CHANGE NOTICE FOR MANUAL

DATE: **August 10, 2023**

MANUAL: **State Refugee Office Manual**

TO: **County Directors of Social Services**

CHANGE NO: **2-2023**

SUBJECT: **Policy Updates**

EFFECTIVE: **Immediately**

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 The SRO manual chapters have been reformatted for consistency and clarification as well as removing outdated references.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

I. CHAPTER I
• Clarification on Cuban and Haitian Entrants and status information. • Updates on information for Afghan Humanitarian Parolees. • Updated information on Eligibility Documentation • Clarification and updates of definitions.
II. CHAPTER II
• Updates on information for Afghan Humanitarian Parolees. • Clarification of Eligibility process. Reiterating that Refugees must FIRST be evaluated for all Medicaid programs and determined ineligible PRIOR to being placed on RMA. • Clarification and updates of definitions. • Residency • Income Requirements • Application Process – Upload Application forms within three (3) Days • Requesting Information • Examples of change in situation
III. CHAPTER III
• Updates on information for Afghan Humanitarian Parolees • Clarification on Cuban & Haitian Entrants • Non-Employable Cuban/Haitian Entrants or Parolees • Employment Services • Residency • Application Process – Upload Application forms within three (3) Days • Requesting Information

• Certification/Determination • Review
VI. APPENDIX
• Updates to Appendices- • Appendix B – NC Refugee Providers • Appendix D - 2023 Poverty Guidelines

III.   IMPLEMENTATION INSTRUCTIONS

These changes are effective immediately, Submit any questions regarding this policy to RefugeeAssistance.Policy.Questions@dhhs.nc.gov.

Sincerely,

Allison W. Smith

Allison W. Smith, Deputy Director
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NC Department of Health and Human Services