

### 03 **Refugee Resettlement Program (RRP) Referrals**



The Refugee Resettlement Program (RRP), administered by the Division of Aging and Adult Services (DAAS), provides temporary cash and medical assistance to newly arrived refugees.

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#### **Policy**

Generally, refugees entering Arizona first contact a Refugee Resettlement Program (RRP) voluntary agency (VOLAG). Refugees are not required to first contact a VOLAG to submit applications for FAA benefits. They can directly apply in person, by mail or fax, through HEAplus, over the phone, or through My Family Benefits (MFB). When needed, an RRP VOLAG sends a refugee's application for NA and CA to an FAA Refugee Office. (See [FAA Refugee Offices](#) for contact information)

The goals of the RRP include **all** of the following:

- The effective resettlement of refugees
- Assist refugees to achieve economic self-sufficiency utilizing **all** of the following:
  - Supportive Services
  - Refugee Cash Assistance (RCA)
  - TANF Differential Payments
  - Refugee Medical Assistance Program (RMAP)

The RRP program is available to refugees of all national origins. For the purpose of the RRP program, participants with **any** of the following statuses are referred to as refugees:

- Refugees
- Asylees
- Amerasians
- Cubans or Haitian Entrants
- Special Immigrant Visa (SIV) Holders
- Trafficking Victims
- Ukrainian Refugees

#### **RRP Voluntary Agency (VOLAG) Responsibility**

The RRP VOLAG is responsible for **all** of the following:

- Determining Refugee Cash Assistance (RCA) eligibility for adult only refugee households and issuing RCA Payments.
- Issuing TANF Differential Payments when a refugee household receives Cash

Assistance (CA) from the Family Assistance Administration (FAA).

- Referring refugees to FAA for **both** of the following when needed:

Nutrition Assistance (NA)

Cash Assistance (CA)

- Sending a copy of the application via fax or email to an FAA Refugee Office to register the application and to request an interview date.

NOTE Initial interviews are completed on a daily basis at the VOLAG or at the FAA Refugee Office. This depends on the number of refugee arrivals requesting FAA assistance.

- Ensuring that the refugee is aware of all available support services.
- Assisting the refugee to become self-sufficient through employment readiness and placement. Work program registration and participation is emphasized.

Newly arrived refugees are provided VOLAG Reception and Placement assistance by the VOLAG. These payments are not countable as income or resources for NA and CA.

When the VOLAG determines that a refugee may be eligible for FAA assistance, VOLAG staff assist the refugee in completing the official FAA application. All FAA applications for refugees during the refugee's first 12 months in the United States are processed at designated FAA Refugee Offices.

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## Procedures

Designated staff in the FAA Refugee Offices determine the refugee's NA and CA program eligibility during their first 12 months in the United States (U.S.). Refugees with an arrival date into the U.S. on or after 10/01/2021 are eligible for the new 12-month time frame. Refugees who arrived before 10/01/2021 are not eligible for the 12-month time frame. They are eligible for the previous eight-month time frame.

The 12 months start from the date of the refugee's entry into the U.S. and ends on the first day of the 13th month after entry. The arrival month is included in the 12-month count.

After the first twelve months are completed, refugee application processing is not restricted to the FAA Refugee Office.

When it is discovered that an application of a refugee is submitted through HEAplus or to an FAA office other than a Refugee Office, transfer the application and any supporting documents to the appropriate FAA Refugee Office within one [workday\(g\)](#) by completing **one** of the following:

- Fax the paper application to (623) 931-5676

NOTE When faxing documents containing confidential information, use the Fax Cover Sheet (DES-1078A) form.

- Notify the FAA Refugee Office via an email at [FAARefugeUnit@azdes.gov](mailto:FAARefugeUnit@azdes.gov)
- Upload the paper application to OnBase

**NOTE** The VOLAG Verification Form (VVF) completed by the VOLAG or sponsor assisting the refugee must be placed in the case file.

Ensure the site code on CARC is **one** of the following when the case is already registered:

- 285 - Applications received in Pima County
- 169 - Applications received in all other counties

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### Verification

See [Qualified Noncitizen Documents](#) for refugee verification.

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### AZTECS Keying Procedures

**One** of the following Citizenship Codes is keyed on IDC1:

- Refugee Office staff key the RE Citizenship Code for refugees during their first 12 months in the U.S. To track these cases. They set a free form ACTS Alert for the month after the end of the 12th month. After 12 months, they change the citizenship code to EA and move the case out of their caseload.
- After 12 months, any FAA staff key the EA Citizenship Code and complete what is needed on NOCS.

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### Legal Authorities

45 CFR 400

45 FR 59323

Section 412(a)(9) of the Immigration and Nationality Act (INA)

8 U.S.C. 1522(a)(9)

### [Prior Policy](#)

*last revised 06/27/2022*