

**County of Orange Social Services Agency
Family Self-Sufficiency & Adult Services Division**

Program/Area: Refugee Cash Assistance
Title: Refugee Cash Assistance (RCA)
Number: 800-R1 **Status:** Revised
Effective Date: 11/8/2013 **Revision Date:** 9/6/2023
Approved: Signature on file

PURPOSE The purpose of this policy is to provide guidelines for processing Refugee Cash Assistance (RCA) applications and maintaining RCA cases.

POLICY The RCA, Entrant Cash Assistance (ECA) for Cuban/Haitian Entrants, and Trafficking and Crime Victims Assistance Cash Programs (TCVAP CA) follow CalWORKs (CW) administrative rules with certain exceptions. CW program regulations apply to financial eligibility and payments for the RCA program, unless specifically superseded by RCA regulations. ECA and TCVAP CA recipients must be provided cash assistance to the same extent as refugees.

Refugees who qualify for assistance under the CW program must be aided under that program. Those who do not qualify for CalWORKs must have their eligibility determined for RCA. The refugee has no option as to program preference. If eligible for CalWORKs, non-exempt adults must participate in the CW/Welfare-to-Work (WTW) Program to continue to receive benefits.

RCA and CW programs both assist refugees but are not the same program; therefore, they may differ in terms of program eligibility requirements and time on aid limits for example. Adult refugee individuals or couples without children who are not eligible for any other cash assistance may be eligible to receive RCA if they meet program eligibility requirements.

Refugees are eligible to apply for the same assistance programs as United States (U.S.) citizens, including CalWORKs (CW), CalFresh (CF), Medi-Cal (MC), Supplemental Security Income (SSI)/State Supplementary Payment (SSP) Program, Cash Assistance Program for Immigrants (CAPI), and General Relief/General Assistance (GR).

The RCA program may provide cash assistance, Refugee Support and Employment Services to eligible individuals that do not meet program eligibility criteria for cash aid programs such as CW, SSI, or SSP programs. For eligibility or policy related questions pertaining to other benefit programs such as CW, CF, MC, etc., please consult with those respective policy teams. The RCA Policy and Quality Assurance (PQA) team is unable to provide guidance for benefit programs other than Refugee Cash Assistance.

Each RCA applicant is required to register for employment services (interchangeably referred to as either Refugee Employment Services or Refugee Support Services throughout this policy) with a designated Refugee Employment Services (RES) provider unless the participant is determined exempt or granted

good cause. Failure to cooperate with employment registration and participation requirements may result in reduction or termination of RCA. Refer to Policy 800-R2 RCA Work Registration and Employment Participation for information on the RCA work registration process and participation requirements.

Although the RCA program follows CalWORKs regulations to some extent, RES participants do not have a state or federal weekly hour of participation mandate. RES participation can be temporary, permanent, full-time, part-time, or seasonal. However, a non-exempt recipient who is employed 32 hours a week or less must accept part-time employment directed services as long as those services do not interfere with the recipient's job. Participants are to satisfy participation hours and or activities indicated on their Family Self-Sufficiency Plan (FSSP) with refugee employment service provider, Access California Services.

Note: RCA cases may include married couples with no children. For couples, each person who is not exempt from employment services participation, would need to complete their own RES hours. The FSSP must also include an individual employability plan for each participant that receives RCA.

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BACKGROUND

Throughout this policy, the term “*refugee*” will refer to the immigration statuses below:

- Refugees
- Asylees
- Certain Cuban and Haitian Entrants (Entrant Cash Assistance)
- Certain Amerasians (from Vietnam)
- Non-Certified Trafficking Victims (State-funded TCVAP Cash Assistance)
- Certified Trafficking Victims (Federal-funded)
- Iraq/Afghan Special Immigrant Visa holders (SIV)

Refugees are also referred to as client’s, applicants, or recipients interchangeably and as applicable, throughout this document.

TIME ELIGIBILITY

RCA recipients may be eligible to receive up to 12-months of cash assistance from their eligibility date. The individual’s eligibility date to benefits may sometimes be driven by the individual’s specific immigration status.

The 12-month time on aid eligibility timeframe for RCA benefits typically begins the date of U.S. entry, not the date of the RCA application with Orange County Social Services Agency (OCSSA), except with the few exceptions mentioned below. Staff must verify the U.S. entry date and individual immigration status dates by reviewing immigration documents. Staff must also ensure that RCA cash benefits discontinue after 12-months or sooner if the individual’s eligibility to benefits date(s) is shorter than the 12-months maximum.

Note: Refugees aided in the CalWORKs program would follow CalWORKs time on aid rules and regulations.

It is also important to note that not all refugees will receive a “standard” 12 full months of Refugee Cash Assistance or 60 full months of CalWORKs. Staff must review immigration documents carefully to obtain and document each refugee’s immigration status end date and set up an alert or other mechanism to ensure that a client does not continue to receive benefits when no longer eligible.

RCA or CalWORKs End Date Example:

A refugee provides immigration documentation that shows their U.S. entry date or eligibility to apply for benefits date (under that particular immigration status) as a begin date of January 5, 2022, and an end date of July 8, 2022. After benefit approval, this recipient would need to subsequently provide staff with updated immigration paperwork indicating either an extended end date or a new/acceptable immigration status with another end date, in order to continue receiving cash aid after July 8, 2022.

If no documents are provided demonstrating that the client is eligible to continue living in the U.S. legally and receive benefits via an acceptable immigration status, the case would need to be terminated as of the July 8, 2022 date, for example.

It is the client's responsibility to update staff and provide acceptable documentation as to any changes with their immigration status that would affect their eligibility to benefits. However, it is staff's responsibility to ensure that clients are aware of this and that benefits continue to be provided or terminate as appropriate.

RCA Beginning Date of Aid Scenario:

If an applicant arrived in the U.S. in January, but submitted a benefits application in April, the applicant would have lost eligibility to cash aid for January, February, and March. Intake staff would approve the application based on the April application date and would not retro benefits back to the January date of U.S. entry.

ADDITIONAL ELIGIBILITY FACTORS

RCA eligibility (to apply for benefits) for most refugees and parolees begins on the first day of U.S. arrival, others can vary. See Exception(s) as indicated below:

- Many individuals paroled as Refugees meet the CalWORKs non-citizen status requirement to be eligible to receive RCA or CalWORKs benefits from the first day of U.S. arrival.
- Certain Amerasians from Vietnam (fathered by a U.S. citizen and born in Vietnam after December 30, 1950 and before October 22, 1982) are eligible beginning the first day of U.S. arrival.

Exception: [Asylee](#) eligibility to apply for RCA begins the date asylum is granted, even if the individual may have already been residing in the U.S. several years prior to the date asylum was granted.

Also:

- The 12-month RCA time on aid timeframe begins the date asylum is granted.
- Benefits for asylees are approved from the date of the RCA application with OCSSA, not retroactively.

Note: Individuals in the asylee **application process** are ineligible for RCA.

Exception: Certain [Cuban/Haitian Entrants](#) are eligible to apply for RCA benefits beginning the date the individual was first issued documentation from the Department of Homeland Security (DHS) indicating Cuban/Haitian "Entrant status" granted (for Cuban parolees, eligibility to benefits is the date of first parole if more than one parole was granted).

Only Cuban/Haitian nationals are eligible for RCA program assistance and services while they are the subject of removal proceedings, paroled, or awaiting an asylum determination. They must still show documentation that confirms their nationality as well as their acceptable immigration status.

If an individual has been issued a non-appealable order of removal (will be deported), they are ineligible for the RCA program.

To verify that the removal proceeding for Cuban/Haitians is still pending and that the individual has not been issued a final, non-appealable, legally enforceable order of removal, staff may request information from the applicant showing that removal proceedings are still ongoing, or staff can call the automated Executive Office of Immigration Review (EOIR) Case Status line at 1-800-898-7180 for verification purposes.

Federal guidelines state that if a person appears eligible based on their current immigration documentation, benefits may be provided to them while determining if a final order of removal has been issued.

Note: Some Cuban/Haitian Entrants may not be able to obtain a Social Security Number (SSN) or Employment Authorization Document (EAD), either temporarily or indefinitely for various immigration related reasons.

The RES provider must explore other activities that a client may be able to participate in that does require a SSN, such as Vocational English as a Second Language (VESL), resume building, etc. After all options have been explored and exhausted, Good Cause with relation to mandatory participation in RES may be pursued.

Exception: State-Funded TCVAP Cash Assistance: Victims of trafficking may be eligible to receive 12-months of state-funded Trafficking and Crime Victims Assistance Program (TCVAP) benefits under the RCA program umbrella. The 12-month timeframe for TCVAP CA benefits begins the date of the TCVAP application with OCSSA, not the date of U.S. entry:

- Derivative T-Visa (DTV) holders: Family members of a state-funded TCVAP Cash Assistance recipient and may be eligible to receive 12-months of TCVAP CA. The 12-month timeframe for TCVAP CA benefits for these DTV family members begins the date of their TCVAP CA benefits application with OCSSA, not the date of U.S. entry.

Exception: [Certified adult trafficking victims](#) eligibility to apply for and receive federally-funded RCA benefits begins from the date indicated on their federal trafficking victim certification letter (see RCA After State-Funded TCVAP).

212 (d) (5) Immigration Section Code

Currently, only applicants from Cuba, Haiti, Afghanistan Operation Allies Refuge/Welcome (OAR/OAW), and Ukraine UHP/Non-UHP parolees that possess a 212 (d)(5) code on their immigration paperwork are eligible for RCA benefits based on that specific humanitarian parole Immigration and Nationality Act (INA) section code.

Eligibility to apply for RCA benefits with this section code is ongoing for Cuban/Haitians but may be time limited for Humanitarian Parolees from Afghanistan and Ukrainian Humanitarian and Non-Humanitarian parolees.

Note: Applicants from any other country with this particular code but that have no acceptable immigration status (i.e., Asylee or TCVAP status), would be ineligible for RCA benefits. The 212 (d)(5) INA section code is not an immigration status, it is a code that refers to a section of specific immigration law and would not provide eligibility to benefits when used as a stand-alone factor used to apply for or receive RCA benefits.

**RCA AFTER
STATE-FUNDED
TCVAP CASH
ASSISTANCE
(TCVAP CA)**

Even if an individual previously received a full 12-months of state-funded benefits under TCVAP CA, once they are certified as a trafficking victim by the Federal Office of Refugee Resettlement (ORR), they may then be eligible to receive 12-months under the federal RCA program as well. The 12-month timeframe for RCA cash benefits would begin the date of ORR trafficking victim certification, not the date of U.S. entry.

Upon notification that a TCVAP CA trafficking recipient has received ORR certification, staff are to obtain a copy of the ORR certification letter and image it into CalSAWS Perceptive Experience. Staff are to make a determination as to the client's new eligibility for the federal RCA program. If the original TCVAP CA application information is still current and applicable, a new RCA application would not be required and the beginning date for the new RCA case would be the date of ORR trafficking victim certification.

Note that although a new RCA case is referred to, this does not mean a new case number would be created. Staff would retain the original case number and would need to make appropriate benefit system entries to end date the previous state funded TCVAP CA case and update the system to reflect the new RCA federally funded case type due to the individuals newly approved federal TCVAP status.

A Notice of Action (NOA) must be sent informing the recipient that they have been removed from the state-funded TCVAP CA program and placed in the federal RCA program, with eligibility for a new 12-months of aid under the RCA program. See Trafficking Victims Assistance Program (TCVAP) Policy 800-R3 for more information.

Note: This does not apply to TCVAP crime victims as there is no federal program that provides benefits to this population. If a TCVAP crime victim obtains a U visa, they would continue to remain in the state-funded TCVAP CA program for the duration of their 12-months of aid if they continue to meet program eligibility requirements. TCVAP crime victims would not be evaluated for or placed into the federally funded RCA program as ORR certified trafficking victims are.

- Once an individual is eligible for, or receives federally funded RCA, they are no longer eligible for state funded TCVAP CA. TCVAP CA is a gap service program to provide assistance to non-citizen trafficking survivors who are in need of immediate assistance until they are eligible for federal RCA or CalWORKs benefits. Derivative T-Visa (DTV) holders: Family members of an ORR certified trafficking victim may be eligible to receive 12-months of RCA. The 12-month timeframe for RCA cash benefits for these DTV family members begins the date of U.S. entry or date of the

Derivative T-Visa is issued if already present in the U.S. Staff are to obtain a copy of the ORR certification letter and image it into CalSAWS Perceptive Experience.

- A Derivative T-Visa is issued to eligible family members of a trafficking victim such as their spouse, parents, children, and unmarried siblings under the age of 18.

Mixed Households The RCA, Entrant Cash Assistance (ECA) for Cuban/Haitian Entrants, and Trafficking and Crime Victims Assistance Cash Programs (TCVAP CA) follow CalWORKs (CW) administrative rules with certain exceptions. CW program regulations apply to financial eligibility and payments for the RCA program, unless specifically superseded by RCA regulations.

Refugees who qualify for assistance under the CalWORKs program are to be aided under that program if eligible. Those who do not qualify for CalWORKs may have their eligibility determined for RCA. The refugee has no option as to program preference and are to be aided in the program which they are eligible for.

CW

Evaluate the refugee application for CW program eligibility.

Note: CalWORKs information provided in this document is for reference only. Please review CalWORKs policy for specific information related to refugee applicants and/or recipients.

In some instances, an adult applicant may have immigration documentation making themselves eligible to CW benefits, however a spouse or a child of that applicant may lack proper immigration documentation.

Example: Applicant family of 4.

Dad and one child have acceptable immigration documentation therefore dad and this child are eligible to receive CW benefits, if all other eligibility requirements are met.

Mom and another child do not have acceptable immigration documentation therefore mom and that child do not meet CW eligibility requirements and are not eligible to CW benefits but may be eligible to other assistance benefits.

RCA

The RCA program assists individual adults or couples without minor children.

Example: Couple with no minor children. Wife is pregnant and is to have her own Pregnant Person Only (PPO) CW case at application approval. Husband will be aided on his own RCA case until their baby is born at which time, he will join his wife and child on the CW case.

Effective 7/1/2022, pregnant persons will be eligible for CW as of the date of application. They will no longer need to wait until their second trimester to receive CW and are eligible in their first trimester of pregnancy.

**GENERAL
ELIGIBILITY
REQUIREMENTS**

After determining the refugee applicant is not eligible for CW, the ineligible applicant must be evaluated for the RCA program. To be eligible for RCA, a refugee must be an adult with no minor children in the assistance unit (AU) and:

- Have resided in the U.S. less than 12 months; and
- Have acceptable immigration status and documentation; and
- Not be a full-time student in an institution of higher education; and
- Must be a resident of Orange County (See CalWORKs policy Application 100-I6 Policy section, for information on processing applications received from residents of other counties.)
- If non-exempt, the refugee is considered a mandatory participant and must register in the RES Program with Access California.
- Note: If there are openings after all OCSSA referred clients have been served, non-aided refugees (i.e., Individuals that have been granted refugee or refugee-related status by USCIS for less than 60 months, but do not meet the eligibility requirements to receive RCA) referred by public/private agencies, or self-referrals may also receive RSS assistance.

Exception: For Asylees, time in the U.S. is not considered. Eligibility to benefits (12-month RCA time on aid) begins the date asylum is granted.

**ELIGIBILITY
FACTORS**

New RCA applications are assigned in the same manner as CW applications. Approved RCA cases will be assigned to Continuing within each regional office.

RCA approval or denial determination(s) must typically be completed within 30 days from the date of OCSSA benefit application. If an applicant(s) appears that they may be eligible for RCA benefits, but more time is needed to process the application or obtain necessary information or documentation for example, Intake staff may “pend” the application for up to 60 days from the application date.

However, this should only be done on an as-needed basis and Intake staff must promptly notify the applicant(s) of the need for additional time to process the application via an appropriate Notice of Action (NOA) F063-50-58 (12/22) RCA Determination Timeframe- Notification to Applicant. Intake staff are to image the document into the appropriate CalSAWS imaging drawer. Note that the informing NOA must be sent to the applicant within 30 days of the application date if time will be extended. Use of the NOA and a Journal Entry documenting the need for the extended application processing time is mandatory.

Assistance Unit (AU):

- Single adults and emancipated minor refugees will have their own RCA case.

- Married couples will be in the same RCA case and have one RCA case number.

Program Regulations:

The RCA program follows CalWORKs (CW) eligibility regulations, unless specifically superseded and/or stated as being an exception. An RCA applicant must provide all the following (but not limited to):

- A signed [Rights, Responsibilities and Other Important Information \(SAWS2A SAR\)](#) under penalty of perjury;
- Appropriate documentation of acceptable immigration status; and
- All other requested verifications used for eligibility determination (i.e., bank statements, rental agreement, income, etc.)

Date of Eligibility to Benefits:

Generally, U.S. entry date is the beginning date of eligibility for Federal-ORR benefits and services (i.e., CalWORKs, Refugee Cash Assistance, etc.). However, the date of eligibility for Federal-ORR benefits and services can be slightly different for certain populations (i.e., Asylees, Humanitarian Parolees, etc.). Date of eligibility does not necessarily mean application approval date. Date of eligibility used in this document may refer to the date the specific class of individuals became eligible to apply for Federal-ORR benefits and services.

RCA Benefits Start Date:

ORR-funded benefits and services start on the date of benefits application with OCSSA, unless provided with a unique/exception class of admission status that requires a specific eligibility start date.

RCA Time on Aid:

ORR benefits and services (i.e., RCA program) do not have time stoppers. Individuals will lose some benefits if they apply later. The RCA time clock starts when an individual enters the U.S. as a refugee unless provided with a unique/exception class of admission status (i.e., Humanitarian Parole, etc.) in which case their time clock may start as of their parole date, which may not necessarily be the date they entered the U.S.

CalWORKs Benefits Start Date:

Date of eligibility for a CalWORKs refugee family is the date of the benefits application for the requested program(s).

CalWORKs Time on Aid:

ORR benefits and services do not have time stoppers. Individuals will lose some benefits if they apply later. The CalWORKs time clock starts on the date a refugee family applies for CalWORKs.

I-94 Arrival/Departure Record:

Applicants may have various types of the I-94 (card or document). To ensure that all relevant information on the I-94 card is captured, clear copies of both sides must be imaged into the Image document in appropriate CalSAWS drawer. The printable I-94 document can be accessed online via the [U.S. Customs and Border Protection](#) website. Refer to Worker Tool 3 Alien Eligibility Chart for common non-citizen documentation.

As a reminder, staff must assist applicants with obtaining verifications needed to establish eligibility when the applicant cannot obtain the verifications. Staff are to utilize the Authorization for Release of Information form when staff's assistance in obtaining verifications has been requested. See last page of the [Request for Verification CW2200 form](#) for the release.

Note: Although the release indicates ****Optional Form****, the option pertains to the applicant wanting to request staff assistance or not. Use of the release form is mandatory once an applicant requests assistance with obtaining verification(s).

Social Security Number Requirement: RCA Program Exception

Applying for or providing a Social Security number (SSN) is **not** an eligibility requirement for RCA or TCVAP CA. However, a SSN is required for CalWORKs (CW), Medi-Cal (MC) and CalFresh (CF) program purposes.

Intake staff must not deny the RCA portion of an application based on an applicant's refusal to disclose their SSN. Staff may request for the RCA applicant to voluntarily provide a SSN and must:

- Inform the applicant the disclosure is voluntary; and
- Inform the applicant how OCSSA will use the number (Income and Eligibility Systems (IEVS), MC and/or CF).

Note: If an RCA applicant asks staff for help in obtaining a SSN, staff may provide them with Social Security Administration (SSA) office contact information. Intake staff are to remind the applicant that a SSN is not mandatory for the RCA/TCVAP CA program and that they are not being referred back to a SSA office in order to obtain one for RCA purposes. An RCA client may provide their SSN to staff voluntarily if they so choose, but it is not a mandatory requirement, and the number must not be included either partially or fully on any form that is mailed to or from OCSSA.

SAVE REPORTS

Systematic Alien Verification for Entitlements (SAVE) Reports

For RCA and CW Refugee applicants: Staff are not required to obtain a SAVE report for each RCA or CW Refugee applicant unless there is a concern over the authenticity of immigration documents, confusing or contradictory information provided, or lack of documentation needed to determine eligible immigration status for benefits. If any of these concerns exist and no other available documentation can provide acceptable immigration status information, a SAVE report must be obtained prior to benefits approval as applicants must possess an acceptable refugee status to be eligible for RCA benefits. **SAVE requirements for other benefits program may vary. Please consult with those respective policy teams for guidance as appropriate.**

Ideally, a SAVE report should not be used as the sole document to verify immigration status. Obtaining an [I-94 Arrival/Departure Record](#), in addition to the SAVE report, is recommended as it provides important information applicable to the specific individual.

To view a list of current documents that may be accepted to verify an acceptable immigration status needed for benefits eligibility purposes please see: [Status and Documentation Requirements for the ORR Refugee Resettlement Program](#).

A SAVE report may be shared with Access California as requested, when the client has provided staff with an Applicant's Authorization For Release of Information ABCDM 228 form. For RCA purposes, this form may be utilized for both applicants and recipients.

Note for regional SAVE Liaisons: For instances where a SAVE report response indicates that Secondary Verification is needed, regional SAVE liaisons are to follow SAVE Request for Secondary Verification instructions to request the subsequent report.

For SAVE verification assistance, designated regional SAVE liaisons may call the USCIS SAVE Verification Service Line at 1-877-469-2563. Assistance can be provided for questions regarding:

- SAVE verification not resolved after 10 federal working days.
- Third step SAVE verification placed in "Case in Continuance" and not resolved after 20 federal working days.

It should be noted that at times SAVE may not be able to verify an applicant's immigration status. Common reasons for this include:

- Incorrect date of birth.
- Name inaccuracies.
- Discrepancies between the immigration document and electronic record.

If SAVE cannot confirm the applicant's current immigration status, it does not mean the individual(s) is not authorized to be in the U.S., nor ineligible for benefits. **Staff are to provide the applicant an opportunity to correct their record.** To assist applicants with records discrepancies, please provide the applicant with the USCIS website at <https://www.uscis.gov/contactcenter> or provide them with the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. The NCSC can assist applicants with questions regarding updating records, scheduling appointments, renewing documents, and lost or stolen documents.

For a U.S. Customs and Border Protection (CBP) document:

- Form I-94 Arrival/Departure Record
- Temporary I-551 stamp (admission stamp in a foreign passport)

Please provide the applicant with the CBP website at www.cbp.gov to obtain information on how to correct the I-94 or Temporary I-551 stamp.

**SECTION CODE
CaSAWS
ENTRIES**

In addition to all applicable refugee data fields and pages, at Intake and [Eligibility Status Report \(SAR7\)](#), staff must obtain the individual's Section Code (e.g. 212(d)(5), AM-1, AS-6, RE-1) from the I-94 or other immigration documentation provided and enter it into the following page:

Page: Citizenship Status Detail page

- Document section and select the appropriate drop- down options for the following:

- 1) Type (i.e., I-94)
- 2) Enter I-94 Number (123456)
- 3) Section Code (i.e., 212 (d)(5) for Humanitarian Parole)
- 4) Country of Citizenship (i.e., Albania)
- 5) Date of Entry (i.e., 11/01/2022)

- Complete all other applicable CalSAWS entries.

Note: Document Type and Section codes are not required and will be disabled for non-Citizens when the status is Undocumented or PRUCOL.

REFUGEE RESETTLEMENT AGENCY

Some refugees will have been resettled by Resettlement Agencies (RA) that work with the Federal Government. RAs provide Reception and Placement (R&P) services and immediate basic needs to refugee arrivals such as limited-term financial assistance, food, shelter, and health services.

RA SERVICES

RAs are responsible for providing assistance and services to refugees for the first 90 days after their arrival in the U.S.

In addition to providing immediate basic needs, RAs assist with securing services that enable refugees to achieve financial self-sufficiency as soon as possible. These services may include, but are not limited to:

- Airport arrival pick up
- Food assistance
- Locating temporary and permanent housing
- Acquiring furniture
- Setting up utilities
- Home orientation
- Cultural Orientation
- Counseling
- Assist with enrolling: English Language Training and Job Skills Training
- Refer and coordinate services for health and employment with local service providers
- Assist with enrolling children in school
- Employment assistance

RAs either provide these services directly or arrange for them to be provided by local government agencies or other social service organizations, such as Ethnic Community Based Organizations (ECBO), faith or community-based organizations.

Intake Staff: If applicants are not assigned to a RA, staff will direct them to the nearest RA to enroll/receive these services as appropriate. A Journal Entry is required to document this interaction.

Some local RAs are:

Uplift Charity

1205 N. Red Gum St. Suite B

Anaheim, CA 92806
Phone: (714) 614-7324
Email: www.upliftcharity.org

ICNA Relief So Cal (In process to become a Resettlement Agency)

505 E. Commonwealth Ave.
Fullerton, CA 92832
Phone: (714) 399-4571
Email: <https://icnarelief.org/socal/>

Local Integration & Family Empowerment (LIFE) Division

3800 La Crescenta Avenue, Suite 207
Glendale, CA 91214
Phone: (818) 491-3438

International Rescue Committee

625 N. Maryland Ave
Glendale, CA 91206
Phone: (818) 937-2860

**Episcopal Diocese of Los Angeles
Interfaith Refugee and Immigration Service (IRIS)**

3621 Brunswick Avenue
Los Angeles, CA 90039
Phone: (323) 661-8588

Intake Staff RA Required Contact:

When a refugee applies for RCA, staff must obtain the following information:

1. What assistance, if any, the RA is providing for the refugee. Use Refugee Resettlement Agency Assistance Statement F063-50-13 (See Attachments section. Form also available via the Electronic Forms Management System/EFMS); and
2. Whether the refugee has refused an offer of employment or has voluntarily quit a job without good cause.

Obtaining the Refugee Resettlement Agency Assistance Statement F063-50-13 will also serve to notify the RA that the refugee has applied for RCA assistance. Staff may also call the RA to obtain and record this information on the form. An authorization for release of information is included on the form.

Note: A statement of assistance provided by the RA is required as part of the eligibility determination.

If the applicant does not already have the Refugee Resettlement Agency Assistance Statement F063-50-13, Intake staff must provide the form to the applicant for completion by the RA, in addition to the Request for Verification CW 2200 form, with instructions to return the requested item(s) within 10 calendar days.

If there is an emergency need for financial assistance, or the RA fails to respond within the 10 calendar days provided, Intake staff may assess for good cause (i.e., Inability to reach an RA staff member, applicant hospitalized, etc.). Requirements in #1 and #2 of the above statement may be temporarily waived to meet emergency case approval needs if good cause is determined. A journal entry should be well documented that an attempt was made to obtain the RA statement and that good cause was explored.

If the applicant refuses or fails to provide requested information regarding assistance by the RA, RCA benefits will be denied. This must be clearly documented in CalSAWS Journal.

Note: Asylees and Trafficking Victims may be assisted by a RA, however they do not receive Federal Resettlement and Placement financial assistance and do not have a sponsor.

INCOME AND RESOURCES

The RCA program follows CalWORKs (CW) eligibility regulations, unless specifically superseded and/or stated as being an exception. This includes applying for any available income, except:

- Sponsored deeming regulations. These do not apply to RCA applications or cases.
- CalWORKs Exception: Sponsorship regulations may not be applied when the non-citizen has been determined to be indigent or battered (See Policy 100-C8 Sponsored Non-citizens).

Treatment of Reception and Placement (R&P) Assistance

As of 2022, the R&P amount of \$1,225 per person for each eligible refugee is provided directly to RAs. This funding is used to cover payments made by the RA to or on behalf of individual refugees; therefore, refugees may only be provided with a partial amount from the RA.

Reception and Placement (R&P) Assistance	
RCA	CalWORKs
Not counted as income or resources when determining eligibility for RCA.	R&P assistance is treated according to the way the Resettlement Agencies disburse the funds. See below.
	Lump Sum- Counted in the month received until spent down.
	Disbursed more than one calendar month- Counted in the specific months received.

CalWORKs examples:

Example 1: If a CW refugee received \$1,225 R&P money in March, it is counted as lump sum/unearned income that month

Example 2: If a CW refugee received \$1,000 in March and \$225 in April, the specific amounts are counted as unearned income in those specific months

Notes:

- R&P money cannot be reasonably anticipated for the remainder of the SAR period as it is a lump sum payment even though it may be disbursed over a couple of months.
- Vendor Payments (i.e., Federal Housing on Demand program) - Not counted as these payments are made directly to Airbnb, hotels, etc. For CalWORKs, staff cannot count vendor payments as money received as it does not go direct to clients. These vendor payments are exempt in CalWORKs/RCA.
- Real and personal property limits follow CW program regulations.
- Unearned income will not need to be reported if mid-period AUs with either no income or with unearned income are only required to report income changes when they receive new earned income that, when combined with other household income, exceeds their IRT mid-period. Therefore, AUs with only unearned income are not required to report when that income by itself exceeds their IRT mid-period.

**STUDENT
ELIGIBILITY**

A full-time adult student who is attending a college program in an institution of higher education, at the time of application, is not eligible to RCA. Full-time Attendance Status Form F063-50-32 (see Attachments section) can be used to verify an applicant's student status as either full-time or part-time.

The term "institution of higher learning" means a public or private non-profit college, university, or similar institution, including a technical or business school, offering post-secondary level academic instruction that leads to an associate or higher degree. As part of the RES case management planning process, refugees may potentially be evaluated for and later approved to attend, training programs offered at an institution of higher education on a full-time basis as part of their RCA employability plan with Access California (when such training is less than one year).

**REFUGEE
EMPLOYMENT
SERVICES
REGISTRATION**

Each RCA applicant is required to register for employment services with Access California before the RCA application can be approved unless the applicant is determined exempt from participating in employment services. Refer to the exemption criteria and process in the section below and RCA Work Registration and Employment Participation Policy 800-R2 for more information.

RCA clients must begin participation in RES activities within 30 days of application approval, unless exempt or due to a good cause reason.

Clients who have not received their work authorization documents should still be enrolled in RSS, which aims at strengthening and supporting the ability of a refugee individual or family to achieve and maintain economic self-sufficiency, family stability, or community integration. Intake staff are also reminded to explore good cause as appropriate, while continuing to provide cash assistance and other benefits and services.

Failure to cooperate with registration requirements may result in denial of the RCA program portion of the application. Any other programs requested (i.e., CalFresh, Medi-Cal) must still have their eligibility evaluated and determined, regardless of the RCA portion having been possibly denied.

Failure to cooperate with RES participation requirements may result in termination of RCA cash aid.

During the initial application interview, for each non-exempt person, Intake staff will:

- Explain registration requirements using the Employment and Training Requirements for Refugee Cash Assistance (RCA) Form RS36 and obtain applicant signature
- If applicable, document on the RS36 form and in a CalSAWS Journal entry that appropriate language translations were made
- Give the signed original copy of the completed RS36 to the participant and upload a copy in the appropriate CalSAWS imaging drawer.
- Refer the applicant to Access California via secured email, using Service Provider Referral/Notification Form RS3 and include copies of immigration document(s) provided by the applicant. Note that in order to share immigration related documents with Access California, the client will need to provide staff with an Applicant's Authorization for Release of Information ABCDM228 form.
- Upload a copy the RS3 form and any other document sent into the appropriate CalSAWS imaging drawer.

Intake Staff must complete all applicable sections of the RS3 when referring a Non-Exempt mandatory RCA applicant to Access California.

For applicants with a phone:

- Staff will email to Access California at: (refugees@accesscal.org). A copy of the RS3 referral and email will be provided to the applicant for their records.

For applicants without a phone:

- Staff will call Access California to schedule an appointment, will complete the RS3 with the scheduled appointment information, email the form to Access California, and provide the applicant with a copy of the RS3 referral. Intake staff should be mindful of the date of the scheduled appointment and how long it may take the applicant to receive the form if it was provided via mail.

In the event an appointment was unable to be scheduled while the applicant is in the office:

- Staff will complete the RS3 and email the form to Access California and provide a copy of the RS3 with Access California contact information to the applicant. If the appointment was not in person, staff will mail the RS3 to the applicant for their records.
- Client will be responsible to follow up with Access California for enrollment in RES.

Prior to the RCA application being approved, a completed RS3 confirming that the applicant is now registered in employment services with Access California must be received by Intake staff.

If the applicant fails to complete RES registration or declines enrollment, Access California will contact the Intake staff member immediately to deny the RCA program portion of the application.

CalSAWS Employment Services will be utilized to reflect a client's RCA program participation. Intake staff are to select the ES Program option of RCA ES (Do Not select Welfare to Work for RCA clients). Refer to Policy 800-I2 RCA Work Registration and Employment Participation for detailed instructions.

NOTE: CW eligible refugees are **NOT** referred to Access California for mandatory employment services. CW eligible refugees are considered CW WTW mandatory unless determined exempt.

Refer to RCA Work Registration Exemptions section below for more details on who may be considered exempt from employment services participation.

Staff must promptly notify Access California via the Refugee Services-Information Transmittal RS18 form anytime there is a change that will affect RCA employment services.

REFUGEE EMPLOYMENT SERVICES REGISTRATION EXEMPTIONS

RCA applicants and recipients are exempt from RES Registration Requirements when the individual is:

- Under 16 years of age.
- Age 60 or older.
- 16 or 17 years of age and a full-time student, as defined in CalWORKs regulations.
- 18 years of age and a full-time student in a secondary school (12th grade or below) or an equivalent level of vocational or technical training as defined in CalWORKs regulations, *if the person is expected to complete 12th grade or the training program prior to their 19th birthday.*
- At least 16 but not yet 18 years of age and participating full-time in an Access California approved vocational or technical school or training as part of their RSS FSSP.
- Ill or injured, when the illness or injury is verified by a physician's written statement that is serious enough to temporarily prevent entry into employment or an employment-directed education/training program.
- Incapacitated, when it is determined that the physical or mental impairment by itself or in conjunction with age, prevents the individual from engaging in employment or participating in an employment-directed education/training program.

- A person whose presence in the home is required on a substantially continuous basis because of the physical or mental impairment of another member in the household, when verified by a physician's written statement.
- The parent or other caretaker relative of a child under six (6) months of age who is personally providing full-time care for the child with only very brief and infrequent absences from the child. Only one parent or other relative in a case may be exempt.
- A person who is working more than 32 hours a week in unsubsidized employment which is expected to last a minimum of 30 days. This exemption continues to apply if there is a temporary break in full-time employment which is expected to last no longer than 10 workdays.
- A woman who is pregnant and provides medical verification that the pregnancy impairs her ability to be regularly employed or participate in employment/training related activities. An exemption based on a medically verified pregnancy may also be granted when the County determines that participation will not readily lead to employment or that a training activity is not appropriate.
- (Note: A pregnant woman approved for CW may be immediately eligible for the pregnancy special need payment in that program)

Approved Employment Service Exemptions: If an individual is approved for an exemption, their RCA time on aid maximum of 12-months continues while they are exempt, as there are no time stoppers for the RCA program.

**EMPLOYMENT
SERVICES
EXEMPTION
EVALUATION
BEFORE RCA
APPROVAL**

When an applicant discloses having a medical condition that will prevent them from participating in RES activities, Intake staff will:

- Complete the [Refugee Cash Assistance Program Exemption Request F063-50-55](#), print and give to the client to complete.
- Complete [Refugee Cash Assistance Program Authorization to Release Medical Information form F063-50-56](#), print and have the applicant sign.
- Create a task in the benefit system, as appropriate, for the pending F063-50-56 form

And

Inform the applicant that a written statement from a physician, health care provider, licensed or certified psychologist may also be accepted, which should include the following:

- Expected duration of the disability.
- Extent to which the disability impairs employment and/or participation in WTW activities; and
- Confirmation applicant is actively seeking appropriate medical treatment.

If all verifications are received, including disability documentation, Intake staff will complete the following steps:

- Complete the [Refugee Cash Assistance Exemption Determination Form F063-50-57](#) and mail out a copy to the client.
- Approve the RCA application following program rules.
- Enter disability information in CalSAWS through the data collection subsystem.
- Run EDBC and authorize case as appropriate.
- Run Exemptions and update Journal Entries.
- Complete the Refugee Cash Assistance Quality Assurance Checklist F063-50-44 form (see Attachments section of this policy. The form is also available in EFMS) to inform staff of exemption details as noted in the EXEMPTION section of the form.
- Image document(s) in the appropriate CalSAWS drawer for the individual.

**EMPLOYMENT
SERVICES
EXEMPTION
EVALUATION
AFTER RCA
APPROVAL**

If required eligibility-related verifications are received to approve RCA, including RS3 confirmation that the RCA applicant has registered with Access California, but the disability documentation to grant a medical or mental exemption is not available, Intake staff will:

- Approve the RCA application within 30 days (or 60 days maximum on some occasions) of the application date.
- Update Journal Entries, documenting the date the exemption request forms, were given or mailed to the applicant/recipient.
- Complete the Refugee Cash Assistance Quality Assurance Checklist F063-50-44 form (see Attachments section of this policy. The form also available in EFMS) to inform staff of the pending verification – in the EXEMPTION section of the form.
- Image document(s) in the appropriate CalSAWS drawer for the individual.
- Transfer case per current business process.

RCA/Continuing steps:

Upon receipt of the RCA case, Continuing staff will:

- Review CalSAWS Perceptive Experience as appropriate
- Review Refugee Cash Assistance Quality Assurance Checklist F063-50-44 form (see Attachments section. Form also available in EFMS) for pending items
- Set controls to monitor for the return of the and/or the medical or mental exemption end date, per current business process

Once the required documentation to evaluate a pending exemption is received, Continuing staff will make a determination to approve or deny the exemption request.

Exemption Approved

When the exemption is approved, Continuing staff will notify Access California, utilizing the RS18 form (see Attachments section. Form also available in EFMS). Access California will then close the employment case.

Note: If the client request to voluntarily participate after the employment portion of the RES case has closed, a new RS3 form must be sent to Access California.

Refugees are eligible for RES for 60 months from the date of U.S. entry. After a client's RCA case closes, they can self-refer for employment services in their county of residence for up to 60 months from the date they entered the U.S.

If the exemption period exceeds the remaining months of RCA time eligibility, the employment case will be closed. The supportive services portion of the case can remain open with Access California for up to a total of 60 months.

If the exemption period does not exceed the remaining months of RCA time eligibility, the employment portion of the RES case will be inactive while the individual remains on the exemption. The supportive services portion of the case can remain open with Access California for up to a total of 60 months.

Continuing staff must immediately send an RS18 form to Access California any time there is a change with the exemption status or anything that would affect the RES case.

Exemption Denied

Continuing staff must immediately send the RS18 form to notify Access California of any exemption denial(s). If an exemption request is denied, the RCA client must continue with mandatory RES activities as a requirement to continue receiving cash aid.

Exemption ends prior to the RCA 12-month time limit

Continuing staff will email a RS3 form to Access California within ten (10) business days of the scheduled expiration date for the current exemption in place to have the now mandatory recipient re-register with Access California as a condition of their ongoing RCA eligibility.

TRANSLATION REQUIREMENTS

Staff are to ensure that effective bilingual/interpretive services are provided to serve the needs of non-English (NE) speaking and Limited English Proficient (LEP) individuals in a language they understand.

Staff must provide forms in the client's preferred language and use a county provided interpreter to assist the client in understanding forms and answer any questions the client may have as requested or needed. If a form is not available in the client's preferred language, staff must use a county-provided interpreter or qualified bilingual staff person to read each section aloud to the client in their preferred language and assist them in understanding and completing the form.

Clients may utilize their own interpreter if they prefer. Regardless, if it is a county or client provided interpreter, the Interpreter Services Statement and Confidentiality Agreement form must be signed by the client and interpreter. Image document(s) in the appropriate CalSAWS drawer for that individual. Staff must also document the name of the interpreter, the interpreter's relationship to the client, and the client's preferred language.

Staff are to use CDSS translated forms, notices, or other written material if available. If a form from the CDSS site is not available in the client's preferred language, staff are to provide the [GEN 1365-Notice of Language Services](#) form (Form also available in EFMS) along with the English version.

All forms that are translated in writing or explained verbally to the applicant/recipient in their preferred language must be:

- Provided in a culturally and communicatively appropriate language.
- Signed by all parties and imaged into CalSAWS Perceptive Experience. If the form has no designated area for an interpreter to sign, the interpreter is to sign and date at the bottom of the page.
- If the NE or LEP applicant/recipient refuses written material offered in their primary language, but request for the materials to be translated in another language, determine the reason for the refusal and document with a journal entry.

CDSS Translated Forms

To access the CDSS Translated Forms website click on the link below:

<https://www.cdss.ca.gov/inforesources/translated-forms-and-publications>

CASE RECORDS

The RCA case record must include the following information in addition to information required by CW program regulations:

- Clear copies of the front and back of appropriate USCIS immigration documents from applicants/recipients must be obtained and maintained in the client's case to verify eligibility for RCA. Image document(s) in the appropriate CalSAWS drawer for that individual.
- When immigration data is unclear or unknown, request additional information from the applicant, obtain a SAVE report from the regional SAVE liaison, and assist the applicant with obtaining the I-94 Arrival/Departure record and documents required for eligibility purposes. Contact FSS Policy & Quality Assurance Refugee Team to assist with clarifying unclear information.
- Passport or Alien Registration Number that appears on the appropriate USCIS form.
- Name and address of the RA, individual, organization, or agency, etc. that resettled the individual.

Information obtained from the RA, others mentioned above, and the OCSSA refugee employment service provider via the Refugee Resettlement Agency Assistance Statement F063-50-13 form.

EMPLOYMENT REGISTRATION REQUIREMENTS FOR INCOMING INTER-COUNTY TRANSFER (ICT)

RCA non-exempt clients are required to register for RES with Access California once they reside in Orange County, unless exempt.

Non-Exempt RCA Recipients: See Work Registration section above.

When an ICT is received by OCSSA, Intake staff will refer the RCA recipient to Access California (see below):

Work Registration:

During the initial ICT interview, for each non-exempt RCA client, Intake staff will:

- Explain registration requirements using the Employment and Training Requirements for Refugee Cash Assistance (RCA) Form RS36 and obtain applicant signature
- If applicable, document on the RS36 form and in Journal Entries that appropriate language translations were made
- Give the signed original copy of the completed RS36 to the participant and upload a copy in CalSAWS Perceptive Experience
- Refer the applicant to Access California, using Service Provider Referral/Notification Form RS3 and upload a copy in the appropriate CalSAWS imaging drawer

**EMPLOYMENT
REGISTRATION
REQUIREMENTS
FOR OUTGOING
INTER-COUNTY
TRANSFER**

Access California must be notified when an outgoing ICT has been initiated. Continuing staff must send the Refugee Services – Information Transmittal RS18 form to notify Access California of the expected ICT pick-up date in the receiving county and confirmed RCA case closure date in Orange County.

If the ICT date changes/cancels, the staff member must send an updated RS18 form to notify Access California of all changes.

Staff must promptly notify Access California via the RS 18 anytime there is a change that will affect RCA employment services.

Note: During the ICT process, Access California will continue to provide employment and supportive services as best possible. The RES case will close in alignment with the RCA ICT pick-up or closure.

Although the RES case remains open during the ICT process, clients may not be able to physically participate in employment services in Orange County, but may do so via other means (i.e., virtually). The client should not be placed in non-compliance during the ICT process for not being able to physically participate in activities in Orange County.

IMMEDIATE NEED RCA/TCVAP applicants are not eligible for Immediate Need (IN).

**DIVERSION
PAYMENT**

RCA/TCVAP applicants and recipients are not eligible to diversion payments.

However, they may reach out to Access California to explore available resources.

**HOMELESS
ASSISTANCE**

RCA/TCVAP applicants and recipients are not eligible to CW homeless assistance.

However, they may reach out to Access California to explore resources available to RCA clients.

**RCA CASE
QUALITY
ASSURANCE**

Refugee Cash Assistance Assurance Checklist (F063-50-44) must be completed by staff before transferring the case.

This form must also be completed prior to transferring the case to another regional office.

ONGOING CASE MAINTENANCE

Semi-Annual Reporting (SAR 7) is applicable to all RCA cases.

If the RCA recipient is a mandatory RES participant, Continuing staff must communicate regularly with Access California via the Refugee Services Information Transmittal form (RS18) regarding participation and changes that may impact RCA eligibility.

Staff must promptly notify Access California via the RS18 form anytime there is a change that will affect RCA employment services.

LOSS OF RCA

- RCA cases that terminate due to the end of the 12-month time limit must be referred for Transitional Medi-Cal (TMC) evaluation.
- If an RCA/CF case is discontinued for any reason, continued eligibility for Non-Assistance CF must be evaluated and appropriate actions taken according to current procedures.

Continuing staff will:

- Follow instructions in the [Transitional Medi-Cal \(TMC\) and Transitional CalFresh \(TCF\) Processing Guides](#) accordingly

Narrate that the TMC or TCF process has been completed in CalSAWS Journal Entries.

AID TYPESRCA Aid Types

- **01 – Federal-Funded RCA:** Exempt and Non-Exempt Refugees, Asylees, Special Immigrant Visa holder, Cuban/Haitian Entrants, Amerasians, and Eligible Adult/Federal ORR Certified Trafficking Victims
- **1V – State-Funded TCVAP Cash Assistance:** Non-Citizens (single adults or couples without children) victims of human trafficking and domestic violence or other serious crimes eligible to state-funded benefits and services. T-Visa and U-Visa population.

MEDS Alien Eligibility Codes:

1V – TCVAP (Non-citizen victim of trafficking applying for a T-Visa): MEDS Alien Eligibility Code of W

1V – TCVAP (Non-citizen victim of domestic violence or other serious crimes who has applied for U-Visa): MEDS Alien Eligibility Code of X

1V - TCVAP (Non-citizen victim of domestic violence or other serious crimes with approved U-Visa): MEDS Alien Eligibility Code of Y

Note: Alien eligibility codes W, X, and Y are not exclusive to state funded TCVAP CA aid code 1V. These codes may be used with the aid code of any program for which the non-citizen applicant/recipient is eligible.

Example: If a mother with a U.S. citizen child has applied for a U-Visa and is otherwise eligible, the aid code would be 3E as the mother is eligible for state-only CW while the U.S. citizen child is eligible for federally funded CW. The alien eligibility code would be X.

CW Aid Types

- **R1 – State-Funded CalWORKs TCVAP Trafficking Victims (T-Visa):** Non-Citizens (families with minor children) preparing for or granted a T-Visa are eligible to state-funded benefits and services. T-Visa population only.

MEDS Alien Eligibility Codes:

- R1 – TCVAP CW Family: Meds Alien Eligibility Code of W.
- Eligibility for adults and children must be determined independently. A parent's status as a non-citizen victim of trafficking, domestic violence or other serious crimes does not eliminate the need for the child to separately meet eligibility requirements.
- If the child is not a trafficking victim, the child (or someone on behalf of the child) must apply for T-Visa derivative status or apply for U-Visa derivative status in order to be eligible for state-only CW. If the child does not meet one of these eligibility conditions, the child would be ineligible for state-funded CW.
- Once eligibility has been determined for the adult and the child for state-funded CW, review aid codes: 3E, 3G, 3H, 3L, 3M, 3U, or 3W and the alien eligibility code as appropriate.
- Example: If both the parent and a child are victims of trafficking, domestic violence, or other serious crimes, the aid code would be 3L (as the parent and child are not federally eligible but are eligible for state-funded CW). The alien eligibility code would be W, X, or Y.

Refer to Worker Tool 5 Aid Code Guide for more information

RCA OVERPAYMENTS AND UNDERPAYMENTS

The instructions in Policy 100-B15 Overpayments and Underpayments regarding the determination of:

- CW and RCA overpayments and underpayments,
- Recoupment of CW and RCA overpayments

Will be applied for any RCA case in which an overpayment is assessed when an AU receives more cash aid than entitled to, as a result of:

- Not reporting income or circumstances timely

- Recipient report not promptly or accurately processed

Refer to the updated CalWORKs/CalFresh COVID-19 Interim Processing Instructions via the [COVID-19 link](#) in the Intranet for guidance on overpayments during the COVID-19 pandemic emergency period.

REAPPLICATION FOR RCA

Non-exempt Refugees who re-apply for RCA when there has been a break in aid, must be referred to Access California prior to approval of any remaining months left in their 12-month RCA eligibility. Please follow the Work Registration process in this policy:

See Work Registration and Time-Eligibility sections above.

Staff must review MEDS INQM screen to verify remaining time on aid for RCA (12-month maximum).

CalSAWS ALERT

To allow for timely discontinuance of RCA, CalSAWS will generate a “RCA Expiring Next Month” alert to inform staff that a RCA case will be 12-month time expired in the following month.

NOTICE(S) OF ACTION

Notices of Action (NOA):

- [NA 992](#)- RCA Application Approval
- [NA 991](#) RCA/ECA/ - Decrease and Discontinuance
- [M40-171D](#)- Rescind Due to not Turning in a Completed SAR7
- [F063-50-58 \(12/22\)](#) RCA Determination Timeframe- Notification to Applicant

Refer to the California Department of Social Services (CDSS) [Translated Forms and Publications page](#) and Translation Requirements section above.

REFERENCES

- State Manual of Policies and Procedures (MPPs): [69-200,69-300, 70-100](#)
- State All County Letters (ACLs): [01-58, 02-28, 04-38, 06-60, 07-45, 07-45E, 09-49, 16-21 , 21-140](#)
- State All County Information Notices (ACINs): [I-71-08, I-48-16, I-40-22, I-40-22E, I-41-07](#)
- State All County Welfare Director Letters (ACWDLs): [07/22/21, 08/30/21, 09/03/21, 09/17/21, 12/02/21, 5/27/22, 6/15/22, 7/7/22](#)
- [Federal Code of Regulations](#) 400.53, [Title 45 CFR § 233.50 Citizenship and alienage \(b\)\(4\)](#)
- [CDSS Translated Forms and Publications](#)
- CalWORKs Policy 100-B15 Overpayments and Underpayments
- CalWORKs Policy 100-E11 Inter-County Transfer (ICT)
- CalWORKs Policy 100-H2 Homeless Assistance
- CalWORKs Policy 100-I-6 CalWORKs application
- CalWORKs/RCA Policy 100-C8 Non-citizen Eligibility
- CalWORKs/RCA Policy 800-R2 RCA Work Registration and Employment Participation

- [CalWORKs/RCA Policy 800-R3 Trafficking and Crime Victims Assistance Program \(TCVAP\)](#)
 - [CalWORKs/RCA Worker Tool 3 Non-Citizen Eligibility Chart](#)
 - [CalWORKs/RCA Worker Tool 5 Aid Code Guide](#)
 - [Status and Documentation Requirements for the ORR Refugee Resettlement Program](#)
 - [U.S. Citizenship and Immigration Services website](#)
 - [U.S. Customs and Border Protection website](#)
 - [U.S. Citizen and Immigration Services – Amerasian Immigrants](#)
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ATTACHMENTS

- [Applicant's Authorization for Release of Information ABCDM228 form](#)
- [CalWORKs/RCA Communication Document \(F063- 41-70\)](#)
- [Case Transfer Form \(F063-02-240\)](#)
- [Full-time Attendance Status Form \(F063-50-32\)](#)
- [GEN 1365-Notice of Language Services form](#)
- [Refugee Cash Assistance Assurance Checklist \(F063-50-44\)](#)
- [Refugee Resettlement Agency Assistance Statement \(F063-50-13\)](#)
- [Resettlement Agency and Community Partner Affiliates Map](#)
- [RS3 Service Provider Referral/Notification Form](#)
- [RS18 Refugee Services Information Transmittal](#)
- [RS36 Employment and Training Requirements for RCA](#)
- [SAVE Institute Additional Verification Referral \(Form F063-19-G845\)](#)