**[Agency’s Name]**

**Resettlement Program**

**Cash-Based APA Program Model Policy & Procedures**

\_\_\_\_\_\_[agency name]\_\_\_\_\_\_ has developed a policy to allow certain Afghan Placement and Assistance (APA) program beneficiaries to forgo some or all components of the APA Program, and instead receive only the direct assistance portion of the APA per capita. The following policy applies only to APA program beneficiaries allocated/assured to this agency. This model may be used in conjunction with the service-based model; therefore some cases might receive the entire direct assistance amount while others might receive only the unused portion of direct assistance.

***Procedures and Case File Documentation***

Staff will determine eligibility for this model based on an individual assessment of each case member’s needs as documented on the APA service plan (USCCB/MRS form APA-03). The case’s eligibility category will be documented on the service plan under “Cash-Based APA Program Model” in addition to documenting needs/services (if any) under “Service-Based APA Program Model.” If the case meets the established eligibility criteria below, all adult case members will provide informed consent by signing the case’s service plan before receiving the applicable direct assistance portion of the APA per capita. At least one adult case member will also sign USCCB/MRS form APA-12 (Client Acknowledgement of Receipt of Direct Assistance) and the disbursement will be included on the case’s financial summary such as USCCB/MRS form APA-05 (Financial Record). All relevant forms and source documentation (e.g., copies of checks/check stubs) will be stored in the client case file and case notes will indicate participation in the cash-based model either in-full or in-part.

***Client Eligibility for the Cash-Based Model***

The following eligibility categories were developed with the goal of empowering clients to make the best decisions for themselves and their family while also meeting client needs and APA program objectives. Cases will only be offered participation in the cash-based model if they fall into one of the following eligibility categories:

* One or more case members has few or no service or support needs.
* The case has a U.S. tie, sponsor, or other U.S-based relative/friend who lives near the agency and has agreed to assist with the case’s remaining APA services.
* The case has completed all required program services before the 30th day of the APA service period.
* The case refuses further services from the agency.
* [insert any additional eligibility categories here]
* [insert any additional eligibility categories here]
* [insert any additional eligibility categories here]
* Agency staff and/or the case identified an additional situation not listed above that merits consideration for the cash-based model.