

## CHANGE NOTICE FOR MANUAL

**DATE:** January 11, 2022  
**MANUAL:** State Refugee Office Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 01-2022  
**SUBJECT:** Policy Updates  
**EFFECTIVE:** January 1, 2022

### I. BACKGROUND

The purpose of this change notice is to update State Refugee Office (SRO) Manual. The SRO manual chapters have been reformatted for consistency and clarification as well as removing outdated references. Current policies issued via Administrative Letters or Dear County Director Letters have been addressed and incorporated in these policy updates.

### II. SPECIFIC CHANGES

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| <b>I. CHAPTER I</b>   |
| <ul style="list-style-type: none"><li>• Addition of Afghan status and information.</li><li>• Clarification and updates of definitions.</li><li>• Change of Refugee Assistance Manual name to State Refugee Office.</li></ul>  |
| <b>II. CHAPTER II</b>   |
| <ul style="list-style-type: none"><li>• Change of Refugee Assistance Manual name to State Refugee Office.</li><li>• Clarification of the DSS-6247 form.</li></ul>   |
| <b>III. CHAPTER III</b>   |
| <ul style="list-style-type: none"><li>• Change of Refugee Assistance Manual name to State Refugee Office.</li><li>• Clarification of the DSS-6247 and DSS-5022 forms.</li></ul>   |
| <b>IV. CHAPTER IV</b>   |
| <ul style="list-style-type: none"><li>• Change of Refugee Assistance Manual name to State Refugee Office.</li><li>• Change the title name of 9 forms to reflect State Refugee Office.</li></ul>   |
| <b>V. CHAPTER V</b>   |
| <ul style="list-style-type: none"><li>• Change of Refugee Assistance Manual name to State Refugee Office</li></ul>  |
| <b>VI. APPENDIX</b>   |
| <ol style="list-style-type: none"><li>a. Appendix B – NC Refugee Services Providers</li><li>b. Appendix D – 2022 Federal Poverty Guidelines</li><li>c. Appendix G – Cuban &amp; Haitian Entrants Fact Sheet</li><li>d. Appendix I – Special Immigrant Visa (SIV) Holders or SQ/SI Parolees from Afghanistan and Iraq Fact Sheet</li></ol> |

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective January 1, 2022, Submit any questions regarding this policy to [RefugeeAssistance.Policy.Questions@dhhs.nc.gov](mailto:RefugeeAssistance.Policy.Questions@dhhs.nc.gov).

Sincerely,



Carla West,  
Senior Director for Economic Security Division of Social Services,  
Economic and Family Services  
CW/cg