

COMMENT DUE DATE: February 17, 2022

Date: January 18, 2022

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| Linda Cavitt, Deputy Director, AFS | 405-317-0886 |
| Holli Kyker, Policy Specialist | 405-982-2217 |
| Brandi Smith, Legal Secretary III | 405-982-2703 |

It is important that you provide your comments regarding the **draft copy** of policy by the comment due date. Comments are directed to *STO.LegalServices.Policy@okdhs.org. The proposed policy is **PERMANENT**.

SUBJECT:

340:60-1-1 through 340:60-1-2 [REVOKED]
340:60-1-3 [AMENDED]
340:60-1-5 [REVOKED]
340:60-1-6 [AMENDED]
(WFs 22-60, 21-04, and 21-13)

SUMMARY:

The proposed amendments to Chapter 60 amends the rule to: (1) revoke three Sections and consolidate relevant information regarding the purpose, legal basis, and funding availability into another Section within the Chapter; (2) add clarifying language and a legal citation; (3) update terminology; (4) remove Oklahoma Human Services (OKDHS) as an agency that determines Refugee Cash Assistance (RCA) as the contracted provider agency recently agreed to determine RCA eligibility statewide; (5) refer to an appendix for the resource standard instead of listing an amount; (6) add the resource standard for refugee medical assistance (RMA); (7) consolidate relevant information regarding the purpose, legal basis, and funding availability being revoked from Oklahoma Administrative Code (OAC) 340:60-1-1 and 340:60-1-2; (8) add recently admitted Afghans who receive special immigrant (SI) conditional permanent residence, SI/SQ parole, or who are considered humanitarian parolees to be eligible for RCA and RMA benefits for a designated time period; and (9) add clarifying language and a legal citation.

PERMANENT APPROVAL: Permanent rulemaking is requested.

LEGAL AUTHORITY: Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes; and Sections 400.1, 400.23, 400.50, 400.56 through 400.59, and 400.102 of Title 45 of the Code of Federal Regulations; Section 1392(b)(2) of the Social Security Act; the Afghanistan Supplemental Appropriations Act, 2022, Policy Letter 22-01, Afghan Humanitarian Parolees and Unaccompanied Afghan Minors Eligible for Office of Refugee Resettlement (ORR) Benefits and Services, and Policy Letter 22-02, Additional ORR-Eligible Statuses and Categories and Acceptable Documentation Requirements for Afghan Nationals.

**Oklahoma Human Services
Rule Impact Statement**

To: Programs administrator
Office of Intergovernmental Relations and Policy

From: Deborah Smith, Director
Adult and Family Services

Date: June 2, 2021

Re: **Chapter 60. Refugee Resettlement Program**
340:60-1-1 through 340:60-1-2 [REVOKED]
340:60-1-3 [AMENDED]
340:60-1-5 [REVOKED]
(WF 22-60)

Contact: Linda Cavitt, Deputy Director AFS 405-317-0886

A. Brief description of the purpose of the proposed rule:

Purpose: The proposed amendments to Chapter 60 amends the rule to: (1) revoke three Sections and consolidate relevant information regarding the purpose, legal basis, and funding availability into another Section within the Chapter; (2) add clarifying language and a legal citation; and (3) update terminology.

Strategic Plan Impact.

The proposed amendments achieve Oklahoma Human Services (OKDHS) goals by continuously improving systems and processes and improving communication with Oklahoma Human Services (OKDHS) clients and staff.

Substantive changes.

Oklahoma Administrative Code (OAC) 340:60-1-1 and 340:60-1-2 are revoked and relevant information is consolidated into OAC 340:60-1-3.

OAC 340:60-1-3 is amended to: (1) consolidate relevant information regarding the purpose, legal basis, and funding availability revoked from OAC 340:60-1-1 and 340:60-1-2; (2) add clarifying language and a legal citation; and (3) update terminology.

OAC 340:60-1-5 is revoked as refugee sponsorship is no longer used.

Reasons.

The proposed rule revocations are made and relevant information is incorporated into another Section within the same Subchapter to consolidate rules into fewer sections, to add clarifying language for greater understandability, and to make information easier to find.

The proposed revocation of refugee sponsorship information is made as it is no longer used in the Federal Refugee Resettlement Program.

Repercussions.

If the proposed rule revocations and amendments are not implemented, expected benefits from consolidating rules and clarifying information will not be accomplished.

Legal authority.

Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes; and Sections 400.1 and 400.23 of Title 45 of the Code of Federal Regulations.

Permanent rulemaking approval is requested.

- B. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the Agency from any private or public entities:** The classes of persons most likely to be affected by the proposed amendment are refugees applying for or receiving refugee cash assistance (RCA) and refugee medical assistance (RMA) benefits and Adult and Family Services (AFS) staff. The affected classes of persons will bear no costs associated with implementation of the rules.
- C. A description of the classes of persons who will benefit from the proposed rule:** The classes of persons who will benefit are refugees applying for or receiving RCA and RMA benefits and AFS staff.
- D. A description of the probable economic impact of the proposed rule upon the affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change:** The revised amendment enables OKDHS to properly process refugee benefits. The amendment does not have an affect on political subdivisions. There are no fee changes associated with the proposed amendment.
- E. The probable costs and benefits to the Agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the Agency:** The probable cost to OKDHS includes the cost of printing and distributing the rules estimated to be less than \$20.
- F. A determination whether implementation of the proposed rule will have an impact on any political subdivisions or require their cooperation in implementing or enforcing the rule:** The proposed amendment does not have an economic impact on any political subdivision, nor will the cooperation of any political subdivisions be required in implementation or enforcement of the rules.

- G. A determination whether implementation of the proposed rule will have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act:** There are no anticipated adverse effects on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.
- H. An explanation of the measures the Agency has taken to minimize compliance costs and a determination whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule:** There are no less costly or non-regulatory methods or less intrusive methods.
- I. A determination of the effect of the proposed rule on the public health, safety, and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety, and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk:** Implementation of the proposed amendment is not intended to reduce public health, safety, or environmental risks.
- J. A determination of any detrimental effect on the public health, safety, and environment if the proposed rule is not implemented:** If the proposed amendment is not implemented, no detrimental health or safety effects are anticipated.
- K. The date the rule impact statement was prepared and, if modified, the date modified:** Prepared June 8, 2021; modified December 15, 2021.

Oklahoma Human Services Rule Impact Statement

To: Programs administrator
Office of Intergovernmental Relations and Policy

From: Patrick Klein, Director
Adult and Family Services

Date: June 29, 2021

Re: **Chapter 60. Refugee Resettlement Program**
340:60-1-6 [AMENDED]
(Reference WF 21-04)

Contact: Linda Cavitt, Deputy Director AFS 405-317-0886

A. Brief description of the purpose of the proposed rule:

Purpose: The proposed amendments to Chapter 60 Subchapter 1 amend the rules to: (1) remove Oklahoma Human Services (OKDHS) as an agency that determines Refugee Cash Assistance (RCA) as the contracted provider agency recently agreed to determine RCA eligibility statewide; (2) refer to an appendix for the resource standard instead of listing an amount; (3) add the resource standard for refugee medical assistance (RMA); and (4) update terminology.

Strategic Plan Impact.

The proposed amendment achieves OKDHS goals by continuously improving systems and processes and improving communication with OKDHS clients and staff.

Substantive changes.

Chapter 60

Oklahoma Administrative Code (OAC) 340:60-1-6 is amended to: (1) remove OKDHS as an agency that determines RCA as the contracted provider agency agreed to determine RCA eligibility statewide; (2) refer to an appendix for the resource standard instead of listing an amount; (3) add the resource standard for RMA; and (4) update terminology.

Reasons.

The proposed amendment to remove OKDHS as an agency that determines RCA eligibility is made as the contracted provider agency for the western part of the state recently agreed to determine RCA eligibility statewide. Prior to 2017, RCA eligibility was contracted out to two provider agencies: one for the eastern half and one for the western half of Oklahoma. In 2017, the provider agency for the eastern half of the state decided to no longer process RCA applications. Since no other provider agency was willing to determine RCA eligibility for the eastern half of the state in 2017,

OKDHS Adult and Family Service (AFS) staff began to do so. Allowing the contracted provider agency to begin determining RCA eligibility as quickly as possible will benefit refugee applicants and recipients as the contracted provider agency specializes in working with refugees and is better prepared to work with this population in a more uniform, streamlined, and customer friendly way. This change also benefits AFS staff as it reduces the caseload of centralized staff.

The proposed amendment to refer to an appendix for the resource standard instead of listing the resource amount is made to more easily update the amount when changes are made. The RCA resource standard was increased in 2020 to align with the Temporary Assistance for Needy Families resource standard.

The proposed amendment to add a resource standard to RMA is made to correct an inadvertent oversight.

The proposed amendment to change social services to support services is made due to receipt of a memo from the federal Office of Refugee Resettlement requesting this change.

Repercussions.

If the proposed amendment to move to one agency processing RCA applications statewide is not implemented, application methods may not be uniform which may contribute to timeliness and accuracy issues and all refugees will not have access to an agency that specializes in working with refugees.

If the proposed amendment to refer to an appendix for the resource standard instead of listing the resource amount is not made, the resource standard in the rule may not reflect the current resource standard. This could lead to future errors.

Legal authority.

Director of Human Services; Sections 162 of Title 56 of the Oklahoma Statutes; Sections 400.50, 400.56 through 400.59, and 400.102 of Title 45 of the Code of Federal Regulations; and Section 1392(b)(2) of the Social Security Act.

Emergency rulemaking approval is requested to protect the welfare of refugee applicants and recipients applying for RCA benefits by giving them statewide access to an agency that specializes in working with refugees. Using one agency to process applications also ensures rules are applied more uniformly and in a customer friendly manner.

- B. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the Agency from any private or public entities:** The classes of persons most likely to be affected by the proposed amendments are refugees applying for or receiving RCA benefits and AFS staff. The affected classes of persons will bear no costs associated with implementation of the rules.

- C. A description of the classes of persons who will benefit from the proposed rule:** The classes of persons who will benefit are refugees applying for or receiving RCA benefits and AFS staff.
- D. A description of the probable economic impact of the proposed rule upon the affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change:** The proposed amendments do not have an economic impact on the affected persons or political subdivisions. There are no fee changes associated with the revised rules.
- E. The probable costs and benefits to the Agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the Agency:** The probable cost to OKDHS includes the cost of printing and distributing the rules estimated to be less than \$20. The revised rules will result in easier access to benefits for refugee clients.
- F. A determination whether implementation of the proposed rule will have an impact on any political subdivisions or require their cooperation in implementing or enforcing the rule:** The proposed amendments do not have an economic impact on any political subdivision, nor will the cooperation of any political subdivisions be required in implementation or enforcement of the rules.
- G. A determination whether implementation of the proposed rule will have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act:** There are no anticipated adverse effects on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.
- H. An explanation of the measures the Agency has taken to minimize compliance costs and a determination whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule:** There are no less costly or non-regulatory methods or less intrusive methods for achieving the purpose of the proposed amendments.
- I. A determination of the effect of the proposed rule on the public health, safety, and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety, and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk:** The proposed amendment is designed to protect the welfare of refugee applicants and recipients applying for RCA benefits by giving them statewide access to an agency that specializes in working with refugees. Using one agency to process applications will also ensure rules are applied more uniformly and in a customer friendly manner.

- J. A determination of any detrimental effect on the public health, safety, and environment if the proposed rule is not implemented:** If the proposed amendments are not implemented, delivery of RCA benefits may not be as uniform, streamlined, and customer friendly as possible.
- K. The date the rule impact statement was prepared and, if modified, the date modified:** Prepared May 12, 2021; modified June 29, 2021; modified December 15, 2021.

**Oklahoma Human Services
Rule Impact Statement**

To: Programs administrator
Office of Intergovernmental Relations and Policy

From: Deborah Smith, Director
Adult and Family Services

Date: October 28, 2021

Re: **Chapter 60. Refugee Resettlement Program**
340:60-1-3 [AMENDED]
(Reference WF 21-13)

Contact: Linda Cavitt, 405-317-0886

A. Brief description of the purpose of the proposed rule:

Purpose:

The proposed amendment to Chapter 60 Subchapter 1 amend the rules to: (1) consolidate relevant information regarding the purpose, legal basis, and funding availability being revoked from Oklahoma Administrative Code (OAC) 340:60-1-1 and 340:60-1-2; (2) add recently admitted Afghans who receive special immigrant (SI) conditional permanent residence, SI/SQ parole, or who are considered humanitarian parolees to be eligible for refugee cash assistance (RCA) and refugee medical assistance (RMA) benefits for a designated time period; (3) add clarifying language and a legal citation; and (4) update terminology.

Strategic Plan Impact.

The proposed amendment achieves Oklahoma Human Services (OKDHS) goals by continuously improving systems and processes and improving communication with OKDHS clients and staff.

Substantive changes.

Chapter 60

OAC 340:60-1-3 is amended to: (1) consolidate relevant information regarding the purpose, legal basis, and funding availability being revoked from OAC 340:60-1-1 and 340:60-1-2; (2) add recently admitted Afghans who receive SI conditional permanent residence, SI/SQ Parole, or who are considered humanitarian parolees to be eligible for RCA and RMA benefits for a designated time period; (3) add clarifying language and a legal citation; and (4) update terminology.

Reasons.

The proposed amendment to incorporate relevant information regarding the purpose, legal basis, and funding availability of the Refugee Resettlement Program is

made to consolidate rules into fewer sections, add clarifying language for greater understandability, and to make information easier to find.

The proposed amendment to add recently admitted Afghans who receive SI conditional permanent residence, SI/SQ Parole, or who are considered humanitarian parolees to be eligible for RCA and RMA benefits for a designated time period, per the Afghanistan Supplemental Appropriations Act, 2022 that became effective September 30, 2021.

Repercussions.

If the proposed amendment is not implemented, expected benefits from consolidating rules and clarifying information will not be accomplished.

If the proposed amendment to add recently admitted Afghans who receive SI conditional permanent residence, SI/SQ Parole, or who are considered humanitarian parolees to be eligible for RCA and RMA benefits for a designated time period is not implemented, OKDHS will be out of compliance with federal law.

Legal authority.

Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes; Sections 400.1 and 400.23 of Title 45 of the Code of Federal Regulations, the Afghanistan Supplemental Appropriations Act, 2022, Policy Letter 22-01, Afghan Humanitarian Parolees and Unaccompanied Afghan Minors Eligible for Office of Refugee Resettlement (ORR) Benefits and Services, and Policy Letter 22-02, Additional ORR-Eligible Statuses and Categories and Acceptable Documentation Requirements for Afghan Nationals.

Permanent rulemaking approval is requested.

- B. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the Agency from any private or public entities:** The classes of persons most likely to be affected by the proposed amendment are Afghan parolees applying for or receiving RCA and RMA benefits and Adult and Family Services (AFS) staff. The affected classes of persons will bear no costs associated with implementation of the rules.
- C. A description of the classes of persons who will benefit from the proposed rule:** The classes of persons who will benefit are Afghan parolees applying for or receiving RCA and RMA benefits and AFS staff.
- D. A description of the probable economic impact of the proposed rule upon the affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change:** The proposed amendment does not have an economic impact on the affected persons or political subdivisions. There are no fee changes associated with the revised rules.

- E. The probable costs and benefits to the Agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the Agency:** The probable cost to OKDHS includes the cost of printing and distributing the rules estimated to be less than \$20. The revised rules will result in easier access to benefits for refugee clients. Funding for this expansion in eligibility is provided under the Afghanistan Supplemental Appropriations Act.
- F. A determination whether implementation of the proposed rule will have an impact on any political subdivisions or require their cooperation in implementing or enforcing the rule:** The proposed amendment does not have an economic impact on any political subdivision, nor will the cooperation of any political subdivisions be required in implementation or enforcement of the rules.
- G. A determination whether implementation of the proposed rule will have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act:** There are no anticipated adverse effects on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.
- H. An explanation of the measures the Agency has taken to minimize compliance costs and a determination whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule:** There are no less costly or non-regulatory methods or less intrusive methods for achieving the purpose of the proposed amendment.
- I. A determination of the effect of the proposed rule on the public health, safety, and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety, and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk:** The proposed amendment has a positive effect on the public health and safety of Afghan parole applicants applying for RCA and RMA benefits by providing cash and medical assistance to help them settle in Oklahoma.
- J. A determination of any detrimental effect on the public health, safety, and environment if the proposed rule is not implemented:** If the proposed amendment is not implemented, it will have a detrimental effect on Afghan parolees public health and safety.
- K. The date the rule impact statement was prepared and, if modified, the date modified:** Prepared October 28, 2021; modified December 15, 2021.

CHAPTER 60. REFUGEE RESETTLEMENT PROGRAM

340:60-1-1. Purpose [REVOKED]

~~Revised 6-1-06~~

~~The purpose of this Chapter is to describe the rules governing the Oklahoma Department of Human Services (OKDHS) Refugee Resettlement Program (RRP).~~

340:60-1-2. Legal base and availability of funds [REVOKED]

~~Revised 6-1-06~~

~~The Refugee Act of 1980 [Public Law 96-212] provides for assistance to refugees, regardless of national origin, to be administered by the states, with up to 100% reimbursement to be claimed from federal funds. Provision of the Refugee Resettlement Program (RRP) benefits described in this Chapter is based on the availability of federal funds. Should federal administrative or congressional action occur which reduces or terminates federal funding of RRP, benefits provided by the Oklahoma Department of Human Services (OKDHS) are reduced or terminated accordingly.~~

340:60-1-3. Refugee Resettlement Program (RRP)

~~Revised 11-1-09 12-21-21~~

~~(a) **The Refugee Act of 1980 Purpose.** The RRP purpose is to provide for effective refugee resettlement and to assist them to achieve economic self-sufficiency as quickly as possible, per Section 400.1 of Title 45 of the Code of Federal Regulations (45 C.F.R. § 400.1.) The Oklahoma Department of Human Services (OKDHS) RRP uses the international definition of refugee adopted under the Refugee Act of 1980. ■-1~~

~~(b) **Legal basis and funding availability.** The Refugee Act of 1980 [Public Law 96-212] provides assistance to refugees, regardless of national origin, to be administered by the states, with up to 100 percent reimbursement from federal funds. Provision of RRP benefits is based on federal fund availability. If federal funding is reduced or terminated, RRP benefits are reduced or terminated accordingly. ■ 1~~

~~(c) **Refugee documentation.** ■ 2 An applicant for assistance under the A refugee applying for RRP must provide documentation issued by the United States Citizenship and Immigration Services (USCIS) to verify his or her refugee status. Acceptable documentation includes, but is not limited to:~~

- ~~(1) Form I-94, Departure Record;~~
- ~~(2) Form I-551, Legal Permanent Resident Card; ■-3~~
- ~~(3) a passport stamped with the classification status;~~
- ~~(4) a T-Visa; or~~
- ~~(5) a letter or order from the USCIS or court granting asylum.~~

~~(c)(d) **Refugee status.** Documentation from The USCIS provided by documentation the applicant provides must show the applicant's status is:~~

- ~~(1) paroled as a refugee or asylee under Section 212(d)(5) of the Immigration and Nationality Act (INA);~~
- ~~(2) admitted as a refugee under Section 207 of the INA;~~
- ~~(3) granted asylum under Section 208 of the INA;~~

(4) admitted as an Amerasian immigrant from Vietnam under Section 584 of the Foreign Operations, Export Financing and Related Program Appropriations Act of 1989, as amended;

(5) admitted for permanent residence, provided the person previously held one of the statuses identified in this Section;

(6) a Cuban or Haitian entrant, per requirements in 45 C.F.R Part 401;

(7) an alien and his or her eligible relatives who are victims of a severe form of trafficking pursuant to Section 107(b) of the Trafficking Victims Protection Act of 2000 which was reauthorized and amended by the Trafficking Victims Protection Reauthorization Act of 2003;

(8) an Iraqi admitted in special immigrant status as defined in Section 101(a)(27) of the INA [8 U.S.C. 1101(a)(27)], and per Section 1059, P.L. 109-163, the National Defense Authorization Act for Fiscal Year 2006, and Section 1244 of P.L. 110-181, the National Defense Authorization Act for Fiscal Year 2008 pursuant to Section 525 of Division G of P.L. 110-161, the Consolidated Appropriations Act of 2008, and Section 1244 of P.L. 110-181, the National Defense Authorization Act for Fiscal Year 2008; ~~or~~

(9) an Afghan admitted in special immigrant status as defined in Section 101(a)(27) of the INA [8 U.S.C. 1101 (a)(27)] and per Section 1059, P.L. 109-163, the National Defense Authorization Act for Fiscal Year 2006, and Section 602, Division F, P.L. 111-08, the Omnibus Appropriations Act, 2009, pursuant to Section 525 of Division G of P.L. 110-161 of the Consolidated Appropriations Act, 2009; or

(10) an Afghan who receives special immigrant (SI) conditional permanent residence, SI/SQ parole, or who is a humanitarian parolee admitted to the United States (U.S.) due to urgent humanitarian reasons or significant public benefit, per the Afghanistan Supplemental Appropriations Act, 2022, P. L. 117-43. Humanitarian parolees paroled into the U.S. between July 31, 2021 through September 30, 2022 are eligible for refugee cash assistance (RCA) and refugee medical assistance (RMA) benefits for eight months beginning October 1, 2021, or the date the parolee "enters the community" in the U.S., such as when they leave a military base, whichever is later. The latest date humanitarian parolees may receive RCA and RMA benefits is March 31, 2023 or the end of their parole term, whichever is later.

(d) ~~Verification of alien~~ **Alien status declaration.** ~~A declaration of alien status is required at application for all persons applying for RRP.~~

(1) Under penalty of perjury, the applicant declares the alien status of all persons applying for RRP benefits on the application form and signs the application. After Before adding an additional person to the benefit after certification, this declaration is made on Form 08MP022E, Declaration of Citizenship Status, before additional persons are added to the benefit.

(2) The Systematic Alien Verification for Entitlement (SAVE) process is used to verify alien status, per OAC 340:65-3-4(5). ■ 43

(e) **Exclusions from RRP.** Persons excluded from participation in RRP are:

(1) resident aliens who did not previously have the refugee or asylee status of ~~refugee or asylee~~; or

(2) any asylum applicant ~~for asylum~~ who has not been granted asylum status.

INSTRUCTIONS TO STAFF 340:60-1-3

Revised 11-1-0912-21-21

1. The ~~Per the Refugee Act of 1980, the international refugee~~ definition of refugee is:
 - (1) a person outside his or her country of origin who is unable or unwilling to return to that country due to persecution or a well-founded fear of persecution after such return; and
 - (2) in specifically designated countries, those persons who are still within their countries of origin who have a well-founded fear of persecution if they remain.
2. (a) ~~The Comprehensive Alien Chart can be accessed on the Family Support Services/Temporary Assistance for Needy Families (FSSD/TANF) Web site on the InfoNet. The worker codes the alien as a "qualified alien - refugee (F)" in the "citizenship/alien" field of the Family Assistance/Client Services (FACS) Interview Notebook's Household tab when the verification document(s) provided show the alien was:~~
 - (1) admitted to the United States (U.S.) under Section 207 of the Immigration and Nationality Act (INA) , with an:
 - (A) I-94, Arrival/Departure Record, or passport with annotation "Section 207" or "refugee";
 - (B) I-94 showing paroled as a refugee under Section 212(d)(5);
 - (C) I-551, Permanent Resident Card, coded R8-6, RE6, RE7, RE8, or RE9;
 - (D) I-571, Refugee Travel Document;
 - (E) I-730, Approval Letter; or
 - (F) I-766, Employment Authorization Document coded 274.12(a).12(a)(3), A03, or A04;
 - (2) certified by the Administration for Children and Families Office of Trafficking in Persons as a victim of a severe form of trafficking on:
 - (A) an I-94 with a T1 or T2 code; or
 - (B) a certification letter, eligibility letter, or interim assistance letter. These letters do not expire and can be confirmed by calling (866) 401-5510; and
 - (3) admitted to the U.S as an Amerasian immigrant under Section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriation Act of 1988 with an:
 - (A) I-94, passport, or I-551 coded AM1, AM2, AM3, AM6, AM7, or AM8 for Amerasian immigrants;
 - (B) I-551 coded AM1, AM2, AM3, AM6, AM7, or AM8;
 - (C) Vietnamese Exit Visa with codes AM-1, AM-2 or AM-3;
 - (D) Vietnamese passport with codes AM-1, AM-2 or AM-3; or
 - (E) United States passport with codes AM-1, AM-2 or AM-3.
- (b) The worker codes the alien as a "qualified alien – asylee (A)" in the "citizenship/alien" field of the FACS Interview Notebook's Household tab when the verification documents provided show the alien:
 - (1) was granted asylum under Section 208 of the INA with an:
 - (A) an I-94 or passport with annotation "Section 208" or "Asylee";

- (B) an asylum approval letter from the United States Citizenship and Immigration Services or a court order granting asylum;
 - (C) an I-551 coded AS6, AS7, AS8;
 - (D) an I-571;
 - (E) an I-766 coded 274a.12(a)(5) or A5;
 - (F) written decision from the Board of Immigration Appeals; or
 - (G) I-730 Approval Letter; and
- (2) is a Cuban or Haitian entrant with:
- (A) an I-94 with annotation "Cuban-Haitian Entrant" or any notation indicating "parole" on or after 10/10/1980;
 - (B) an I-551 coded CU6, CU7, or CH6;
 - (C) an Form I-485, Application to Register Permanent Residence or to Adjust Status, stamped by the Executive Office for Immigration Review (EOIR);
 - (D) an I-589, Application for Asylum and Withholding of Removal, for a Cuban who does not have a final, non-appealable, and legally enforceable order of removal, deportation or exclusion entered;
 - (E) an I-766 coded C08;
 - (F) a Cuban or Haitian passport with a §212(d)(5) stamp dated on or after October 10, 1980; or
 - (G) another applications for relief that were date stamped by EOIR.
- (c) The worker codes a Cuban or Haitian asylum seeker with "qualified alien – deportation withheld (D)" in the citizenship/alien field of the FACS Interview Notebook Household tab when the verification document provided is:
- (1) Form I-122, Notice to Applicant Detained for a Hearing Before an Immigration Judge;
 - (2) Form I-220A, Order of Release on Recognizance;
 - (3) Form I-221, Order to Show Cause and Notice of Hearing;
 - (4) Form I-221S, Order to Show Cause;
 - (5) I-485 date stamped by EOIR showing the Cuban or Haitian is the subject of removal, exclusion or deportation proceedings;
 - (6) I-589 date stamped by the EOIR showing the Cuban or Haitian is subject of removal, deportation or exclusion proceedings;
 - (7) I-766 showing code C10 that means an application for suspension of deportation/cancellation of removal was submitted to DHS or EOIR;
 - (8) Form I-862, Notice to Appear;
 - (9) EOIR-26, Notice of Appeal from a Decision of an Immigration Judge, date stamped by the Board of Immigration Appeals; or
 - (10) another documentation pertaining to an applicant's removal, exclusion or deportation proceedings.
- (d) The worker codes the alien with a "special immigration status – Iraqi (I)" or "special immigration status – Afghan (U)" in the "citizenship/alien" field of the FACS Interview Notebook's Household tab when the verification documents provided show the alien is an Iraqi or Afghan with:

(1) an Iraqi or Afghan passport or I-94 with an immigrant visa stamp noting the person is classified under immigrant visa category SI1 or SQ1, SI2 or SQ2, or SI3 or SQ3;

(2) I551 with an immigrant visa code SI6 or SQ6, SI7 or SQ7, or SI9 or SQ9.

(3) I-94 noting SI or SQ parole, per Section 602(B)(1) of the Afghan Allies Protection Act and Sec 1059(a) of the National Defense Authorization Act or humanitarian parole, per Section 212(d)(5)(A) of the INA;

(4) I-551 or foreign passport with Department of Homeland Security (DHS)/U.S. Customs and Border Protection admission stamp noting that the individual was classified under immigrant visa category CQ1, CQ2 or CQ3,

(5) DHS/CBP or DHS United States Citizenship and Immigration Services (USCIS) temporary Form I-551, Alien Documentation Identification, and telecommunication stamp; or

(6) foreign passport with DHS/CBP admission stamp noting:

(i) Operation Allies Refuge or "OAR";

(ii) Operation Allies Welcome or "OAW"; or

(iii) "DT".

3. ~~Form I-151, Resident Alien Card, is no longer valid to prove immigration status. Persons who present Form I-151 must be referred to the United States Citizenship and Immigration Services (USCIS) for a replacement Form I-551, Permanent Resident Card.~~

4. Refugees who inquire about changing their alien status to legal permanent resident (LPR) contact USCIS, 4400 SW 44 St, Suite A, Oklahoma City, Oklahoma, 73119.

340:60-1-5. Sponsorship [REVOKED]

~~Most refugees who reach a community have been resettled by one of the national voluntary agencies or a state or local government working with the federal government and some also have a local sponsor. The sponsor may be an individual, a church, a civic organization, a state or local government, or other local group or organization. As part of the process for determining eligibility the worker must contact the sponsor or the resettlement agency to verify if they are providing cash benefits or other services to the refugee. ■-1~~

INSTRUCTIONS TO STAFF

1. ~~A telephone contact in the absence of a personal contact is sufficient to fulfill the verification requirement. The contact is documented in Family Assistance Client Services (FACS) case notes.~~

340:60-1-6. Program eligibility and procedures

Revised ~~9-17-18~~ 187-19-21

(a) **Refugee Resettlement Program components.** The federal Office of Refugee Resettlement (ORR) provides funding to states for time-limited cash and medical assistance and resettlement case management and ~~social~~ support services for new arrivals to the United States (U.S.) who meet refugee status, per Oklahoma Administrative Code (OAC) 340:60-1-3(e).

(1) A contracted service provider is responsible for providing resettlement case management and social support services to newly-arriving refugees in Oklahoma. ■

1

(2) ~~The Oklahoma Department of Human Services (DHS) (OKDHS)~~ is responsible for determining financial eligibility for refugee medical benefits (RMA) and a contracted provider determines financial eligibility for refugee cash assistance (RCA) throughout Oklahoma and ~~refugee cash assistance (RCA) for the eastern part of Oklahoma. A contracted provider determines eligibility for RCA in the western part of the state.~~ Refer to Appendix C-9, Refugee Resettlement Program Benefit and Service Providers, to determine if ~~DHS~~ or a which contracted provider serves a specific county. ■

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(b) **Social Refugee support services.** Social Refugee support services are provided for up to five-calendar years of the arrival date by ~~DHS-contracted~~ OKDHS-contracted providers, per Sections 400.147 through 155 of Title 45 of the Code of Federal Regulations (45 C.F.R. §§ 400.147 through 155). Social Support services are provided to promote economic self-sufficiency through employability services, English language instruction, and social adjustment services.

(c) **Cash assistance.** Refugees must be afforded an opportunity to apply for cash assistance, per 45 C.F.R. § 400.50. Eligibility is determined according to Temporary Assistance for Needy Families (TANF) or State Supplement Payment (SSP) program rules. When the refugee does not meet TANF or SSP cash assistance eligibility requirements, a RCA application is made. When the refugee is 65 years of age and older, blind, or disabled, the refugee is referred to the Social Security Administration to apply for Supplemental Security Income (SSI).

(1) **Eligibility requirements for RCA.** RCA eligibility requirements are included in (A) through (H) of this paragraph per 45 C.F.R. §§ 400.25, 400.53, 400.54, 400.59, 400.75 through 400.79 and 400.81 through 400.83.

(A) **Limited eligibility period.** RCA is limited to the first eight months the refugee resides in the U.S.

(B) **Refugee documentation and status requirements.** Refugees must meet documentation and status requirements per OAC 340:60-1-3.

(C) **Residence requirement.** The refugee must be an Oklahoma resident and not receiving cash assistance in another state. There is no durational requirement and the refugee's statement that he or she is residing in Oklahoma is sufficient unless it is inconsistent with other known facts.

(D) **Student status.** A refugee or asylee must not be a full-time student in an institution of higher education.

(E) **Household composition.** Household composition may consist of a family unit that includes:

(i) a single adult. Adults living alone or with other adults are considered as single or separate family units; or

(ii) an adult and his or her spouse and all minor children 17 years of age and younger all for whom the family assumes financial responsibility. Spouses living together must be considered in the same family unit.

(F) **Income requirements.** Maximum countable earned and unearned income for all family unit members must be less than the payment standard for the number of

eligible members per Appendix C-1, Maximum Income, Resource, and Payment Standards, Schedule XIV.A. When income is reduced due to recoupment of an overpayment or garnishment, the gross income before recoupment or garnishment is counted.

(i) **Reporting requirements.** Family unit members are responsible for reporting all income at application and within 10-calendar days of when a family unit member:

- (I) begins employment or starts receiving unearned income; or
- (II) the income source, amount, or dates received changes.

(ii) **Earned income.** Earned income is income a family unit member receives in the form of wages, salary, commission, in-kind benefits received in lieu of wages or in conjunction with wages from an employer, or self-employment for which a person puts forth physical labor. In-kind benefits are considered as earned income only when an employee and employer relationship is established.

(I) Earned income is not counted against the payment standard for the first four months of the eight month eligibility period.

(II) When the person works for an employer, gross earnings for the fifth calendar month are determined by averaging gross earnings for the most recent 30-calendar day period and converting the earnings to a monthly amount. Gross earnings from an employer are counted dollar-for-dollar against the payment standard.

(III) When the person is self-employed, gross earnings for the fifth calendar month are determined by averaging income over the number of months the business was in operation and subtracting verified business expenses.

(iii) **Unearned income.** Income other than earned income is considered unearned income. All unearned income received during a month is counted dollar-for-dollar against the payment standard unless disregarded per (iv) of this subparagraph. Unearned income includes, but is not limited to:

- (I) dividends and interest;
- (II) cash contributions;
- (III) retirement, disability, or unemployment benefits;
- (IV) worker's compensation;
- (V) child support or alimony; and
- (VI) rental income.

(iv) **Income disregards.** Income disregarded when determining income eligibility includes:

- (I) earnings received during the first four months of the refugee's arrival in the U.S.;
- (II) benefits received through a cooperative agreement, such as U.S. Department of Justice or U.S. Department of State – Reception and Placement benefits;
- (III) loans;
- (IV) money received from the sale of personal property, unless it is self-employment income;

- (V) income received by someone living in the home, who is not included in the family unit;
- (VI) tax refunds;
- (VII) gifts;
- (VIII) lump sum inheritances or insurance payments;
- (IX) Supplemental Nutrition Assistance Program (SNAP) food benefits;
- (X) earnings of a child younger than 18 years of age who is a full-time student;
- (XI) housing and utility assistance;
- (XII) income or resources remaining in the country of origin; or
- (XIII) matching grant benefits from a resettlement agency.

(v) **Verification requirements.** Income is verified at application, when a family unit member begins employment or starts receiving unearned income, and as changes occur. The verification process must be explained to the refugee or asylee at application and as new verification is needed including what verification must be submitted, by what date, and offering assistance when needed.

(I) Earned income may be verified by paystubs, an employer statement, or when self-employed, business records. Self-employed persons must provide expense receipts before business expenses are subtracted from earnings. The cash value of in-kind benefits is verified by a statement from the employer.

(II) Unearned income may be verified by an award letter, a written letter from or verbal contact with the person or agency providing the income, a check stub or a copy of a check, a court order, financial institution statements, or data exchange screens, per OAC 340:65-3-4.

(III) When the family unit fails to provide required verification or ask for assistance to obtain verification, the application may be denied or cash assistance closed.

(G) **Resource requirements.** The Refer to Appendix C-1, Schedule XIV.A(B) for the maximum allowable resource amount is \$1,000 per family unit. Countable resources refer to real and personal property that have a monetary value and are available or can be converted to cash for current use. Home property and personal items essential to day-to-day living, such as clothing, furniture, and other similar items of limited value are excluded as resources. Countable resources include, but are not limited to:

- (i) cash on hand;
- (ii) savings in a financial institution;
- (iii) stocks and bonds; and
- (iv) equity in an automobile or other vehicles that exceeds \$5,000.

(H) **Requirement to complete and participate in an employment plan.** Non-exempt household members must complete and participate in an employment plan developed by the refugee and the refugee ~~social~~ support service provider. The employment plan lists an employment goal, barriers to be addressed, and a plan to remove the barriers in order for the employment goal to be met. ■ 3

- (i) Participation in an employment plan includes:

- (I) registering with the refugee ~~social~~ support service provider providing employment services;
 - (II) going to a job interview arranged by the refugee ~~social~~ support service provider;
 - (III) accepting at any time, from any source, an offer of employment, as determined to be appropriate by the refugee ~~social~~ support service provider; and
 - (IV) participating in any employability service program that provides job or language training in the area where the refugee resides.
- (ii) Household members that meet criteria in (I) through (VIII) of this unit are exempt from the requirement to complete and participate in an employment plan. To be exempt, the household member must be:
- (I) younger than 16 years of age or 65 years of age and older;
 - (II) younger than 18 years of age and a full-time student;
 - (III) 18 years of age and older and a full-time student in secondary school or in an equivalent level of a technical or trade school with reasonable expectations to complete the program before the person turns 19 years of age;
 - (IV) mentally or physically incapacitated. The refugee must provide medical documentation verifying that the incapacity is serious enough to prevent participation in employment services;
 - (V) caring for another household member with a mental or physical impairment that requires care in the home on a substantially continuous basis and no other appropriate household member is available;
 - (VI) a parent or relative caretaker of a child younger than one year of age when the person provides full-time care of the child. Only one parent or caretaker relative may be exempt in a household;
 - (VII) working 30 hours per week in unsubsidized employment; or
 - (VIII) pregnant and the baby is due within the next six months. The pregnancy must be medically verified.
- (iii) The refugee support service provider follows criteria in (I) through (IX) of this unit when assisting a refugee with a job placement.
- (I) The assignment must be within the scope of the person's employment plan.
 - (II) The refugee must be able to meet the job requirements.
 - (III) Commuting time to and from work may not exceed a total of two hours.
 - (IV) The assigned work site must not be in violation of applicable federal, state, or local health and safety standards.
 - (V) Work assignments must not be made on a discriminatory basis.
 - (VI) Work assignments may be temporary, part-time, full-time, or seasonal.
 - (VII) The earned wage must meet federal or state minimum wage laws or not be substantially less than the wage normally paid for similar work.
 - (VIII) The total number of days and hours the person is expected to work must not exceed those customary to the occupation.

(IX) The refugee is not required to accept work when the position is available due to a strike, lockout, or other bona fide labor dispute or when the work is contrary to his or her union membership.

(iv) RCA is closed for the entire household when a non-exempt household member without good cause: ■ 4

(I) refuses to complete an employment plan;

(II) refuses or fails to participate in assigned activities included in the employment plan;

(III) refuses or fails to accept appropriate employment; or

(IV) voluntarily terminates employment.

(v) Examples of good cause may include, but are not limited to:

(I) when appropriate child care for the child(ren) is not available; ■ 5

(II) the illness or incapacity of the participant or any household member who cannot give self-care and for whom special care is unavailable;

(III) a court-required appearance or incarceration of the participant;

(IV) the participant's attendance at parent and teacher conferences;

(V) a family crisis or markedly changed individual or family circumstances;

(VI) the unavailability of planned transportation when needed or the inability to arrange for transportation;

(VII) the occurrence of inclement weather that prevented the participant, and other persons similarly situated, from traveling to, or participating in, the prescribed activity;

(VIII) the lack of necessary social services or work activity;

(IX) when the assignment or job referral does not meet the appropriate work activity;

(X) racial, ethnic, religious, sexual, physical or mental disability, or age discrimination or harassment by an employer or other employees; or

(XI) crisis intervention needed due to domestic violence issues.

(2) **Incentive bonuses.** Incentive bonuses are available to eligible individuals; however, the maximum total benefit amount, RCA plus incentive bonuses, that any family unit may receive is the payment standard amount times the eight-month eligibility period as established by the ORR Director. Once the maximum benefit amount is reached, the family unit is no longer eligible for RCA or incentive bonuses even when the family unit has been in the U.S. less than eight-calendar months.

(A) **Early job acceptance bonus.** When the refugee obtains employment within the first 90-calendar days of his or her arrival date in the U.S., the refugee may be eligible to receive an early job acceptance bonus of up to \$750 to assist the refugee with work-related expenses. To receive the bonus, the refugee must:

(i) request the bonus within 60-calendar days of the employment start date; and

(ii) submit proof of employment and a list of employment-related expenses necessary to successfully perform and maintain employment. Expenses may include, but are not limited to:

(I) a vehicle down payment;

(II) tools;

(III) uniforms;

(IV) driving lessons; or

(V) automobile insurance.

(B) **Job retention bonus.** A refugee may be eligible for a job retention bonus of up to \$100 per person in the family unit when he or she obtains employment within the first 90-calendar days of his or her arrival date in the U.S., and retains the employment through the end of the eighth calendar month following arrival. To qualify for the bonus, the refugee must:

- (i) not have received an RCA cash assistance payment for every month of the eight-month eligibility period;
- (ii) submit proof he or she retained employment through the end of the eighth calendar month;
- (iii) not re-apply for RCA following benefit closure based on earnings; and
- (iv) request the job retention bonus within 60-calendar days from the end of the eight-month eligibility period.

~~(3) **Payment method.** DHS issues RCA benefits and bonuses on a debit card or by direct deposit. Refer to OAC 340:65-3-6 for debit card and direct deposit procedures.~~

~~(4) **Benefit denial or closure.** The family unit's application may be denied or benefits closed when the family unit does not:~~

- (A) meet eligibility requirements per (c)(1) of this Section; or
- (B) abide by the terms of the program, such as failing to:
 - (i) provide required verification;
 - (ii) keep scheduled appointments; or
 - (iii) follow employment plans.

~~(5)(4) **Notice requirement.** Written notice is sent or provided to a recipient at least 10-calendar days before the date RCA is reduced, suspended, or closed. The contracted provider sends or provides notices to refugees in the western part of the state and DHS sends computer-generated notices to refugees in the eastern part of the state.~~

~~(6)(5) **Fair hearing requirement.** All applicants for and recipients of RCA are provided an opportunity to request a fair hearing when they disagree with an adverse action. The contracted provider conducts the fair hearings in the western part of the state and DHS Legal Services conducts hearings in the eastern part of the state statewide.~~

(d) **Medical assistance.** Refugees must be afforded an opportunity to apply for medical assistance, per 45 C.F.R. § 400.93.

(1) The refugee's eligibility for SoonerCare (Medicaid) must be determined before approving a refugee or asylee for ~~Refugee Medical Assistance (RMA)~~ RMA. SoonerCare (Medicaid) eligibility is determined per OAC 317:35 rules.

(2) When the refugee or asylee is not eligible for SoonerCare (Medicaid), eligibility for RMA is determined per ~~(d)~~(e) of this Section.

(3) When a refugee receiving SoonerCare (Medicaid) becomes ineligible because of earnings and has resided in the U.S. for less than eight calendar months, the refugee is transferred to RMA for the remaining months.

(e) **RMA.** A refugee or asylee is not required to meet categorical relationship rules per OAC 317:35 for the first eight months from the date of entry into the U.S. ■ 6 Per 45 C.F.R. §§ 400.100 through 400.104, eligibility requirements for RMA are listed in (1) through (5) of this subsection.

(1) **Limited eligibility period.** RMA is limited to the first eight months the refugee resides in the U.S. After the first eight months, the refugee is referred to the Oklahoma Health Care Authority's on-line enrollment process to apply for SoonerCare (Medicaid), and Medicaid rules, per OAC 317:35 apply.

(2) **Refugee documentation and status requirements.** Refugees must meet documentation and status requirements, per OAC 340:60-1-3.

(3) **Student status.** A refugee or asylee must not be a full-time student in an institution of higher education unless enrollment is approved by DHS OKDHS as part of the refugee's employability plan.

(4) **RCA eligibility.** All recipients of RCA are eligible for RMA when not eligible for SoonerCare (Medicaid). However, the refugee is not required to apply for or receive RCA in order to qualify for RMA.

(5) **Income and resource requirements.** For RMA, only income and resources available on the date of application is are considered. Refer to DHS OKDHS Appendix C-1, Maximum Income, Resource, and Payment Standards, Schedule XIV for income standards per household size and the resource standard per family unit. No consideration is given to:

(A) in-kind services and shelter provided by a sponsor or a local resettlement agency;

(B) cash assistance payments; or

(C) earnings that start after RMA approval.

(f) **Application processing time limit.** RCA and RMA applications must be processed within 30-calendar days of the application date to be considered timely. When the application cannot be processed timely, the applicant is notified in writing of the reason for the delay and the right to request a fair hearing, per OAC 340:2-5.

(g) **Food benefits.** A food benefit application is completed at the same time as the RCA and RMA application and processed using food benefit eligibility rules, per OAC 340:50.

■ 7

INSTRUCTIONS TO STAFF 340:60-1-6

Revised ~~9-17-18~~ 7-19-21

1. **Catholic Charities of Oklahoma City is the contracted provider that provides case management and social support services to the western part of Oklahoma and the Young Women's Christian Association (YWCA) of Greater Tulsa for the eastern part of the state.**

2. (a) **~~Catholic Charities of Oklahoma City and Catholic Charities of Tulsa are~~ is responsible for helping new arrivals apply for SoonerCare (Medical) or refugee medical assistance (RMA) and food benefits through okdhslive. The Adult and Family Services (AFS) Centralized Refugee Unit is responsible for determining eligibility. To initiate the application process, Catholic Charities sends an email to the Centralized Refugee Unit to request a case number and client number before submitting the application through okdhslive.**

(b) **Catholic Charities of Oklahoma City is responsible for determining financial assistance and processing payments for refugee cash assistance (RCA) ~~for the western part of Oklahoma.~~**

~~(c) Catholic Charities of Tulsa helps new arrivals apply for RCA through okdhslive, and the AFS Centralized Refugee Unit determines financial eligibility for RCA per (c) of this Section.~~

~~(d) Refugees or asylees relocating from another state apply for RCA in the local county office. County office staff sends these applications to the AFS Centralized Refugee Unit for eligibility determination.~~

- ~~3. Catholic Charities of Tulsa staff complete Form 08RS001E, Participation in Employment Services, with non-exempt household members and submit it with the application.~~
 - ~~4. AFS centralized refugee staff document the reason good cause is approved in the Family Assistance/Client Services (FACS) case notes and file any documentation provided by the person in the case record.~~
 - ~~5. Appropriate child care is care provided by:
 - (1) a licensed, contracted child care facility;
 - (2) an approved in-home caregiver;
 - (3) a dependable relative who is able and willing to assume responsibility for care and supervision of the child for a part of the day;
 - (4) a free or low-cost facility, such as a pre-school, pre-kindergarten, kindergarten, Head Start, Early Head Start, or tribal child care program; or
 - (5) informal arrangements made by the parent with a neighbor or friend for occasional care.~~
- 64. (a) The date of entry into the United States (U.S.) is located on the refugee's or asylee's alien status documentation. Refer to Oklahoma Administrative Code (OAC) 340:60-1-3 for types of documentation issued by the U.S. Citizenship and Immigration Services.**
- (b) When determined eligible for RMA, the Family Assistance/Client Services (FACS) fields completed are:**
- (1) Citizen/Alien, with an entry of Qualified Alien-Asylee or Qualified Alien-Refugee (Household tab);**
 - (2) Alien Registration Number (Household tab);**
 - (3) Alien Entry Date (Household tab); and**
 - (4) Categorical Relationship with an entry of Refugee with Benefit Types of ABCD or M (CNR) (Medical Gen tab).**
- 75. The AFS Centralized Refugee Unit determines eligibility for food benefits. Refer to OAC 340:50-5-67 for food benefit citizenship and alien status rules.**