

REFUGEE AND ENTRANT ASSISTANCE CLUSTER

STATE ADMINISTERED PROGRAMS

93.566	REFUGEE CASH AND MEDICAL ASSISTANCE REFUGEE SOCIAL SERVICES SERVICES FOR ELDERLY REFUGEES SCHOOL IMPACT
93.584	TARGETED ASSISTANCE FORMULA
93.576	TARGETED ASSISTANCE DISCRETIONARY HEALTH PROMOTION

**U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES**

Federal Authorization: Cash and Medical, Social Services, Services for Elderly Refugees -
93.566 Refugee Act of 1980, Section 412, 94 Stat. 111, 8 U.S.C. 1522, as amended, Public Laws 96-212, 97-363 and 99-605; Refugee Education Assistance Act of 1980, Title V, 94 Stat. 1809, 8 U.S.C. 1522 note, as amended, Public Laws 96-422, 96-424, 97-35, 100-436, 101-166, 101-302, 101-517, and 102-170.
School Impact-Refugee Act of 1980, Section 412(c)(1)(A)(iii) of the Immigration and Nationality Act (INA), 8 U.S.C. & 1522(c) (1)(A)(iii).

Federal Authorization: Targeted Assistance Formula - Refugee Act of 1980, Section 412, Public
93.584 Law 96-212, 94 Stat. 111, 8 U.S.C 1522; Refugee Education Assistance Act of 1980, Public Law 96-422, 8 U.S.C 1522 note; Consolidated Appropriations Act of 2008, Public Law 110-161; Victims of Trafficking Violence and Protection Act of 2000, Public Law 106-386; Defense Authorization Act of 2008, Public Law 110-181; Department of Defense Appropriations Act of 2010, 123 Stat. 3409.

Federal Authorization: Targeted Assistance Discretionary - Refugee Act of 1980, Section 412,
93.576 Public Law 96-212, 94 Stat. 111, 8 U.S.C 1522; Refugee Education Assistance Act of 1980, Title V, 94 Stat. 1809, 8 U.S.C.
Health Promotion - 1522 Section 412(c)(1)(A)(iii) of the Immigration and Nationality Act (INA) (8 U.S. C.§1522(c)(1)(A)(iii)

**N. C. Department of Health and Human Services
Division of Social Services**

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N. C. DHHS Confirmation Reports:

SFY 2019 audit confirmation reports for payments made to Counties, Local Management Entities (LMEs), Managed Care Organizations (MCOs), Boards of Education, Councils of Government, District Health Departments and DHSR Grant Sub-recipients will be available by mid-October at the following web address: <http://www.ncdhhs.gov/control/auditconfirms.htm>
At this site, click on the link entitled “Audit Confirmation Reports (State Fiscal Year 2018-2019)”. Additionally, audit confirmation reports for Nongovernmental entities receiving financial assistance from DHHS are found at the same website except select “[Non-Governmental Audit Confirmation Reports \(State Fiscal Years 2014-2019\)](#)”.

The Auditor should not consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the Auditor should be prepared to justify departures from the suggested procedures. The Auditor can consider the Supplement a “safe harbor” for identification of compliance requirements to be tested if the Auditor performs reasonable procedures to ensure that the requirements in the Supplement are current. The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

I. PROGRAM OBJECTIVES

93.566 Refugee and Entrant Assistance State Administered Programs

The purpose of the Refugee Cash Assistance (RCA) program is to provide time-limited cash assistance to refugees who are ineligible for Temporary Assistance for Needy Family (TANF), Old Age Assistance (OAA), Aid to the Blind (AB), Aid to the Permanently and Totally Disabled (APTD), Aid to the Aged, Blind, and Disabled (AABD), or Social Security Supplemental Income (SSI).

Refugee Medical Assistance (RMA) provides medical assistance to refugees who are ineligible for any other Medicaid program or State Children’s Health Insurance Program (SCHIP).

The Refugee Assistance Program (RAP) Social Services Program provides specifically defined and designated services to refugees to facilitate their achieving self-support and self-sufficiency as quickly as possible following their arrival in North Carolina. The program provides funding for refugee-specific social services that are linguistically and culturally appropriate.

Refugee service providers may be public or private, not-for-profit agencies that provide direct services specifically designed to:

- (1) Assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including job readiness, skills training, vocational education as well as job placement and follow-up and other employment services;
- (2) Provide training in English when needed; and
- (3) Provide social adjustment services such as case management, cultural orientation, health-management, and support services such as interpretation/translation and transportation.

The Services to Elderly Refugees program addresses the unique barriers older refugees’ face, especially accessing mainstream aging services and acquisition of the English language. Activities covered under the grant include: nutritional services, health education and screening services, senior center activities, transportation, interpreter services, English language instruction, and citizenship and civics instruction. In addition, the program links elders to citizenship and naturalization service providers for preparation and legal representation through Board of Immigration Appeals (BIA) recognized agencies and their accredited representatives.

The Refugee School Impact grant is to assist refugee school-age children with academic performance and social adjustment to schools as well as provide support services to parents regarding their participation in their child’s educational progress. Services and activities are aimed at providing activities/assistance that will enable optimal progress in the child’s academic, physical, social, emotional and behavioral development. The focus of services should be on those who need help the most: new arrivals who are making initial adjustments, and those who have been in the country three years or less and continue to face serious challenges. Programs should be geared toward school completion, acceptable academic performance, and the creation of

opportunities to encourage full participation of refugee children and their parents in a wide range of school activities.

93.584 Refugee and Entrant Assistance Targeted Assistance Grants

Targeted Assistance Formula programs are for areas of the country with high refugee concentrations and/or high public benefits utilization. Awards are made to states with counties where the refugee population has the potential for significant impact as determined by the U.S. Department of Health and Human Services (U.S. DHHS) Office of Refugee Resettlement. The counties of Durham, Guilford, Mecklenburg and Wake qualify and services under this grant are provided by either public or private non-profit agencies. The objective of the program is to work with families who need additional assistance to achieve/maintain economic independence and self-sufficiency. Services include employment-related and supportive social services to eligible recipients.

93.576 Refugee and Entrant Assistance Discretionary Grants

Targeted Assistance Discretionary programs include (1) decreasing the numbers of refugees on public assistance and the length of time refugees require such assistance; (2) encouraging the placement of refugees in locations with good job opportunities and specialized case management for vulnerable individuals and; (3) assisting low-income refugees with financial literacy classes.

The Refugee Health Promotion program encompasses a comprehensive, statewide approach for refugee health and has identified the following objectives: promoting health literacy and reducing gaps in health services.

Throughout this compliance supplement the term “refugee” will refer to all groups mentioned below that are eligible for refugee cash, medical assistance and social services. Eligible recipients include refugees, Cuban and Haitian entrants, certain Amerasian immigrants, victims of human trafficking, Afghani or Iraqi Special Immigrant Visa holders and persons granted asylum. Refugee social services are provided without regard to income. Most social services are provided to refugees during their first 60 months in country. However, there are certain services with no time limit and these are outlined in the RAP Manual found online at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/man/>. Service cases are closed once eligible “refugees” become United States citizens.

II. PROGRAM PROCEDURES

93.566

The RCA and RMA programs are administered at the federal level by the Office of Refugee Resettlement (ORR), Administration for Children and Families (ACF), a component of the U. S. DHHS. Funding is provided to the State, based on a State Plan and amendments, as required by changes in statutes, rules, regulations, interpretations, and court decisions, submitted to and approved by ORR. RCA and RMA funds are 100% federally sourced. In North Carolina, RCA and RMA are state-supervised and locally-administered public assistance programs.

County Department of Social Services (DSS) offices are reimbursed for their administrative costs through the submission of the form DSS-1571 Administrative Costs Report to the NC DHHS Controller’s Office.

Applicants must apply for RCA in the county where they reside for direct payments issued by the state. The county department of social services is responsible for ensuring that only eligible refugees are approved for RCA based on federal regulations as outlined in the State’s manual. Refugee Cash Assistance policies and procedures are consistent with the provisions of NC Work First Family Assistance (WFFA) program in regard to: (1) the determination of initial and on-going eligibility (treatment of income and resources, budgeting methods, need standard); (2) the determination of benefit amounts (payment levels based on size of the assistance unit, income disregards) and (3) proration of shelter, utilities, and similar needs as referenced in the Refugee Assistance Program Manual - located at: <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/man/>.

The following will not be counted as income and resources for RCA eligibility:

1. A refugee's resources remaining in the applicant's country of origin;
2. A sponsor's income and resources; and
3. Any cash grant received by the applicant under the U.S. Department of State Reception and Placement program.

Assistance will begin the month in which the refugee applies for cash assistance, so long as the person is within eight months of arrival in the country.

Eligibility determination is to be completed within 30 days from the date of application. The county department of social services must notify the refugee applicant or resettlement agency of the fact that the refugee has applied for cash or medical assistance and the decision regarding the applicant's eligibility.

North Carolina Work First Family Assistance (WFFA) work requirements do not apply to RCA applicants or recipients. In counties where most refugees are resettled, refugee service providers are the work registration site and provide employment services to those refugees who are RCA recipients. In counties where there is not a refugee service provider, the work registration referral is made to the local Division of Employment Security.

Refugee Medical Assistance follows Medicaid policy and applications. RMA eligibility is based on 200% of the Federal Poverty Level. On the date of application, cash received from the US Department of State's Reception and Placement program, US DHHS/ORR's Match Grant or RCA Program should not be counted as income. A refugee who has been denied or terminated from RCA does not impact eligibility for RMA.

93.566, 93.584, 93.576

The Refugee Social Services, Services for Elderly Refugees, School Impact, Targeted Assistance Formula and Targeted Assistance Discretionary programs are administered at the federal level by the Office of Refugee Resettlement (ORR), Administration for Children and Families (ACF), a component of the U. S. Department of Health and Human Services (DHHS). Funding is provided to the State, based on a State Plan and amendments, as required by changes in statutes, rules, regulations, interpretations as submitted to and approved by ORR. Funding is 100% federally sourced.

State-level contracts for the actual provision of services are awarded between the Division of Social Services and public or private, nonprofit agencies. Agencies must provide refugee-specific services that are linguistically and culturally appropriate. Agencies interested in providing Refugee Social Services prepare and submit a contract application which includes a description of services to be offered, as well as a line-item budget. The State utilizes the DHHS Office of Procurement and Contract Services (OPCS) policies and procedures to award contracts to sub-recipients. Federal and State reporting requirements are communicated to sub-recipients in the contract. Compliance and Service requirements are contained in the Refugee Assistance Program Services Manual, found online at: <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/man/>. Refugee Social Services program sub-recipients are monitored by the NC State Refugee Office in accordance with the NC Division of Social Services (DSS) Local Social Service Agencies Monitoring Plan. Sub-recipients are reimbursed through submission of the DSS-1571 III. Administrative Costs Report to the NC DHHS Controller's Office.

Refugee Social Services funds are provided to refugees in the following order of priority: (a) All newly-arriving refugees during their first year in the U. S., who apply for services; (b) Refugees who are receiving cash assistance; (c) Unemployed refugees who are not receiving cash assistance; and (d) Employed refugees in need of services to retain employment or to attain economic independence.

Services to Elderly Refugees - to determine sub-recipients, the NC State Refugee Office analyzes arrival statistics of elderly refugees from the U. S. Department of State's data system, the World

Refugee Admissions Processing System (WRAPS). Based upon this data, the State Refugee Office determines which regions are most impacted by newly-arrived elderly refugees, and notifies these eligible regions of the availability of funds which they may access and services to be provided, through the State's contracting process. The State utilizes the DHHS Office of Procurement, Grants and Contract Services (OPCG policies and procedures to award contracts to sub-recipients. Federal and State reporting requirements are communicated to sub-recipients in the contract. Eligibility requirements are communicated in the Refugee Assistance Program Services Manual, found online at: <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/man/>. Services to Elderly Refugees Project sub-recipients are monitored by the NC State Refugee Office in accordance to the NC Division of Social Services (DSS) Monitoring Plan. Sub-recipients are reimbursed through submission of the form DSS-1571 III. Administrative Costs Report to the NC DHHS Controller's Office.

School Impact - to determine sub-recipients, the NC State Refugee Office analyzes arrival statistics of school-aged refugee children from the U. S. Department of State's data system, the World Refugee Admissions Processing System (WRAPS). Based upon this data, the State Refugee Office determines which county school districts are most impacted by newly-arrived refugee children and notifies these eligible districts of the availability of funds which they may access and services to be provided, through the state's contracting process.

93.584 and 93.576

Based upon federal determination, these funds are made available to sub-recipients in eligible counties through the NC State Refugee Office.

III. COMPLIANCE REQUIREMENTS

Crosscutting Requirements

The compliance requirements in the Division of Social Services "Crosscutting Requirements" in Section D (Supplement #DSS-0) are applicable to this grant.

A. ACTIVITIES ALLOWED OR UNALLOWED

93.566

Refugee Cash Assistance

County departments of social services must allow any refugee wishing to do so an opportunity to apply for cash assistance and must determine the eligibility of each applicant. Refugees who are enrolled in the federal Match Grant program with their local resettlement agency are prohibited from receiving RCA while on Match Grant. The local resettlement agency is to notify the county department of social services of any refugees enrolled in the Match Grant program.

If the county department of social services determines that a refugee has an urgent need for cash assistance, it should process the application for cash assistance as quickly as possible and issue the initial payment to the refugee on an emergency basis. Continued receipt of RCA is dependent on a recipient participating in employment services within 30 days of receipt of aid. A Family Self-sufficiency Plan must be developed with each recipient. A Family Self-sufficiency Plan addresses the employment-related service needs of the employable members in a family for the purpose of enabling the family to become self-supporting as quickly as possible through the employment of one or more family members. In addition, an individual Employability Plan must be developed for each recipient of RCA who is not exempt from work requirements.

Refugee Medical Assistance

Refugees are not required to receive Refugee Cash Assistance to receive Refugee Medical Assistance. Applicants may apply for either or both RCA and RMA.

Refugees are eligible for Refugee Medical Assistance only after being determined ineligible for Medicaid or SCHIP.

If Refugee Cash Assistance benefits are terminated due to increased earnings, and the client is also a recipient of RMA, the refugee shall continue to receive RMA until he/she reaches the end of his/her eligibility period for Refugee Medical Assistance. In cases where a refugee obtains private medical coverage, any payment of RMA for that individual must be reduced by the amount of the third-party payment.

93.566 and 93.576

Social Services, Services to Elderly Refugees, Targeted Assistance Discretionary

Allowable activities include but are not limited to case management, outreach, assessment, pre-employment services, job development, job placement, employment follow-up, English language training, vocational skills training including vocational education, skills recertification, transportation, information and referral, emergency services, health related services, home management services, orientation services, driver's education training, citizenship and naturalization services including U. S. Civics instruction and English language civics instruction, and translation/interpreter services.

Employment services for all non-exempt, employable adults must include a written Family Self Sufficiency Plan and individual Employability Plan and must include services designed to enable refugees to obtain jobs within one year of becoming enrolled. An employability plan is an individualized written plan for a refugee registered for employment services that sets forth a program of services intended to result in the earliest possible employment of the refugee. Employment services may continue to be provided after a refugee has entered a job to help the refugee retain employment or upgrade to a better job.

School Impact

Allowable activities may include English as a second language, utilization of school curricula that encourage optimum learning and acquisition of necessary skills, after-school tutoring programs focused on helping refugee students understand and complete assignments, after-school/summer programs that support remedial work or promote school readiness, parental involvement programs, mentoring programs, interpreter services for parent/teacher meetings and conferences, bilingual/bi-cultural counselors and aides, training staff on refugee culture and use of special teaching materials, utilization of modern technology deemed to speed up English language acquisition and other related skills, utilization of special educational materials proven to help children with learning disabilities and programs enhancing linguistic and cultural competence in service provision.

93.584

TAG-Formula

Allowable activities may include pre-employment services, job development, initial job placement, current job placement, employment follow-up, vocational English instruction, English language training, vocational training, skills recertification, transportation, translation and interpreter services, and case management.

Employment services for all non-exempt, employable adults must include a written Family Self Sufficiency Plan and individual Employability Plan. An employability Plan is an individualized, written plan for a refugee registered for employment services. The plan must set forth a program of services aimed with a goal of employment of the refugee as soon as possible. Services must be designed to enable refugees to obtain jobs within one year of

becoming enrolled in the program. Employment services may continue to be provided after a refugee has entered a job to help the refugee retain employment or upgrade to a better job.

A written copy is available by written request at the following address:

Ms. Lynne Little, NC State Refugee Coordinator
N. C. Department of Health and Human Services
North Carolina Refugee Program
Hargrove Building/Dix Campus
MSC 2405

or by calling the State Refugee Coordinator at (919) 527-6303.

B. ALLOWABLE COSTS/COSTS PRINCIPLES

93.566 Cash and Medical

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the cost principles described in the N. C. Administrative Code at 09 NCAC 03M .0201.

93.566, 93.584, and 93.576

All allowable costs, direct and indirect, of Refugee Social Services contractors receiving these funds shall be allocated in accordance with the cost allocation plan mandated under Title 45 of the Code of Federal Regulations, Part 95, Subpart E. Contract providers must show specific, allowable costs in the budget of the contract approved by the Division of Social Services.

Social service funds may not be used for long-term training programs such as vocational training that last for more than a year or educational programs that are not intended to lead to employment within a year.

93.566 Refugee Cash and Medical

Monitoring is conducted in accordance with the requirements of 2 CFR, Part 200 and the DHHS Policy and Procedure Manual for Monitoring of Programs. The DHHS Policy and Procedure Manual for Monitoring of Programs can be obtained from the DHHS Controller's Office, Dorothea Dix Campus/McBryde Building, 1050 Umstead Drive 2019 MSC, Raleigh, NC 27699-2019. In addition, the NC Division of Social Services prepares a monitoring plan for monitoring sub-recipient compliance with Federal and State awards. A copy of the NC Division of Social Services' Local County Social Service Agencies Monitoring Plan may be found at: [NC Local County Social Service Agencies Monitoring Plan](#).

Monitoring of Contracted Refugee Social services providers is conducted in accordance with the NC Local County Social Service Agencies Monitoring Plan, found at: [NC Local County Social Service Agencies Monitoring Plan](#).

This includes compliance with the Federal Office of Management and Budget (OMB) CFR Title 2 Part 200 which may be accessed at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Onsite monitoring visits are conducted periodically with service providers; a financial and service desk review of performance occurs monthly. The monitoring visit includes an administrative review, client record review, limited fiscal review, observation of service delivery, interviews with key personnel, clients and community partners such as employers.

Significant findings are communicated both verbally at the time of an exit interview and in writing within 30 days after the monitoring visit. If the findings require a refugee service provider to implement corrective action, it must be submitted to the State Refugee Office within 30 days after receipt of the report. State Refugee Office staff will follow up after

submission of the Corrective Action Plan to verify that corrective action has been implemented.

Monitoring forms, related verification information, compliance findings, corrective action plans, follow-up documentation and related correspondence will be maintained in the NC Refugee Assistance Program Office located in the Hargrove Building/Dorothea Dix Campus, 820 S. Boylan Avenue, Raleigh, NC. Such records will be maintained according to the state's record retention policy.

All grantees that expend State funds (including federal funds passed through the N.C. Department of Health and Human Services) are required to comply with the cost principles described in the N. C. Administrative Code at 09 NCAC 03M .0201.

C. CASH MANAGEMENT

County department social service agencies and all grantees are funded on a reimbursement basis; therefore, this requirement does not apply

E. ELIGIBILITY

93.566

In order to receive refugee cash and/or medical assistance, the client must be a refugee, admitted under INA § 207; Asylees, granted asylum under INA § 208; Cuban and Haitian Entrants, as defined under federal regulations (45 CFR § 401.2); Certain Amerasians; Trafficking Victims who have been issued an ORR certification letter; Special Immigrant Visa holders from Iraq and Afghanistan; and Legal Permanent Residents (LPR) who were admitted originally as one of the above in the past, for eight months after arrival. The county department of social services providing these benefits must review documentation from the United States Citizenship and Immigration Services (USCIS), which verifies the applicant's status. This documentation is usually the U. S. Department of Homeland Security (DHS) Arrival Departure Record Form I-94 and/or the USCIS Permanent Resident Alien Card I-551. However, other forms of official U. S. Department of Homeland Security or U. S. Department of Justice documentation may also be used.

Compliance Requirement – The county department of social services must determine whether refugee applicants for Refugee Cash Assistance are eligible for other cash assistance programs, such as the Work First/TANF program. If the county department of social services determines that the refugee applicant is not eligible for cash assistance under other programs, then the agency determines eligibility for Refugee Cash Assistance.

The county department of social services must refer refugee applicants for Refugee Cash Assistance who are aged, blind or disabled to the Social Security Administration to apply for cash assistance under the SSI program. A refugee eligible for Refugee Cash Assistance as well as SSI, may receive RCA until eligibility for SSI is determined, provided the conditions of eligibility for RCA continue to be met during this time.

Audit Objective – To determine that applicants were assigned to RCA only after they are determined ineligible for other programs such as Work First.

Suggested Audit Procedures:

1. Test a sample of sub-recipient records and ascertain that all required documents are present.
2. Review the requirements in the Refugee Assistance Manual for each of the documents listed above and test for completeness and accuracy.

93.566 and 93.576

To receive Refugee Social Services and Targeted Assistance Discretionary services the client must be a refugee, admitted under INA § 207; Asylees, granted asylum under INA § 208; Cuban and Haitian Entrants, as defined under federal regulations (45 CFR § 401.2); Certain Amerasians; Trafficking Victims who have been issued an ORR certification letter; Special

Immigrant Visa holders from Iraq and Afghanistan; and Legal Permanent Residents (LPR) who were admitted originally as one of the above in the past.

To receive Services to Elderly Refugees, the client must be age 60 or older AND the client must be a refugee, admitted under INA § 207; Asylees, granted asylum under INA § 208; Cuban and Haitian Entrants, as defined under federal regulations (45 CFR § 401.2); Certain Amerasians; Trafficking Victims who have been issued an ORR certification letter; Special Immigrant Visa holders from Iraq and Afghanistan; and Legal Permanent Residents (LPR) who were admitted originally as one of the above in the past.

To receive Refugee School Impact Services, the client must be a refugee, admitted under INA § 207; Asylees, granted asylum under INA § 208; Cuban and Haitian Entrants, as defined under federal regulations (45 CFR § 401.2); Certain Amerasians; Trafficking Victims who have been issued an ORR certification letter; Special Immigrant Visa holders from Iraq and Afghanistan; Children classified as Special Immigrant Juveniles (SIJs) receiving services from the ORR-funded Unaccompanied Refugee Minor (URM) programs and Legal Permanent Residents (LPR) who were admitted originally as one of the above in the past. Most eligible are newly arrived refugee school-age children, specifically those that are ages 5 to 18 and that have been in the United States (U.S.) 1 year or less. Additionally, those refugee children who have been in the U.S. 3 years or less, but are continuing to face persistent challenges in schools, are also eligible under Refugee School Impact.

Audit Objective – To determine that applicants were determined eligible for services.

Suggested Audit Procedures:

1. Test a sample of sub-recipient records and ascertain that all required documents are present.
2. Review the requirements in the Refugee Assistance Manual for each of the documents listed above and test for completeness and accuracy.

93.584

To receive Refugee Targeted Assistance Formula Services, the client must be a refugee, admitted under INA § 207; Asylees, granted asylum under INA § 208; Cuban and Haitian Entrants, as defined under federal regulations (45 CFR § 401.2); Certain Amerasians; Trafficking Victims who have been issued an ORR certification letter; **Special** Immigrant Visa holders from Iraq and Afghanistan; and Legal Permanent Residents (LPR) who were admitted originally as one of the above in the past.

All agencies providing services must maintain documentation in the form of copies of information from the United States Department of Homeland Security (DHS). This documentation is usually a US Department of Homeland Security Arrival/Departure Record (Form I-94) and/or the United States Citizenship & Immigration Services (USCIS) Permanent Resident Alien Card I-551 commonly referred to as a “green card.” However, other forms of official USCIS documentation may also be used. In addition, the agency providing the services must have determined the client’s eligibility for, and provided the services, as outlined in the North Carolina State Plan.

Limitations on eligibility for services:

1. Refugee Targeted Assistance Services may be provided to refugees who are 16 years of age or older and who are not full-time students in elementary or secondary school, except that such a student may be provided services in order to obtain part-time or temporary (e.g., summer employment) while a student or full-time permanent employment upon completion of schooling.
2. Once refugees become U. S. citizens, they are no longer eligible for services under the refugee program.

Definitions and acceptable documents for these statuses can be found in the Refugee Assistance Program Manual online at the following web address:

<http://info.dhhs.state.nc.us/olm/manuals/dss/ei-80/man/>.

H. PERIOD OF PERFORMANCE

93.566, 93.584, and 93.576

This requirement has not been passed down by the State and does not apply.

I. PROCUREMENT & SUSPENSION & DEBARMENT

Procurement

93.566, 93.584, and 93.576

All grantees that expend federal funds (received either directly from a federal agency or passed through the N. C. Department of Health and Human Services) are required to conform to federal agency codifications of the grants management common rule accessible on the Internet at <http://www.whitehouse.gov/omb/>.

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the procurement standards described in the North Carolina General Statutes and the North Carolina Administrative Code. Nongovernmental sub-recipients shall maintain written procurement policies that are followed in procuring the goods and services required to administer the program.

Suspension and Debarment

93.566 RCA and RMA

Compliance Requirement – The county department of social services must determine whether refugee applicants for Refugee Cash Assistance are eligible for other cash assistance programs, such as the Work First/TANF program. If the county department of social services determines that the refugee applicant is not eligible for cash assistance under other programs, then the agency determines eligibility for Refugee Cash Assistance.

The county department of social services must refer refugee applicants for Refugee Cash Assistance who are aged, blind or disabled to the Social Security Administration to apply for cash assistance under the SSI program. A refugee eligible for Refugee Cash Assistance as well as SSI, may receive RCA until eligibility for SSI is determined, provided the conditions of eligibility for Refugee Cash Assistance continue to be met during this time.

93.566, 93.584, and 93.576

Compliance Requirement – Non-federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

Audit Objective – To determine that no contract was awarded to any party that has been suspended or debarred or whose principals have been suspended or debarred.

Suggested Audit Procedures:

1. Test a sample of contracts and ascertain if the required suspension and debarment certifications were received for sub-awards and covered contracts.
2. Test a sample of contracts to the List of Parties Excluded from Federal Procurement or Non-Procurement Programs, issued by the general services administration and ascertain if contracts were awarded to suspended or debarred parties.

L. REPORTING

93.566, 93.584, and 93.576

The Refugee Cash Assistance, Refugee Medical Assistance, Refugee Social Services, Services for Elderly Refugees, School Impact, Targeted Assistance Formula and Targeted Assistance Discretionary programs are required to report financial data on form SF-425 quarterly. Each expenditure report must be submitted within 30 days following the end of

each fiscal quarter (i.e., no later than January 30, April 30, July 30 and October 30) (See 45 CFR 400.11(c).) A final expenditure report is due 90 days after the last day of the second Federal Fiscal Year following the year for which these funds were awarded (i.e., December 30 – 90 days after September 30, Federal Fiscal Year). Additionally, the State must submit a separate performance report for the program using form ORR-6. OMB Control No. 0970-0036 on a trimester basis.

These are reporting requirements of the State which have not been passed down to sub-recipients; therefore, additional testing is not required.

M. SUB-RECIPIENT MONITORING

County social service agencies are monitored in accordance with the NC Division of Social Services Local Social Service Agencies Monitoring Plan, found at:
<https://www2.ncdhhs.gov/dss/Monitoring/>.