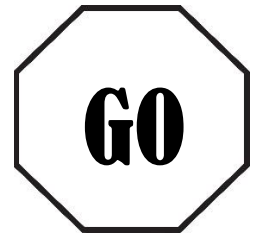


# Employment Services Guide for RCA Recipient(s)



**External Referral:** Is the newly approved RCA recipient(s) working with a NC Refugee Service Provider. If yes is this agency responsible for providing Employment Services? If yes, complete referral form DSS - 5022 (Part A) Refugee Registration Certification, Employment/Refusal and Termination/Denial Notice. (If this form was completed, STOP once you received Part B of this form)

**Internal Referral:** If the newly approved RCA recipient(s) is **NOT** working with a NC Refugee Service Provider, Employment Services Specialist, then the Local Department of Social Services (DSS) Employment Services team is responsible for providing employment services to the RCA recipient. Proceed to the following steps (referenced on this page).



**STEP 1 REFERENCE:** Refugee Assistance Program Manual, located on the NCDHHS Policies and Manual website

## [Chapter III - Refugee Cash Assistance Program](#)

- Introduction
- Eligibility Guidelines
- Application Process
- Employment Services
- Finalize Application
- Changes in Situation
- Review
- Notice and Hearings Process
- Overpayments and Underpayments
- Recipient Fraud and Abuse



**NOTE:** No Refugee Service Provider Available

When a refugee-specific employment service provider is NOT available through a NC Refugee Resettlement Agencies (local affiliate) in the county in which the refugee resides, the local Department of Social Services is responsible for providing Employment Services; i.e. obtaining a signed Mutual Responsibility Agreement Plan (MRA) and for the development of both the Family Self-Sufficiency and Individual Employability Plans.

**STEP 2 REFERENCE:** Forms, located on the NCDHHS Policies and Manual, Division, Social Services Forms website

<b>DSS-6239A</b>
Refugee Mutual Responsibility Agreement (MRA)
<b>REQUIRED</b>

<b>DSS-6239B</b>
Mutual Responsibility Agreement Plan of Action Requirements
<b>SUGGESTED</b> , Left to the discretion of Local DSS

<b>DSS-6232</b>
NC Refugee Assistance Program Employability Plan
<b>REQUIRED</b>

<b>DSS-6230</b>
NC Refugee Assistance Program Family Self Sufficiency Plan
<b>REQUIRED</b>