

## **.05 RCA Work Program Requirements**

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 Private Sector work program Provider (PSP). PSP registration and employment assistance is provided through the Refugee office located in Maricopa and Pima counties. (See [Refugee Offices](#) for office locations)

Screen RCA only and RCA NA budgetary units for RCA work program participation. RCA budgetary units are subject to the [Jobs exemptions criteria](#).

Do not exempt a refugee from the work program participation requirements due to an inability to communicate in English.

Do not refer mandatory work program RCA participants to the PSP when the refugee can document ongoing PSP contact. Refer mandatory RCA participants to the PSP at the initial interview when they cannot document ongoing participation with a PSP. Refer them using the Information Request (FA-077) form. Complete as follows:

- Initiate the referral by documenting the OTHER section of the FA-077. Documentation should state VERIFICATION OF WORK PROGRAM PARTICIPATION NEEDED. CONTACT THE WORK PROGRAM OFFICE LOCATED AT... Note the actual location address of the appropriate PSP. (See [Voluntary Agencies](#) (Volags))
- Give an original and one copy of the FA-077 to the PI to take to the PSP office. Place a copy in the [case file\(g\)](#).
- The local office may not receive verification of work program participation within ten calendar days of the request. (See [RCA Work Program Noncompliance](#))
- At the time of RCA approval, send a copy of the RCA approval notice to the appropriate Volag office for each budgetary unit with a mandatory PSP 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 PSP staff notify FAA of the change in status. When necessary, FAA staff contact PSP staff to discuss work program participation and case status.

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