

**DISTRIBUTION:** *Original Copy:* Applicant  
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CLIENT NAME	SSN
CASE NUMBER	ALIEN NUMBER
WORKER NAME	DATE
WORKER NUMBER	TELEPHONE (      )

## EMPLOYMENT AND TRAINING REQUIREMENTS FOR REFUGEE CASH ASSISTANCE (RCA)

### WHAT IS RCA?

RCA is cash aid to help you resettle, learn English, and get a job in this country. It is mostly for single individual, married couples or domestic partners with no minor children under the age of 18. The program is for the first 8 months from the date you entered the U.S. as a refugee, or the date your asylum was granted, or the date you were certified as a trafficking victim.

You must follow the rules to get RCA, so it is important that you understand the rules. If you do not follow the rules, RCA will stop. Most of the rules are there to help you get a job.

### RULES:

#### Registration

Unless your Worker says you are exempt, you must go to a Service Provider or Referral Agency to find out what services you need in order to get a job (become employed).

To register, you must complete an RS 3 Referral/Notification Form and take it to the Referral Agency listed in the RS 3. Make sure that the Referral Agency signs or stamps the RS 3, then return one of the signed or stamped copies to your Worker.

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

#### Job Search

You may be required to participate in job search. Also, you may be sent to Employment Services, where you must attend a class which will help you in your search for work. You must also go to job interviews and look for employers who could use your skills.

#### Employment

You must accept a job if it is offered to you unless you have a good reason. You may be employed full-time or part-time and still receive some RCA if your income minus, disregards is less than the full RCA grant. Therefore, you would not lose money by getting a job. Medical benefits may also continue for a time, even if you no longer receive a grant.

If you get a job, you must tell your Worker within 5 days and report the job on the reporting documents required by the county.

#### Training

You must go to the training that the Referral Agency 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, if you are still available to accept a job.

Full-time adult students are not eligible to receive RCA.

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, and union dues.

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.

#### Compliance Plan

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. This is called a Compliance Plan.

#### Penalties

If you do not report as required by the County, the County cannot send you any more aid. If you refuse or quit a job, or fail to meet the training rules, or fail to take part in the compliance plan process, your cash aid will be stopped for 3 or 6 months. This may mean that your RCA will be stopped permanently since the rules limiting the months of RCA you can get, depending on when you entered the United States, as a refugee or were granted asylum or certified as a trafficking victim (time-eligibility rules), still apply.

### CERTIFICATION

*You and the Worker will both sign below to show that your rights and responsibilities as an RCA registrant/participant in the various training and job services have been explained to you and that you understand what they mean. 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.*

WORKER'S SIGNATURE	WORKER'S NUMBER	DATE
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COUNTY USE