



SUPPLEMENTAL HANDBOOK

SAVE PROCEDURES

CITATION

740.1 GENERAL POLICY

The CAO must verify through the Systematic Alien Verification for Entitlements (SAVE) Program, the immigration status of all aliens who receive:

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- < cash assistance;
- < food stamps; **or**
- < medical assistance.

EXCEPTION: The CAO does not need to verify immigration status for an alien who receives emergency medical assistance.

The Immigration and Naturalization Services (INS) provides two verification methods for SAVE: primary verification and secondary verification. Primary verification uses the alien's Alien Registration Number, or A-Number, to query the automated INS Alien Status Verification Index (ASVI) through use of a personal computer (PC). Secondary verification, when required, is obtained by mailing a US Department of Justice, INS Document Verification Request (G-845S) to INS.

THE CAO MUST NOT DELAY, DENY, REDUCE, OR TERMINATE BENEFITS PENDING COMPLETION OF ALIEN STATUS VERIFICATION THROUGH SAVE.

NOTE: Alien documentation differs from verification of alien status. Alien documentation consists of original INS documents which an alien must provide to the CAO as a condition of eligibility. Verification of alien status is done through SAVE after the alien provides the INS documentation.

Benefits cannot be delayed, denied, or reduced pending verification of alien status.

Benefits can be delayed, denied, or reduced if an alien does not cooperate in providing INS documentation in a timely manner.

The CAO will examine the INS response to SAVE verification and determine if the alien has lawful immigration status and if the alien's immigration status allows eligibility for assistance. INS does not determine eligibility, INS only provides information regarding alien status. See the alien status charts in the Citizen/Alien chapters of the program handbooks for help in determining alien eligibility.

This chapter provides instructions for primary and secondary verification of alien status, as well as information regarding the ASVI data base and help in understanding the INS response.

The CAO will verify an alien's immigration status only once unless:

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- < verification obtained before is questionable;
- < the alien's status is subject to change, **or**
- < neither the ASVI printout nor the G-845S form indicating lawful alien status is present in the case record.

Once obtained, the CAO must retain the INS verification (the ASVI inquiry print-out or the G-845S form) in the case record permanently.

NOTE: If any inconsistency exists between these procedures and the SAVE procedures in the Cash assistance Handbook, the Medical Assistance Eligibility Handbook, or the Food Stamp Handbook, these SAVE Procedures supercede those in the program handbook.

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