

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families



FROM: Sean Brown, Deputy Commissioner
Economic Services Division

BULLETIN NO.: 16-16

DATE: April 5, 2016

SUBJECT: Reach Up Procedures- Refugee Case Procedure for Reach Up Applicants

CHANGES ADOPTED EFFECTIVE _____

INSTRUCTIONS

- Maintain Manual - See instructions below.**
- Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance Bulletin: _____**
- Information or Instructions - Retain until _____**

MANUAL REFERENCE(S):

P-3010

This new Refugee Case Procedure for Reach Up has been created to uniform practices across the state.

Manual Maintenance

Reach Up Procedures

Remove

Insert

Nothing

P-2310 C (B16-16)

4/1/16

Bulletin No.16-16

P-2310 C

P-3010 Refugee Case Procedure for Reach Up Applicants

A. General Procedures

1. Application Process

This procedure applies only to families resettled directly to Vermont from their country of origin who have chosen to apply for Reach Up Financial Assistance. It does not apply to in-migrants from other states, or families that have been resettled to Vermont and have already received Public Assistance benefits.

1. Family arrives in Vermont.
2. Vermont Refugee Resettlement Program (VRRP) staff will arrange to have the application delivered to ESD along with copies of all immigrations documents and proof of application for Permanent Social Security numbers. Application will have "VRRP" clearly marked on the top of the application and an Authorized Representative form will be included for the VRRP Reach Up (RU) Staff.
3. VRRP's RU staff will complete the application interview with the family as well as deliver RU orientation to the family and acquire signatures on the initial FDP's (614). Reach Up/Reach First Enrollment Questionnaire form 604 is not required for newly resettled families.
4. Clerical staff will route the application into the Eligibility Supervisor's mailbox for assignment to a BPS for processing.
5. Check for Authorized Representative (139REP)/ Alternate Reporter (139AR) forms and update the SUBS/C/ALT and WARN if it applies.
6. BPS will contact VRRP's RU staff member to arrange a time for the VRRP's RU staff member to complete the interview with the designated eligibility worker (within 3 working days).
7. If the family is a PEP household, the VRRP staff member will ensure that DOL registration is completed and return the completed 601 (DOL registration verification) to the designated eligibility staff member.
8. If the family or the immigration documents given to VRRP at time of resettlement indicate that one or both adult family members may have some type of disability limiting their ability to engage in work, registration **will not** be required and the VRRP's RU case manager will follow up for verification.
9. Upon receipt of all required documents, benefits will be processed by the eligibility team as soon as possible.
10. VRRP's RU staff member will assign the case management into the VRRP/RU Case manager's worker number.

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P-3010 Refugee Case Procedure for Reach Up Applicants

A. General Procedures (Continued)

Special reminder - Resettlement and Placement (R&P) money is a one- time payment that is given to the family when they arrive in Vermont and will be indicated on the application as unearned income, but **is NOT** countable income for any program. This payment is different from an ongoing stipend that 3SquaresVT applicants may receive monthly that is countable.

2. Verifications

In addition to the basic Reach Up Verifications, the following documents are required for Refugee Reach Up Applicants:

1. Alternate Reporter form (137 REP) from VRRP
2. Application for Social Security Cards
3. Copy of U.S. Customs and Border Protection I-94 form
4. Passport Number
5. Child Support Referral form (137)- even if the absent parent is not in the US.

Please see Immigration Definitions and Documents for clarifications of terminology used to describe documentation status of immigrants to the United States:

<http://intra.dcf.state.vt.us/esd/programs/3squaresvt/desk-aids/Immigration%20Definitions%20%20Documents.pdf/view>

3. SAVES request

Send the following information about each household member to the designated worker who has right to use the SAVES report:

1. NAME
2. DOB
3. Admission number from the U.S. Customs and Border Protection I-94 form
4. Passport Number # 212-XX-XXX
5. SS# 666-XX-XXXX

Please note that in some cases, additional information might be requested from the USCIS before the SAVES report can be completed.

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P-3010 Refugee Case Procedure for Reach Up Applicants

A. General Procedures (Continued)

4. SAVES request complete

- Print verification that SAVES have been completed and send it to Onbase.
- Enter CATNs stating the outcome of the SAVES report
- If eligible refugee and authorized for employment, updated ACCESS as follows:

STAT panel: Refugee Entry DT (Y-N) MM DD YYYY

```
02/29/16 13:14          STAT HEADER ( STAT )
                        (LAST UPDATED: 02/29/16 00:00 ; ASPACA )
EB DISCOVERY: 12 09 2015          RECEIPT DATE: 12 09 2015
FS RECEIPT: 12 09 2015 TYPE I          FS INTERVIEW DATE: 12 09 2015 METHOD P
VERIF STATUS      REVIEW      EXPEDITED      WITHDRAWAL CODE      >30 DAYS CD
RUFA FS SF      FREQ          FS REASON          RUFA FS SF EP PSE      RUFA FS
   Q  Q          12              N
PARENT SHARE      FAMILY      FS/SF      REFUGEE ENTRY DT      MEDICAID      NON-COOP CODE
OFFSET            BONUS      GF      (Y-N) MM DD YYYY      INELIG RSN      RUFA FS SF
                                     Y  12 01 2015
REPORTING STATUS  APPR'D LIVING      FS      EITC REC'D? N      PSE      SCHOOL
THIS MO  LATEST  ARRANGEMENT  REV LETTER  MM/YYYY      CLOSURE CD  MEALS
                                     00 0000
***** REVIEW DATES *****
NEXT REVIEW:      RUFA      FS      ?      ME      EP      SF
COMPLETED:      Y
USER: 430 FNX: STAT MODE: C RPTGRP: 555 50 5544 PERIOD: 12 15 COMMAND:
```

Add the date when client arrived to the US

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A. General Procedures (Continued)

4. SAVES request complete (Continued)

MEMB panel: CODE: 1 NBR: 212 XX XXXX STATUS: 03 entry date: xx-xx-xxxx

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IMMIGRANT AS0D32TG+-----IMMIGRANT STATUS CODE HELP-----
CODE
-----
BLANK NOT APPLICABLE
1 FS HEALTH CARE AND RUFA ELIGIBLE IMMIGRANT.
2 FS HEALTH CARE AND RUFA INELIGIBLE IMMIGRANT.
3 FS ELIGIBLE - RUFA INELIGIBLE IMMIGRANT.
4 FS INELIGIBLE - RUFA ELIGIBLE IMMIGRANT.
5 HEALTH CARE - ELIGIBLE IMMIGRANT UNDER FIVE YEAR BAR.
NOTE: USE WHEN A CODE OF 'N' IS ENTERED IN CITIZENSHIP FIELD.

CODE IMMIGRANT STATUS CODE DESCRIPTION ASHP32C2
01 - Illegal immigrant
02 - Not a qualified immigrant
03 - Asylees/refugees/deportees
04 - Legal perm resident:40 wrk qrtrs,5 yrs U.S.,military
05 - Receives benefits for blindness or disability
06 - Hmong,Highland Laotian, Canadian-born American Indian
07 - Child under age 18 (effective 10/1/03)
08 - Ineligible qualified immigrant
09 - Dr.D/Medicaid(pregnant woman/child) exempt from 5 year ba
10 - Blank

Enter Immigrant Status Code or place cursor on selection
then press ENTER
PF2 EXIT Without Update PF7 BACK PF8 FWD
    
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03/08/16 07:59 HOUSEHOLD MEMBER QUESTION 01 ( MEMB . 01 )
(LAST UPDATED: / / : | ASPADA )

NAME ASSIST ASKED BIRTH DATE
** FIRST ** I **** LAST ***** MOD RU ME FS EP SF PS N MO DA YEAR *** SSN *** S
HOMER J SIMPSON 01 30 1965 009 50 5544

*PROGRAM CASE MEMBER* *CITIZEN*
*** RELATION *** REL RUFA ME FS SF PSE US TZ ID VET SEX MS GRD ETH RACE
SELF 01 Y M N 12 R W

RUFA REACH UP WORK FS REGISTRATION * IMMIGRANT STATUS DATA *
DEDUCT CODE CAT PART SSU/DET EXP CODE EFF DATA CODE / NBR STATUS
P Y
WORK READY CODE RUFA TYPE WRK QRTRS ENTRY DATE
AP

EMP LAST PAID ABAWD DATE ARRIVED DATE LEFT ABS
STATUS MO DA YEAR WRK REQ MO DA YEAR MO DA YEAR
E 26

USER: 430 FHX: STAT MODE: E RPTGRP: 009 50 5544 PERIOD: 12 15 COMMAND: REP
    
```

Add the date when client arrived to the US

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IMMIGRANT NUMBER AS0D32BD
-----
PLEASE ENTER THE IMMIGRANT NUMBER PROVIDED BY INS
WHENEVER AN IMMIGRANT CODE OF '1' IS ENTERED.
CURRENTLY THE SYSTEM DOES NOT USE THIS NUMBER,
BUT MAY IN THE FUTURE.
    
```