 5101:4-3-22(B), 5101:1-3-09(B), 5101:1-2-40(E)(3)).
- If valid documentation of a refugee status is presented, benefits should not be delayed while SAVE verification is pending (5101:1-1-50(G), 5101:1-37-03(C), 5101:4-3-07(J)(1), 5101:4-7-14(B)(3)).
- The CDJFS is responsible to notify the resettlement agency on file whenever a refugee applies for or there is a change or termination of benefits (5101:1-2-40(C)(3) and (J)(3)(a)(iii), 5101:1-42-90(E)(1)(b)).
- Put the primary language in CRIS-E screen ARIR and AEISD “PLI” (Primary Language Indicator) field. This ensures notices go out in the language the refugee understands and ensures a proper language for an interpreter is scheduled (5101:1-2-01(J)(3), 5101:4-1-05(B), 5101:4-2-01(H)).
- Interpreter issues delaying eligibility processing and work assessments: eligibility decisions and work assessments should not be delayed due to limited English proficiency (5101:1-2-40.3(B)(5), 5101:1-2-01(J)(3), 5101:1-38-01(H)(5), and 5101:4-1-05(B)(5)).
- 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 (5101:1-2-40.3(B)(2)(a)).
 - 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 work activities and refugee social services within 30 days of receipt of cash assistance (5101:1-2-40(E)(4) and (G)(2)(a), 5101:1-3-12(D)(1)).

Appendix F: Flow Charts Cash Assistance for Refugees



Medical Assistance for Refugees



Refugee Social Services Program

