

6. Assignment Of Relationship/ Deprivation Codes

Since the specific eligibility requirements are waived, the chart below will be used by the Worker in determining household relationship.

Household Composition	Deprivation Factor
Husband, wife and children - husband is unemployed.	Unemployment
Husband, wife and children - husband is employed full time.	Unemployment
Mother and children in home - father is absent for any reason.	Absence
Child is living in a household with someone other than his parents (specified relative)	Absence
A couple with no children and the husband is either employed or unemployed.	Unemployment
A couple with no children and the husband is incapacitated.	Incapacity
A single employable male either employed or unemployed.	Unemployment
A single female either employed or unemployed.	Unemployment
Single male or female incapacitated.	Incapacity

7. Identification Of Refugees In RAPIDS And Case Record

Individuals who are receiving assistance as refugees must be identified for Federal reporting purposes. Data must be coded appropriately in RAPIDS.

Refugees receiving RCA or RMA because the eligibility requirements were waived are to have appropriate controls established to terminate benefits at the end of the 8th month after the refugee's arrival into the United States.

E. REGISTERING FOR EMPLOYMENT

1. Bureau For Employment Programs (BEP)

Recipients of RDA are not eligible for WV WORKS, therefore, they must register with BEP.

A referral must be made to the Office of Migration and Refugee Services (OMRS). The same sanctions and time limits apply when a refugee fails to register with BEP as with failure to comply with **SNAP**. However, with RCA cases, the Worker must notify OMRS by memorandum of the refugee's failure to register at the address below.

Office of Migration and Refugee Services
1116 Kanawha Boulevard, East
Charleston, West Virginia 25301
Phone: (304) 343-1036

Within 3 working days of the receipt of the memorandum, a Worker from OMRS will counsel with the refugee to explain the implication of his refusal and the sanctions that will be implemented as a result of his failure to register.

If the refugee agrees to register, he and his family will remain eligible for the program. If he still refuses to register, OMRS will notify the appropriate Worker by memorandum and the sanctions will apply the same as for all other applicants.

2. Refusal To Cooperate With BEP

In order to be eligible to receive assistance through the Refugee Cash Assistance Program, the refugee must cooperate with BEP.

The following situations constitute failure to cooperate:

- The refugee refuses to answer a "call in" to BEP or OMRS.
- The refugee fails to supply BEP and OMRS with supplemental information regarding employment status.
- The refugee fails to report to an employer to whom he has been referred by BEP or OMRS.
- The refugee fails to accept a bona fide offer of suitable employment to which he has been referred by BEP or OMRS.

If a refugee who is receiving refugee medical assistance receives increased earnings from employment, the increased earnings shall not affect the refugee's continued medical assistance eligibility. The refugee shall continue to receive refugee medical assistance until he reaches the end of his or her time-eligibility period for refugee medical assistance, in accordance with CFR 400.100(b). In cases where a refugee obtains private medical coverage, any payment of RMA for that individual must be reduced by the amount of the third party payment.

G. **SNAP** ELIGIBILITY

All refugees who apply for **SNAP** are considered as aliens lawfully admitted for permanent residence and are to be treated as any other **SNAP** applicant. However, participation is limited to 5 years from entry into the United States.

H. REFERRALS FOR SERVICE

The Worker will contact OMRS for all refugees, approved or denied for any program, and submit it to the SAVE Coordinator and the Refugee Resettlement Program.

The Department of Health and Human Resources has a purchase of services contract with OMRS. The purpose of this agreement is to provide necessary services to enable the refugee to become self sufficient as soon as possible. Emphasis is placed on employment services, job placement, ESL training, counseling, translation by the bilingual staff and cultural adjustment.

After the initial referral to the SAVE Coordinator, all referrals pertaining to service needs or to the refugee's refusal to cooperate with BEP by refusing to participate in any available and appropriate training or employment program or in ESL classes, will be made directly to the OMRS at the address below. This may be done by a brief memorandum or phone call. The OMRS will respond to the local worker after counseling the refugee or providing the service requested.

Office of Migration and Refugee Services
1116 Kanawha Boulevard, East
Charleston, West Virginia 25301
Phone: (304) 343-1036

The local Social Service Coordinator or Supervisor is to be notified simultaneously with the OMRS whenever a serious problem such as child abuse/neglect or the need for foster care exists. While these and other emergency situations will require the expertise of the Department's Division of Children and Adult Services staff, they may also require the involvement of the OMRS. Most refugees have a very limited understanding of the English language and our culture, and may need someone to translate for them.

The Supervisor should contact the OMRS in Charleston, directly, whenever assistance is needed in translating the language for the purpose of an application, redetermination, or in obtaining the necessary information. The telephone number is (304) 343-1036.

I. REFERRALS TO SSI

All refugees who appear to meet eligibility requirements for SSI at the time of their arrival in this country are referred to the Social Security Administration.

Economic Service Workers will explore the refugee's potentiality of being eligible for SSI and if the Worker determines that the refugee may be eligible, then the client should be referred to the Social Security Office to apply for SSI.

J. TIME LIMITS FOR PARTICIPATION

The "Date of Entry" to the United States is very important and must be recorded in the case record.

The refugee cash and medical assistance programs (RCA and RMA) are limited to 8 months from the day the refugee enters the United States. The State can claim reimbursement for 100% of the cost of RCA and RMA for 8 months. The State has no provisions for this program past the eight month period. However, the refugee is not eligible for cash benefits their 1st month in the United States as they receive a resettlement allowance for their 1st month of arrival.

Refugees eligible for WV WORKS may receive these benefits as long as they meet all eligibility guidelines. The State must track all refugees.