

5/1/16

Bulletin No. 16-20

P-3010

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.

5/1/16

Bulletin No.16-20

P-3010 p.2

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.

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 *****
RUFA      FS      ?      ME      EP      SF
NEXT REVIEW:
COMPLETED:
USER: 430 FNX: STAT MODE: C RPTGRP: 555 50 5544 PERIOD: 12 15 COMMAND:
```

Add the date when client arrived to the US

5/1/16

Bulletin No.16-20

P-3010 p.4

P-3010 Refugee Case Procedure for Reach Up Applicants

A. General Procedures (Continued)

4. SAVES request complete (Continued)

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

```
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 INELGIBLE - 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 bar	
10	- Blank	

Enter Immigrant Status Code or place cursor on selection then press ENTER
PF2 EXIT Without Update PF7 BACK PF8 FWD

```
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 PTZ ID VET SEX MS GRD ETH RACE
SELF 01 Y M N 12 N W

RUFA REACH UP WORK FS REGISTRATION * IMMIGRANT STATUS DATA *
DEDUCT CODE CAT PART SSU/DET EXP CODE EFF DATE 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 FNX: STAT MODE: E RPTGRP: 009 50 5544 PERIOD: 12 15 COMMAND: REP
```

Add the date when client arrived to the US

```
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.
```