

.05 RCA Work Program Requirements

REVISION 47
(01/01/19 - 12/31/19)

The requirement to participate in a work program applies to the RCA program. This includes RCA participants who are also receiving NA. All applicant refugees determined to be mandatory work program participants must register and participate with a Voluntary Agency (VOLAG).

VOLAG registration and employment assistance is provided through the Refugee office located in Maricopa and Pima counties. (See [Refugee Offices](#) for office locations)

Screen all RCA participants including RCA participants who are receiving NA benefits, for RCA work program participation.

Do not refer mandatory work program RCA participants to the VOLAG when the refugee can document ongoing VOLAG contact.

Initiate the referral of mandatory RCA participants to the VOLAG at the initial interview when they cannot verify ongoing participation with a VOLAG. Complete the following:

- Key RF in the PAR/EXEM field on WORW for all persons who are determined to be mandatory participants in the VOLAG work program.
- Initiate the referral by documenting the "OTHER" section of the FAA-0077A form with notes summarizing verification of work program participation needed.
- Give the original and one copy of the FAA-0077A to the PI to take to the VOLAG office. (See [Voluntary Agencies](#) (VOLAG)) Place a copy in the [case file\(g\)](#).
- At the time of the RCA approval, send a copy of the RCA approval notice to the appropriate VOLAG office for each budgetary unit with a mandatory VOLAG participant.
- A refugee, who is a mandatory work program participant, may obtain employment or fail to comply with work program requirements. In either of these situations, the VOLAG staff are required to notify FAA of the change in status. When necessary, FAA staff contact VOLAG staff to discuss work program participation and case status.

For those who are not mandatory participants in the VOLAG work program, key in the valid exemption code as identified in [CA Jobs Exemptions](#). RCA budgetary units are first subject to the Jobs exemptions criteria.

RCA participants are then subject to the Refugee Resettlement Program (RRP) jobs exemptions as shown in the following:

- Physical or mental impairment that prevents the participant from engaging in the work program
Obtain verification from a [medically qualified source\(g\)](#) that the participant is unable to participate in the work program. Verification must include a timeframe of the impairment or review of the impairment.
- Pregnant woman in her last trimester
The participant is exempt for twelve (12) consecutive weeks following the birth. Medical verification of the last trimester of the pregnancy is required.
- Caretaker of a child under age one
This exemption applies only to one adult per household.
- Childcare unavailable
That the family is unable to access the [Child Care Program](#) or other childcare programs must be documented. This exemption applies only to one adult per household.
- Caretaker of a totally dependent person due to medical or mental health issues
Obtain verification from a [medically qualified source\(g\)](#) that the participant is required to be a full-time caretaker of the totally dependent person. This exemption applies to only one adult per household.
- Job Corps
Participation in Job Corps is considered a valid work search activity.
- Age 65 or older
- Victim of domestic violence
This exemption applies when working or participating in the work program will put the participant at risk of harm.