

2402.20.55 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

In addition to obtaining documentation from the AG or through an electronic interface or batch process (as discussed in Section **2402.20.05**), the DFR is required to verify each alien's immigration status with Systematic Alien Verification for Entitlements (SAVE) if the verification is not obtained electronically or through a batch process from the appropriate citizenship or immigration source. SAVE was established by the Immigration and USCIS to implement a provision of the Immigration Reform and Control Act of 1986 which mandated direct verification of alien immigration status with USCIS.

NOTE: SAVE procedures are not to be initiated for individuals who declare that they are U.S. citizens by birth or naturalization. (Verification requirements for citizens are discussed in Sections 2402.15.00 and 2402.15.10).

All alien applicants must present original documentation of alien registration or another form of documentation which is reasonable evidence of their status if the immigration status is not able to be verified through an electronic interface or batch process. When a satisfactory immigration status is not electronically verified, a SAVE request is always required for status confirmation (with or without documentation provided by AG). Aliens without documentation should be referred to the local CIS office prior to using SAVE procedures. Most alien applicants will present documentation that contains an Alien Registration Number (A-number). The seven- or nine-digit number preceded by the letter "A" is unique for everyone.

Minimum requirements for verification must include:

Applicants/Member's biographic information

- First name and last name; and
- Date of birth
- Public benefit(s) requested

AND

At least one unique identifier such as:

- USCIS/Alien Registration number (A-Number)
- Form I-94, Arrival/Departure Record number
- student and Exchange Visitor Information System (SEVIS) ID number
- Naturalization/Citizenship Certificate number
- Card Number/I-797 Receipt number
- Social Security number (for initial verification only)

The DFR requests SAVE verification by utilizing the Policy Answer Line (PAL). A SAVE request must include the case name and number and each alien case member's name, alien registration number, and program choices. The name of the person making the request should also be included.

Note: SAVE cannot verify a benefit applicant's immigration status or U.S. citizenship using a driver's license number, U.S. passport number, foreign passport number without another immigration enumerator, Consular Report of Birth Abroad or other non-DHS documentation. SAVE also cannot verify an applicant's status using only first and last name.

Upon receipt of a SAVE request, Central Office staff accesses the SAVE database for the following information:

- Verification number (this number must be documented in the case record)
- Last name
- First name
- Date of birth (mm/dd/yy)
- Employment eligibility statement
- Immigration status
- Country of birth
- SSN if known
- Alternate ID number, if known
- Date of entry (mm/dd/yy).

The data is then transmitted to the Local Office from the Policy Answer Line (PAL).

Through access of the SAVE database by Central Office staff, we may receive a response from SAVE indicating “Additional Verification Required”. If this occurs, Central Office staff will respond to the Local Office with a request for further information that will include:

- I-94 Number
- Eligibility system Case Number
- Document Type (Examples of which could include):
 - I-327 - Re-entry Permit
 - I-551 - Permanent Resident Card
 - I-571 - Refugee Travel Document
 - I-688 - Temporary Resident Card
 - I-688A - Employment Authorization Card
 - I-688B - Employment Authorization Document
 - I-766 - Employment Authorization Card
 - I-94 - Arrival/Departure Record Card
 - Other - use document description
- Unexpired Foreign Passport
- Document Date
- Document Expiration Date
- Date of Birth.

Upon receipt of this additional information, Central Office staff will submit the information to SAVE. This secondary request to SAVE takes approximately 3-7 business days for CIS to research. The response from SAVE will either note the requested alien status or will request the need for a Documentation Verification Request (Form G-845) to be sent. The G-845 is to be sent to CIS with a copy of the original documentation provided by the AG. This material is sent to the following address:

U.S. Citizenship and Immigration Services 10
Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Immigration Status Verification Unit.

NOTE: If the original alien documentation presented by the AG does not contain an alien registration number, the Local Office must contact CIS as indicated above. Central Office staff cannot access the SAVE database without the alien registration number.

When the Form G-845 has been returned to the Local Office, any necessary changes to the Alien-Summary Page should be made.

NOTE: Normal case processing is to continue once the AG has provided the initial verification of alien status. Benefits are not to be delayed, denied, or reduced based on pending SAVE verifications. If an applicant has provided all required criteria to allow for an eligibility determination, except for fulfilling his immigration verification requirement, the applicant should be determined eligible without undue delay. If he does not verify immigration status within the 90-day timeframe from when notice to provide immigration status was sent and the immigration status cannot be verified electronically, then his eligibility must be discontinued (Refer to 2035.40.05).²⁶