



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

DATE: May 27, 2016 **TRANSMITTAL NO.:** P-16-05-0002

TO: Economic Self-Sufficiency Operations Managers
Economic Self-Sufficiency Program Offices

FROM: Dianna Laffey, Chief, Program Policy (**Signature on File**)

SUBJECT: Refugees Participating in Refugee Employment and Training (E&T)
or Match Grant Program for Food Assistance

This memorandum clarifies the work program policy for Refugee Employment and Training (E & T) and Match Grant Program participants who receive food assistance (FA). This also notifies staff about policy changes for when to refer a refugee to the Refugee E&T provider and when to apply RAP E&T sanctions to food assistance recipients. This is the result of clarification from the Food and Nutrition Service (FNS) and Refugee Program Office.

Policy Clarification:

Refugees may participate in a Refugee E&T or Match Grant Program that provides cash and employment services as an alternative to the Refugee E&T. Match Grant recipients are ineligible for RCA benefits and not referred to the Refugee E&T provider.

Currently, there are limited counties with a Refugee E&T Program. Refugees residing in a county with a Refugee E&T Program, or next to one of these counties, may meet a food assistance E&T Exemption as a student attending school at least half-time, if they are participating in a Refugee E&T Program. Prior clarification of this exemption is in Transmittals [P00-07-0101](#) and [I-08-01-0002](#). Refugees who are Able Bodied Adults Without Dependents (ABAWD) participating in a Refugee E&T or Match Grant Program are exempt from ABAWD work requirements and time limits within their first twelve (12) months in the United States or within twelve (12) months of their date of asylum or date of eligibility. The following counties currently have a Refugee Services funded E&T Program.

Broward	Orange
Collier	Osceola
Duval	Palm Beach
Hillsborough	Pinellas
Lee	Sarasota
Leon	Seminole
Miami-Dade	

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Refugee applicants in counties with a Refugee E&T Program:

Refer refugees living in the U.S. within the first twelve (12) months or within twelve (12) months of their date of asylum or date of eligibility, to the Refugee E&T provider using the attached CF-ES 2697 form.

Refugee applicants/recipients of RCA and FA

- If the completed form is returned, approve the RCA and assign an ABAWD work exemption as a student.
- If the form is not returned, deny the RCA and refer the individual to CareerSource as a mandatory ABAWD, unless the individual meets another FA E&T Exemption or ABAWD Exception.
- If an RCA recipient is sanctioned for noncompliance with Refugee E&T requirements, impose the sanction on the RCA benefit and refer the individual to CareerSource as a mandatory ABAWD, unless the individual meets another FA E&T Exemption or ABAWD Exception.

Refugee applicants/recipients of FA only

- If the completed form is returned, assign an ABAWD work exemption as a student.
- If the completed form is not returned, refer the individual to CareerSource as a mandatory ABAWD, unless the individual meets another FA E&T Exemption or ABAWD Exception.
- When the Refugee E&T provider notifies DCF that the FA recipient is no longer complying with the Refugee E&T Program, refer the individual to the local CareerSource as a mandatory ABAWD, unless the individual meets another FA E&T Exemption or ABAWD Exception.

RCA and/or FA only program applicants/recipients in counties without a Refugee E&T Program:

When the county does not have a Refugee E&T Program, refugee applicants that do not meet other food assistance E&T Exemptions or ABAWD Exceptions must be referred to CareerSource as a mandatory ABAWD, regardless of the length of time the refugee has resided in the U.S. RCA only applicants/recipients residing in a county that does not have a Refugee E&T Program are exempt from work requirements for RCA purposes only.

New Policy:

Refugee Cash Assistance recipients sanctioned for noncompliance with Refugee E&T requirements will no longer be automatically sanctioned for food assistance when they do not meet another food assistance E&T Exemption or ABAWD Exception. RCA work sanctions will apply to the RCA benefit only. This policy change applies to any RCA

sanctions imposed on or after February 1, 2016. A revision to manual passage 1460.1919 will reflect this policy change.

FLORIDA Procedures:

The Refugee E&T Program serves refugees with codes 39, 52, 53, 54, 57, 60, 61, 62, 63, 64, 65, 66, and 73 on the AICZ screen.

RCA recipients participating in a Refugee E&T Program who are also receiving food assistance benefits are exempt from food assistance E&T requirements. On the ARDT screen enter an "E" in the "FS TME LMT" field and on the AGPI screen, enter an "11" (Exempt-Student) in the "PART STAT" field and an "N" in the "VUL AWD" field to prevent the referral to CareerSource.

Refugees receiving food assistance only and participating in a Refugee E&T or Match Grant Program are exempt from food assistance E&T requirements. On the ARDT screen enter an "E" in the "FS TME LMT" field and on AGPI enter an "11" (Exempt-Student) in the "PART STAT" field and an "N" in the "VUL AWD" field to prevent the referral to CareerSource. Match Grant income must be entered on the FLORIDA AFMI screen using unearned income code "OTRM" Refugee Matching Grant. Schedule an expected change on the FLORIDA AWEC screen when the refugee's 12 months of eligibility for Refugee E&T services expire during the certification period. This obsoletes the information provided on page six of transmittal P-15-12-0011 about five years from date of entry. After 12 months, if the refugee does not meet some other FSET Exemption or ABAWD Exception, change the refugee's "FS TME LMT" from "E" to "Y" on the ARDT screen and on the AGPI screen their "PART STAT" will be changed from "11" (exempt student) to "18" (mandatory ABAWD) and the "VUL AWD" field will be changed from "N" to "Y".

RCA applicants in counties with a Refugee E&T provider who are also applying for food assistance, but fail to return the completed CF-ES 2697, may still be eligible for food assistance if they meet all requirements. If the individual is approved for food assistance and does not meet a food assistance E&T Exemption or ABAWD Exception, on the ARDT screen enter a "Y" in the "FS TME LMT" field. On the AGPI screen, enter a "66" in the "PART STAT" field and a "Y" in the "VUL AWD" field to generate the referral to CareerSource. Schedule an expected change on the FLORIDA AWEC screen when the refugee's 12 months of eligibility for Refugee E&T services expire during the certification period to change the refugee's "PART STAT" on the AGPI screen from "66" (refugee) to "18" (mandatory ABAWD).

RCA recipients in counties with a Refugee E&T provider who are also receiving food assistance, and are sanctioned for noncompliance, will have their RCA benefits closed. They will no longer meet the student exemption for food assistance. Staff must evaluate if they meet another food assistance E&T Exemption or ABAWD Exception. If they do not, on the ARDT screen enter a "Y" in the "FS TME LMT" field. On the AGPI screen, enter a "66" in the "PART STAT" field and a "Y" in the "VUL AWD" field to

generate the referral to CareerSource. Schedule an expected change on the FLORIDA AWEC screen when the refugee's 12 months of eligibility for Refugee E&T services expire during the certification period to change the refugee's "PART STAT" on the AGPI screen from "66" (refugee) to "18" (mandatory ABAWD).

For refugees who are RCA and/or FA only program applicants/recipients in counties without a Refugee E&T provider, not participating in a Match Grant Program, and not meeting some other FSET Exemption or ABAWD Exception, enter "Y" in the "FS TME LMT" field on the ARDT screen. On the AGPI screen, enter "18" in the "PART STAT" field and "Y" in the "VUL AWD" field to generate the referral to CareerSource. **Note:** In counties without a Refugee E&T provider, enter code "18" in the "PART STAT" field regardless of the length of time the refugee has resided in the U.S.

If there are policy questions, Region offices may email Connie Mathers at connie.mathers@myflfamilies.com. For FLORIDA questions please contact Eileen.Schilling@myflfamilies.com.

cc: Assistant Secretary for Economic Self-Sufficiency (Jeri Flora Culley)
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Refugee Assistance Program (RAP) Notice of Employment Registration/Participation

FLORIDA Case No: _____

AG Name _____

Address: _____

Office Address: _____

Unit Phone No. _____

_____ is a member of your assistance group who is a mandatory employment participant. He or she is **required to register for employment services** with an agency funded under the Refugee Assistance Program (RAP). The location of the agency(ies) in your area is included on the attachment to this letter.

_____ is a member of your assistance group who is a mandatory employment participant. He or she **must register for employment** with your local employment agency located at _____.

Important Information

For Applicants: Your application will be held pending for the return of this form. **Failure to return the completed form could result in denial of your cash assistance and you may be referred for participation in food assistance employment and training if you are an Able Bodied Adult Without Dependents (ABAWD) age 18 through 49.**

For Active Cases: If the member of your assistance group listed above fails to register for employment services without good cause, **the cash assistance for your household may be reduced or stopped and you may be referred for participation in food assistance employment and training if you are an Able Bodied Adult Without Dependents (ABAWD) age 18 .**

The participant is required to cooperate with the employment counselor and cannot refuse a job offer or quit a job because it interferes with any classes taken, unless the classes have been approved by the employment counselor. **Attending classes may not be used as an excuse not to work.** Additional requirements may apply.

ESS Signature _____

Date _____

The following portion of this form serves as proof of the participant's work registration or work participation. It is to be signed by the employment counselor and returned to this office.

Employment Counselor Use Only

- The above-named registrant has complied with the mandatory registration requirement.
- The above named registrant is no longer complying with the Refugee Assistance E&T Program. Date of non-compliance _____
- The sanction on the above registrant is lifted for Good Cause Compliance Date Complied _____

The above individual is employed. Hire Date: _____ Hourly Wage: _____ # of Hours/Week _____
 Date of 1st paycheck: _____ Paid: weekly biweekly monthly bimonthly
 Name of Employer _____ Employer's Address: _____
 Telephone # _____

Signature: _____
 Title: _____
 Date: _____

Office Address: _____

Phone Number: _____