

CHANGE NOTICE FOR MANUAL

DATE: December 1, 2010
MANUAL: Refugee Assistance Program Manual
TO: County Directors of Social Services

CHANGE NO.: 1-2010 Date: December 1, 2010

EFFECTIVE DATE: Upon Receipt

I. BACKGROUND

The purpose of this change notice is to update and clarify Refugee Assistance policy. Throughout manual sections, the term "Economic Services Section" was replaced with "Economic and Family Services". Also, the following Appendices have been deleted and now link to DSS form numbers:

Appendix D	DSS 6247, Notification of Refugee Arrival and Intent to Apply for Benefits
Appendix E	DSS 5022, Refugee Work Registration Certification/ERT/Denial Notice
Appendix G	DSS 6232, Refugee Employability Plan
Appendix H	DSS 6230, Family Self Sufficiency Plan
Appendix J	DSS 6238, Refugee Cash Assistance Eligibility Monitoring Guide

II. SPECIFIC CHANGES

A. Chapter 1 - Refugee Assistance Background

Added Special Immigrant VISA Afghanis and Iraqis to list of aliens eligible for the Refugee Program in I.B.6, II and III.

B. Chapter II - Refugee Medical Assistance Program

1. Clarification is added to consider a refugee, age 18 and over, for Refugee Cash Assistance, not just Family Planning MA only in I.
2. Clarification added regarding eligibility for RMA in II.B.

C. Chapter III, Refugee Cash Assistance

Added NOTE regarding eligibility requirements to III.A.1.

D. Chapter IV - Refugee Social Services

1. New Chapter IV - Refugee Social Services, to be used by the provider agencies under contract with the NC Refugee Assistance Program.
2. Added Appendix T - Refugee Social Service Codes, Services, Descriptions & Units.

E. Chapter V - Refugee Assistance Monitoring

Added II. Refugee Social Services monitoring.

III. INSTRUCTIONS FOR MAINTENANCE OF THE REFUGEE ASSISTANCE PROGRAM MANUAL

To maintain your current hard copy of the Refugee Assistance Program Manual:

1. Go to the DSS On-Line Manuals Change Notice website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/chg/>

2. Click on Change No. 1-2010 Date December 1, 2010.
3. Click on the attachment links at the bottom of the page to print the changed sections.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Reader may be downloaded for free at <http://www.adobe.com>

To update your current copy of the manual:

Remove		Insert	
Section	Pages	Section	Pages
Chapters I - IV	All	Chapter I	1 - 12
Appendix A		Appendix A, B, C, I	
Appendix B		Chapter II	1 - 7
Appendix C		Appendix A, C, F	
Appendix D		Chapter III	1 - 11
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If you have any questions regarding this information, please contact Gail Andersen at (919) 334-1254 or by email at gail.andersen@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/ga

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