# Contents

| Use MG Approval Date as Eligibility Date              |   |
|---|---|
| Overview  |   |
| Definitions   |   |
| Steps to use MG Approval Date as Eligibility Date     |   |
| For Users with RA Access                              |   |
| For Users with Affiliate Access                       | 4 |
| Use MG Enrollment Date for Calculation of 180/240 Day | 5 |
| Overview  | 5 |
| Steps to use MG Enrollment Date as Eligibility Date   | 5 |

# Use MG Approval Date as Eligibility Date

#### Overview

For Walk-In Cases (APA/SIV), Arrival Date of case can be different from MG Eligibility Date due to which RAs and Affiliates are recommended to use MG Approval Date as Eligibility Date to enroll case in Matching Grant. Both RA and Affiliate users have permissions to use MG Approval Date functionality in IRIS.

## **Definitions**

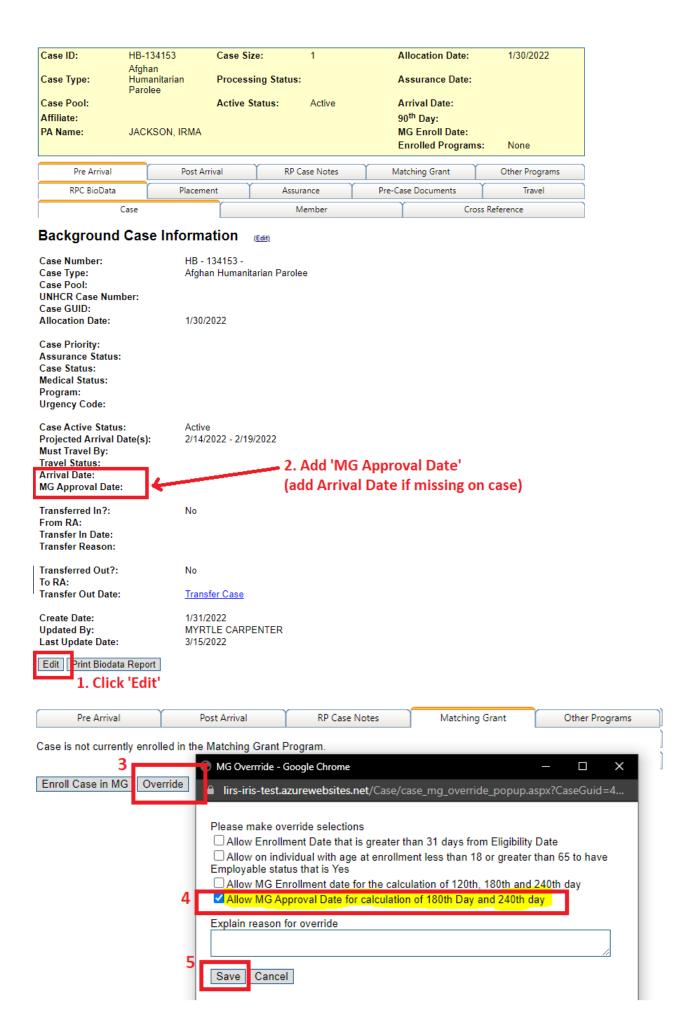
| Field Name                             | Definition  |  |
|--|---|--|
| MG Approval Date                       | MG Approval Date need to be used as MG Eligibility Date for Walk-In cases |  |
|  | where Arrival Date on case doesn't match with MG Eligibility Date.        |  |
| Allow MG Approval Date for calculation | New override to Matching Grant process. When this override is checked,    |  |
| of 180th Day and 240th day             | 180/240 day will be calculated from MG Approval Date.                     |  |

# Steps to use MG Approval Date as Eligibility Date

# For Users with RA Access

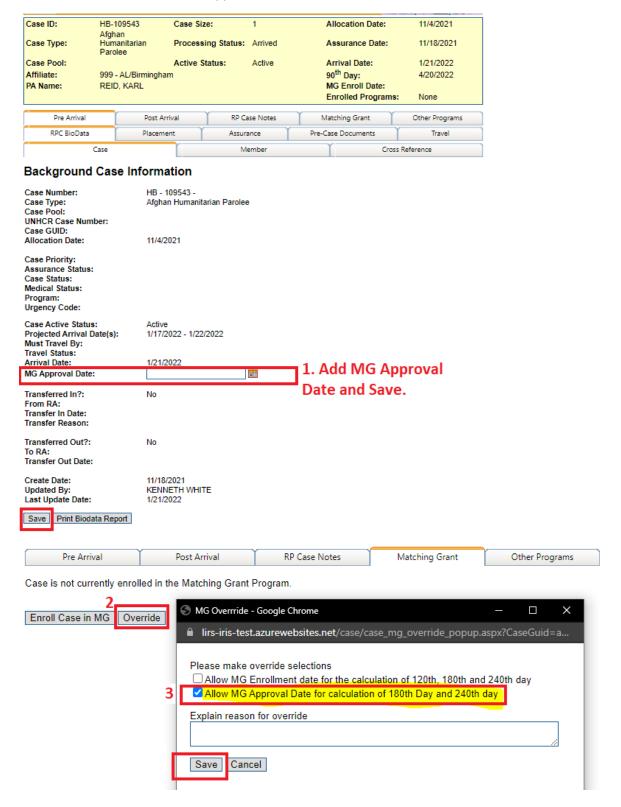
- 1. Click Edit button at bottom of Member Background Information page in IRIS
- 2. Add **MG Approval Date**. If case is missing **Arrival Date**, update Arrival Date of the case or inform respective department to update Arrival Date on case.
- 3. From Matching Grant tab, click Override to open list of available override options for MG process in IRIS.
- 4. Select 'Allow MG Approval Date for calculation of 180th Day and 240th day'
- 5. Click **Save** to apply the override.
- 6. Enroll case to Matching Grant and MG Approval Date will be used as Eligibility Date i.e., 180<sup>th</sup> and 240<sup>th</sup> Day will be calculated from MG Approval Date.

**Note:** If Case is already enrolled in MG and 180<sup>th</sup> and 240<sup>th</sup> day is calculated incorrectly from Arrival Date; follow above steps to add MG Approval Date and use override for calculation of 180/240 Day from MG Approval Date.



## For Users with Affiliate Access

- 1. From Case Background page in IRIS, add **MG Approval Date** on case and click **Save**. If case is missing **Arrival Date**, please reach out to your respective Resettlement Agency to update Arrival Date on case.
- 2. From Matching Grant tab, click Override to open list of available override options for MG process in IRIS.
- 3. Select 'Allow MG Approval Date for calculation of 180th Day and 240th day' and click Save to apply the override.
- 4. Enroll case to Matching Grant and MG Approval Date will be used as Eligibility Date i.e., 180<sup>th</sup> and 240<sup>th</sup> Day will be calculated from MG Approval Date.



# Use MG Enrollment Date for Calculation of 180/240 Day

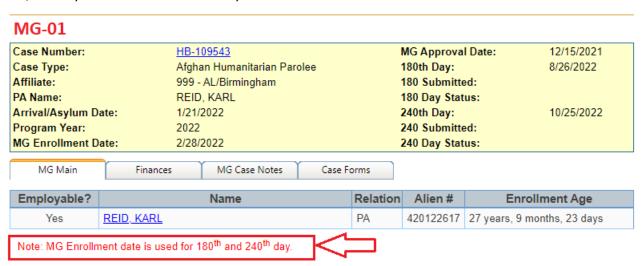
#### Overview

For Non-Refugee Case Types in IRIS, if a case is enrolled after 31days from Arrival Date, MG 180/240 Day is calculated automatically from MG Enrollment Date. If your MG case is using MG Approval Date as Eligibility Date, MG Enrollment Date will be not used, and RA/Affiliate will have to override MG Case to use MG Enrollment Date for 180/240 Day calculation. Below is list of **Non-Refugee** case types which uses MG Enrollment Date for 180/240 Day calculation if a case is enrolled in MG program after 31 days from Arrival Date:

- Asylee
- Cuban Haitian Entrant
- Refugee
- Certain Amerasians
- Victim of Trafficking
- Other VOLAG Refugee
- Special Immigrant Visa
- Satellite Office R&P Refugee
- Afghan Humanitarian Parolee

Note: Non-Refugee cases list and rules can be modified if required by ORR.

Below is an example of Non-Refugee case when case is enrolled in MG after 31days from Arrival Date. In this screenshot, 180/240 Day is calculated automatically from MG Enrollment Date and same is indicated in **Note**.



## Steps to use MG Enrollment Date as Eligibility Date

- 1. Enroll case to Matching Grant in IRIS.
- 2. From Matching Grant tab on IRIS Case, click Override.
- 3. Select "Allow MG Enrollment date for the calculation of 120th, 180th and 240th day" and click Save.
- 4. Now MG Enrollment Date will be used for calculation of 180/240 Day on MG case.

Note: Affiliate are given permission to "Allow MG Enrollment date for the calculation of 120th, 180th and 240th day" override on **APA cases only**.

