

**REFUGEE RESETTLEMENT PROGRAM CASELOAD MOVEMENT REPORT
(RS 51)**

COUNTY INSTRUCTIONS

REPORT DUE DATES TO THE REFUGEE PROGRAMS BUREAU (RPB)

Trimester	Period	County Due Date to RPB
Trimester 1	October 1 – January 31	February 15
Trimester 2	February 1 – May 31	June 15
Trimester 3	June 1 – September 30	October 15

RS 51 Refugee Resettlement Program Caseload Movement Report Form

The RS 51 form is found at <http://www.cdss.ca.gov/refugeeprogram> under the Reports & Data section. This is an electronic form that contains formulas that will auto-calculate totals. Completed forms can be e-mailed to RPBreports@dss.ca.gov.

This report is required by the federal Office of Refugee Resettlement (ORR) and collects information on the number of persons and cases participating in the Refugee Resettlement Program (RRP) that are receiving cash and other assistance through the Refugee Cash Assistance (RCA) and General Assistance/General Relief (GA/GR) programs. All 58 California counties must submit the report, even if they have no RCA clients or cases or refugee GA/GR clients or cases. Counties without RCA clients or cases and/or refugee GA/GR clients or cases are to enter "0" into the appropriate spaces.

Below are instructions to complete the RS 51 form.

County: Select your county from the pull-down menu.

Reporting Period and Year: Check the correct reporting period; select the correct year from the pull-down menu.

PART A. Refugee Cash Assistance

- 1. Previous RCA enrollees still active in this reporting period:** Enter in Column 1 and Column 2, respectively, the number of RCA recipients and cases from the previous reporting period still receiving RCA in this reporting period, even if only for a portion of this reporting period.

Example: The current reporting period is October 1 to January 31. A county had 100 RCA clients during the previous trimester (from June 1 to September 30). Of the 100 RCA clients, 40 clients were terminated by September 30 for reasons including time-expiration, non-compliance, excess income, etc. The remaining 60 RCA clients were still active on the first day of the current reporting period, October 1. The county would report 60 RCA clients under **Part A., 1., Previous RCA enrollees still active in this reporting period**, since 60 RCA clients carried over to the current reporting period.

The count of 60 RCA clients under **Part A., 1.**, does not include any clients approved to begin receiving RCA on October 1, since these clients would not have been active in the previous reporting period.

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2. New RCA Enrollees during this reporting period

- a. **New arrivals:** Enter in Column 1 and Column 2, respectively, the number of persons and cases that received RCA in the county for the first time.

New arrivals are persons receiving RCA who have been in the United States for eight months or less.

- b. **Secondary migrants:** Enter in Column 1 and Column 2, respectively, the number of persons and cases that moved to California from another state and received RCA in the county for the first time.

Inter-county transfers from another county in California are not secondary migrants.

- c. **Former Matching Grant clients:** Enter in Column 1 and Column 2, respectively, the number of persons and cases that were former Matching Grant Program clients and received RCA in the county for the first time.

The Matching Grant Program is an alternate cash assistance and employment services program that is administered by voluntary resettlement agencies and funded directly by ORR.

- d. **RCA re-applicants:** Enter in Column 1 and Column 2, respectively, the number of persons and cases that previously received RCA in the county, were discontinued from aid, then reapplied for and received RCA again.

Only count those persons who reapplied after being discontinued due to earned income.

(The total of Part A., 2. equals the total of Part A, 2.a – 2.d.)

3. **Total number of RCA recipients during this reporting period:** The totals in Column 1 and Column 2 equal the totals of Part A, 1., plus Part A , 2.a. – 2.d.

PART B. Reasons and number of exemptions from registration for Employment Services by RCA Recipients

4. **Reason of exemption and Total Number:** Counties must choose the appropriate reasons for exemptions from Employment Services (as specified in Manual of Policies and Procedures [MPP] Section 69-207.3.a. – k.) from the drop-down menu and identify the number of RCA recipients who received each exemption.

Example: A county has 9 RCA recipients with exemptions: 5 persons age 60 or over, and 4 persons that are ill or injured, with illness or injury verified by a physician. It would report the exemptions in the following format:

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<u>Reason of exemption</u>	<u>Total Number</u>
MPP Section 69-207.3(b)	5
MPP Section 69-207.3(f)	4

For your reference, the exemption criteria specified in the MPP Section 69-207.3.a. – k. are listed below and on the bottom of the RS 51.

MPP Section 69-207.3

- a. A person under 16 years of age.
- b. A person age 60 or older.
- c. A person 16 or 17 years of age who is a full-time student as defined by the age chapter of the CalWORKs regulations.
- d. A person 18 years of age who is a full-time student in a secondary school (12th grade or below) or in equivalent level of vocational or technical training as defined by the age chapter of the CalWORKs regulations, if the person is expected to complete 12th grade or the training program prior to his/her 19th birthday.
- e. A person who is at least 16 but not yet 18 years and participating full time in vocational or technical school or training which is considered appropriate by the CWD.
- f. A person who is ill or injured, when his/her illness or injury is verified by a physician's written statement that the illness or injury is serious enough to temporarily prevent his/her entry into employment or an employment-directed education/training program.
- g. A person who is incapacitated, when it is determined that the physical or mental impairment, by itself or in conjunction with age, prevents the individual from engaging in employment or participating in an employment-directed education/training program. The criteria for determination of incapacity as outlined in MPP Section 41-430.2 shall be applied.
- h. A person whose presence in the home is required on a substantially continuous basis because of the physical or mental impairment of another member in the household, when verified by a physician's written statement.
- i. The parent or other caretaker relative of a child under six months of age who is personally providing full-time care for the child with only very brief and infrequent absences from the child. Only one parent or other relative in a case may be exempt.
- j. A person who is working more than 32 hours a week in unsubsidized employment which is expected to last a minimum of 30 days. This exemption continues to apply if there is a temporary break in full-time employment which is expected to last no longer than 10 workdays.
- k. A woman who is pregnant and provides medical verification that the pregnancy impairs her ability to be regularly employed or participate in employment/training related activities. An exemption based on a medically-verified pregnancy may also be granted when the CWD determines that participation will not readily lead to employment or that a training activity is not appropriate.

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PART C. General Assistance

5. **General Assistance/General Relief (GA/GR):** Enter in Column 1 and Column 2, respectively, the number of refugee persons and cases that received GA/GR during the reporting period, even if only for a portion of this reporting period.

PART D. County contact information

6. **Person to contact regarding this report/Phone Number/Date:** Enter the name and phone number of the person who completed the RS 51 and can respond to any questions about the data submitted; enter the date on which the report was submitted to the Refugee Programs Bureau.