

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-2214



February 3, 1988

ALL-COUNTY INFORMATION NOTICE NO. 1-05-88

TO: ALL COUNTY WELFARE DIRECTORS

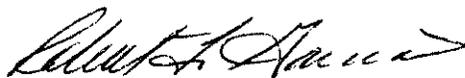
SUBJECT: Employment and Training Requirements Refugee Cash Assistance  
(RCA)/Refugee Demonstration Project (RDP), RS-36

REFERENCE: All-County Letter No. 87-136

In our October 6, 1987 All-County Letter (ACL) regarding the Employment and Training Requirements Refugee Cash Assistance (RCA)/Refugee Demonstration Project (RDP), RS-36, a reproducible copy of the form was included for your use. Please note that the second page of the form has several changes. These changes include the following: 1) under "What is RCA?," the second sentence is changed to read, "The program is for the first 18 months beginning with the refugee's month of entry in the U.S.," and 2) under "What is RDP?," the first sentence regarding time eligibility for living in the U.S. is changed from "less than three years" to "less than 24 months."

Please note that the counties are to use the RS-36 (9/87) version; however, please make the changes as noted above on Page 2 of the form. New forms are currently being printed with the noted changes; however, until the old supply is exhausted the new revised forms will not be issued. The revised RS-36 should become available in March of 1988. In the meantime, a reproducible copy of the revision is enclosed for your use.

If you have any questions concerning this letter, please contact Ms. Judy Eastburn, Office of Refugee Services, at (916) 322-0601 or ATSS 492-0601.

  
for ROBERT A. HOREL  
Deputy Director  
Welfare Program Division

Enclosure

DISTRIBUTION: *Original Copy:* Applicant  
*Second Copy:* CWD Case File

**EMPLOYMENT AND TRAINING REQUIREMENTS  
 REFUGEE CASH ASSISTANCE (RCA)/  
 REFUGEE DEMONSTRATION PROJECT (RDP)**

CLIENT NAME		SSN
CASE NUMBER		ALIEN NUMBER
EW NAME		DATE
EW NUMBER	TELEPHONE ( )	

**REGISTRATION**

As a condition of eligibility for cash aid, you must register and participate in various training and job services programs provided through a Central Intake Unit (CIU).

You must register with a Central Intake Unit (CIU) Referral/Notification Form (RS 3). Please take it to the CIU office listed in Item 12 on the RS 3. Return the first copy to your Eligibility Worker signed and stamped by the CIU, by \_\_\_\_\_ (DATE)

You must cooperate fully with the CIU and go to all scheduled interviews, appointments, training classes and other activities.

**EMPLOYMENT**

As a condition of eligibility for cash aid, you must accept a job if it is offered to you unless you have a good reason that would keep you from participating. You may be employed full-time and still receive cash aid if your earnings are less than your grant. If you get a job, you must tell your Eligibility Worker within five days and report it on your monthly eligibility report form (CA 7).

**CONCILIATION**

If you do not meet the training and job services rules the county will call you in for an interview to agree on a plan to fix the problem by making a plan of action. This is called a Conciliation Plan.

**PENALTIES**

If we do not hear from you, the county will think that you did not want an interview and will think that you do not want to take part in conciliation. A notice of action will be sent to you and your family's cash aid will be stopped or lowered. The first time you fail to meet the training and job services program rules without good cause you will not get cash aid for a 3-month period. The second time you will not get cash aid for a 6-month period.

**CERTIFICATION**

*You and the person going over this form with you (Eligibility Worker) will both sign below to show that your rights and responsibilities as an RCA/RDP registrant/participant in the various training and job services programs provided through the CIU have been explained to you and that you understand what it means. Ask any questions you have about your rights and responsibilities before you sign your name.*

*This information has been:*

read by me  
 read to me in \_\_\_\_\_ (Language \_\_\_\_\_ )  
SPECIFY

SIGNATURE OF APPLICANT	DATE
TRANSLATOR'S SIGNATURE (IF PRESENT)	DATE

SIGNATURE ON TRANSLATED VERSION  Yes  No

*I certify that I have informed the applicant of his or her rights and responsibilities as stated above.*

*The applicant appears to understand his or her rights and responsibilities.*

ELIGIBILITY WORKER'S SIGNATURE	EW'S NUMBER	DATE
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**COUNTY USE**

The Refugee Cash Assistance (RCA) Program/The Refugee Demonstration Project (RDP)

WHAT IS RCA?

RCA recipients are usually single individuals or married couples with no minor children under the age of 18.

The program is for the first 18 months beginning with the refugee's month of entry in the U.S.

Grant amounts and real and personal property limitations are the same as in the Aid to Families with Dependent Children (AFDC) program.

Eligibility for RCA is conditional upon the refugee cooperating with the services program. The services program emphasizes early employment. The purpose is to help the refugee get a job as soon as possible.

If you are applying for RCA or RDP, it is very important that you understand the rules. Failure to obey the rules may result in your RCA or RDP grant being stopped for 3 or 6 months.

RULES:

- Unless you are exempt for some reason, you **MUST** go to the Central Intake Unit (CIU) to find out if you are ready for work and assignment to a special refugee project.
- If you are assigned to an English as a Second Language (ESL) or Vocational Training Class, you must attend classes regularly as required by the training provider and follow all of their rules.
- If you are assigned to an Employment Service, you must attend Job Search Work Orientation Class, appear for job interviews, or look for new employers who might have jobs for you.
- You must go to the training that the CIU assigns you to. You cannot be excused to attend some other training. If you want to go to school part-time outside your assigned class hours, you may do so, providing you are still available to accept a job.
- Full-time college students are **NOT ELIGIBLE** for RCA or RDP.
- For both RCA and RDP you must accept any appropriate job offer even if the pay is less than your grant. For RCA/RDP you will continue to receive your medical benefits and a part of your grant so that there will be no loss of income.

In addition, if a person is discontinued from RDP due to increase of earnings or hours of employment, and the family has received cash aid in three of the last six months prior to becoming ineligible for cash aid, Medi-Cal regulations allow for the continuation of Medi-Cal benefits for a four-month period after the refugee begins a job.

- If you do not meet the training and job services rules the county will call you in for an interview to agree on a plan to fix the problem by making a plan of action. This is called a Conciliation Plan.
- If you refuse a job or quit a job or fail to meet the rules listed above without good cause, your cash aid may be stopped for 3 or 6 months.
- You may be able to get payment for expenses while you are in training, or until you get your first paycheck. These payments include such things as child care, transportation, tools, books, and union dues.
- When you get a job, the first \$75.00 of your monthly pay can be applied to work expenses.

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You and the person going over this form with you (Eligibility Worker) will both sign below to show that your rights and responsibilities as an RCA or RDP registrant/participant in the various training and educational programs provided by the CIU have been explained to you and that you understand what it means. Ask any questions you have about your rights and responsibilities before you sign your name.

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- read by me
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SIGNATURE ON TRANSLATED VERSION  Yes  No

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ELIGIBILITY WORKER'S SIGNATURE	EW'S NUMBER	DATE
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COUNTY USE