

Service Chapter: Administrative Procedures 448-01
Child Care Assistance Program 400-28
Low-Income Home Energy Assistance Program 415-01
Temporary Assistance for Needy Families 400-19

Effective Date: July 10, 2024

Overview

Information regarding Systematic Alien Verification for Entitlements (SAVE) has been updated and condensed to one section.

Description of Changes

448

1. Authority Reference 448-01-50-55-05 – Change, Title Change

This section is being rewritten to include information from 448-01-50-55-10, 448-01-50-55-15 and 448-01-50-55-35. The title of this section is being changed to 'SAVE Overview'.

2. Purpose and Overview 448-01-50-55-10 - Repeal

The information from this section is being moved to SAVE Overview 448-01-50-55-05.

3. Required Documentation for SAVE Inquiry 448-01-50-55-15 - Repeal

The information from this section is being moved to SAVE Overview 448-01-50-55-05.

3. Requesting Access to Save 448-01-50-55-20- Repeal

This section is being repealed as the information is no longer applicable.

4. Accessing SAVE 448-01-50-55-25- Repeal

This section is being repealed as the information is no longer applicable.

5. Hold Harmless 448-01-50-55-30- Repeal

This section is being repealed and relevant information is being moved to individual policy manuals.

6. Types of USCIS Documents 448-01-50-55-35- Repeal

The information from this section is being moved to SAVE Overview 448-01-50-55-05.

CCAP

**1. Citizenship Verification for a Child For Whom Assistance is Being Requested
400-28-50-25 – Change**

The Hold Harmless policy from repealed section 448-01-50-55-35 is being added.

LIHEAP

1. Aliens Barred from LIHEAP Participation 415-50-10-50 – Change

The Hold Harmless policy from repealed section 448-01-50-55-35 is being added.

TANF

1. Documentation/Verification of Citizenship 400-19-45-40-45

The Hold Harmless policy from repealed section 448-01-50-55-35 is being added.

Policy Section Updates

448

1. Authority Reference SAVE Overview 448-01-50-55-05

Authority Reference

Congress passed the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, which required the U.S. Citizenship and Immigration Services (USCIS), under the Department of Homeland Security (DHS), to establish a system for verifying the immigration status of non-citizens applicants for, and recipients of, certain types of federally funded benefits, and to make the system available to Federal, state, and local benefit issuing agencies and institutions that administer such benefits.

Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Public Law 104-193, restructured the welfare system in the United States and restricted immigrant eligibility for public benefits, thus expanding the need to verify immigration status by benefit-granting agencies. PRWORA, as codified at 8 U.S.C. §§ 1611 and 1621, defined “federal public benefits” and “state and local public benefits”.

Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Public Law No. 104-208, passed by Congress in 1996, required that DHS-USCIS respond to inquiries from federal, state, and local agencies seeking to verify or determine the citizenship or immigration status of any individual within the jurisdiction of the agency for any purposes authorized by law. Under this authority, agencies can use the SAVE Program for lawful purposes.

Purpose and Overview

The SAVE Program’s mission is to provide government agencies (and other authorized users) with a tool to verify the immigration status of benefit-seeking applicants in a lawful and non-discriminatory manner when necessary to determine eligibility for the benefit. Established in 1987, the SAVE Program allows federal, state, and local benefit-granting government agencies (and other authorized users, including licensing bureaus), to check the immigration status of noncitizen and certain U.S. citizen applicants requesting benefits.

SAVE is maintained and operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), Verification Division. The SAVE Program provides the user with information about the immigration status of an applicant for a covered benefit, which may then be used by the user to determine eligibility for the benefit. In other words, the user determines whether or not an applicant is eligible for a specific benefit or license whereas the SAVE program provides the user with information necessary to make that determination.

USCIS makes the determination if an individual is an illegal alien. The worker does not make this determination and must not report an individual to USCIS as an illegal alien unless the following has occurred:

1. unlawful presence must be a finding of fact or conclusion of law that is made as part of a formal determination that is subject to administrative review on an alien's claim, and
2. the finding or conclusion of unlawful presence must be supported by a determination by USCIS or the Executive Office of Immigration Review, such as a Final Order of Deportation.

Process

1. When verification has not been provided, eligibility workers must ask the applicant for a **written declaration** that he or she has an immigration status that makes him or her an eligible alien.
2. Eligibility workers must review **documentation** of immigration status
3. If status is supported by documents, eligibility workers can conclude that the applicant has a qualified status and continue with **other eligibility verifications**, such as verification of "entry date" and specific program requirements.
4. If unable to confirm status after checking documentation, which suggests eligibility, agencies must provide benefits while using Systematic Alien Verification for Entitlements (SAVE) to verify immigration/alien status.

Required Documentation for SAVE Inquiry

All alien applicants must present original documentation of alien registration; 8 U.S.C Section 1304 states that aliens in the United States must have immigration documentation in their possession at all times. Aliens without documentation should be referred to the nearest INS office to request new documentation prior to primary or secondary verification procedures.

When an alien has presented an USCIS document containing the individual's admission number or file number, the SAVE verification procedures must be used.

NOTE: United States citizens, United States born nationals, or refugees do NOT require verification be obtained through SAVE.

Refer to the 'Alien- Details' section of SPACES Online Help for resources on the various documentation types and for system processing details.

2. Purpose and Overview 448-01-50-55-10 - Repeal

~~The SAVE Program's mission is to provide government agencies (and other authorized users) with a tool to verify the immigration status of benefit-seeking applicants in a lawful and non-discriminatory manner when necessary to determine eligibility for the benefit. Established in 1987, the SAVE Program allows federal, state, and local benefit-granting government agencies (and other authorized users, including licensing bureaus), to check the immigration status of noncitizen and certain U.S. citizen applicants requesting benefits.~~

~~SAVE is maintained and operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), Verification Division. The SAVE Program provides the user with information about the immigration status of an applicant for a covered benefit, which may then be used by the user to determine eligibility for the benefit. In other words, the user determines whether or not an applicant is eligible for a specific benefit or license whereas the SAVE program provides the user with information necessary to make that determination. USCIS makes the determination if an individual is an illegal alien. The worker does not make this determination and must not report an individual to USCIS as an illegal alien unless the following has occurred:~~

- ~~1. unlawful presence must be a finding of fact or conclusion of law that is made as part of a formal determination that is subject to administrative review on an alien's claim, and~~
- ~~2. the finding or conclusion of unlawful presence must be supported by a determination by USCIS or the Executive Office of Immigration Review, such as a Final Order of Deportation.~~

3. Required Documentation for SAVE Inquiry 448-01-50-55-15 - Repeal

~~All alien applicants must present original documentation of alien registration; 8 U.S.C Section 1304 states that aliens in the United States must have immigration documentation in their possession at all times. Aliens without documentation should be referred to the nearest INS office to request new documentation prior to primary or secondary verification procedures.~~

~~When an alien has presented an USCIS document containing the individual's admission number or file number, the SAVE verification procedures must be used.~~

~~NOTE: United States citizens, United States born nationals, or refugees do NOT require verification be obtained through SAVE.~~

4. Requesting Access to SAVE 448-01-50-55-20 – Repeal

To request access to SAVE the supervisor or county director must contact the Economic Assistance Division within the Department or your Regional Representative. The request must include the individual's:

- Full name (last name, first name, middle initial)
- Phone number
- E-mail address
- County

Economic Assistance support staff will e-mail the worker the login User ID and Password. Passwords are required to be changed every 90 days. For assistance with logging into SAVE, contact the Economic Assistance support staff. System Support and Development (help desk) is not able to assist with SAVE.

NOTE: When county staff with access to SAVE terminates their employment, the county director must contact Economic Assistance support staff to have their SAVE access terminated.

5. Accessing SAVE 448-01-50-55-25 – Repeal

To access the SAVE web service, the user must log into NDVerify and select SAVE located on the dashboard. This will take the user to the SAVE Logon System User Agreement page where the user must read and agree to the Privacy Act statement located at the bottom of the screen followed by clicking on the next button.

The next screen is the Initiate Case screen where a case must be created. Screens needing completion will prompt the user for the needed information. Information regarding the web service, including a SAVE demonstration video are located at www.uscis.gov/save.

Users can reset their passwords. If a user is unable to log into SAVE after three attempts, the user will be redirected to the password reset page to answer the security questions before resetting the password. Users can also select the "Forgot your Password?" link located under the password field to reset their password.

Users may also email SAVE at:

- Save.help@uscis.dhs.gov or call the Save Customer Support line at (877) 469-2563

6. Hold Harmless 448-01-50-55-30 - Repeal

~~When an applicant has presented an USCIS document containing the individual's alien admission number or alien file number, if the documents appear to be legitimate, the application must be processed within the appropriate time frame without waiting for receipt of additional verification from USCIS. A copy of the document must be included in the case file. Provided the document is in the case file, an error will not be cited should later verification result in ineligibility.~~

Example:

~~An individual applies and provides USCIS documents. When completing the SAVE inquiry, the worker is advised to request additional verification. The application must be processed within the appropriate time frame and the individual must be included in the case.~~

7. Types of USCIS Documents 448-01-50-55-35 – Repeal

~~U.S. Citizenship and Immigration Services (USCIS) issues the Form I-551, Permanent Resident card to lawful permanent residents or conditional permanent residents. All USCIS issued Permanent Resident cards contain two year or 10 year expiration dates. However, some documents issued by legacy Immigration and Naturalization Services (INS) – such as older versions of the Resident Alien card issued from 1977 to 1989 – do not have expiration dates and may still be valid. Cards that have no expiration date or have a 10 year expiration date are issued to lawful permanent residents with no conditions on their status. If you encounter a Form I-551 with a 10 year expiration date that has expired, it does not necessarily mean the applicant is no longer a permanent resident, it may simply mean the card must be renewed. Conditional permanent residents are issued a Form I-551 that expires after two years and they must file a petition to remove the conditions on residence. If approved, they will be issued a new Form I-551 as a lawful permanent resident. If they fail to remove the conditions on residence, their permanent resident status is terminated. The expiration of the Form I-551 does not necessarily mean the individual is out of status. The individual may have applied for example, to remove the conditions and not yet received their new Permanent Resident card or lost their new Permanent Resident card and can only provide the expired Conditional Resident card.~~

~~The Form I-688 (Temporary Resident Card) is not evidence of lawful permanent resident status. This document was issued by INS to individuals who were granted Temporary Resident status under Section 210 or Section 245A of the Immigration and Nationality Act. The Form I-688 is no longer issued and is obsolete. Many individuals who were issued Form I-688 may have become lawful permanent~~

~~residents and should have a Form I-551 showing their status. You will need the following information to verify the immigration status of an applicant who provides a Form I-551:~~

- ~~Alien Number~~
- ~~Card Number~~
- ~~Last and First Name~~
- ~~Date of Birth (MM/DD/YYYY)~~.

Form I-551 (current version)

~~The current version of the Permanent Resident Card, Form I-551, introduced in 2010, uses the term “USCIS #” instead of the more familiar “A#” to indicate the permanent resident’s Alien Number. They have the same meaning. The reverse side of the card still refers to it as “A#”.~~

Form I-551 (2004 version)

~~This version of the Permanent Resident Card, Form I-551, introduced in 2004, is valid for ten years from the date of issuance. It is also the first version of Form I-551 branded with the Department of Homeland Security as the issuing authority.~~

Form I-551 (2004 version)

Form I-551 (1997 version)

~~Introduced in 1997, the Permanent Resident Card, Form I-551, is the first version of the Form I-551 to be entitled “Permanent Resident Card.” This version of the Permanent Resident Card was issued to lawful permanent residents and was valid for ten years from the date of issuance. It was also issued to conditional permanent residents, and retained the two-year expiration period of its predecessor for these cardholders. This and prior versions of Form I-551 were branded with the U.S. Department of Justice, Immigration and Naturalization Service, as the issuing authority.~~

Form I-551 (1997 version)

Form I-551, Resident Alien Card

~~The Resident Alien Card preceded the Permanent Resident Card and was issued by the INS from 1977 to 1997. The predecessor to the Resident Alien Card, Form I-151, was also called “Alien Registration Receipt Card,” but the Form I-151 is no longer valid.~~

Form I-551 (1989/1992 Version)

~~This version of the Resident Alien Card, Form I-551, was introduced by the INS in August 1989 and modified in January 1992 when a white box was added behind the fingerprint. The version pictured below was the first residence card to contain an expiration date. These cards were usually valid for ten years from the date of issuance. Resident Alien Cards do NOT have card numbers.~~

[Form I-551 \(1989/1992 Version\)](#)

[Form I-551 \(1977 Version\)](#)

~~The Resident Alien Card, Form I-551, issued from January 1977 to August 1989 (pictured below) does not contain an expiration date or card number and is valid indefinitely. If a benefit applicant presents this version of the Resident Alien Card, see Appendix A for guidance on what you should enter into the card number field in the SAVE System.~~

[Form I-551 \(1977 Version\)](#)

[Form I-551, Permanent Resident Stamp](#)

~~USCIS and Customs and Border Protection (CBP) issue the I-551 stamp to lawful permanent residents or conditional permanent residents. Sometimes, if no foreign passport is available, the I-551 stamp may be placed on a Form I-94, Arrival/Departure Record, and a photograph of the bearer is affixed to the form. The I-551 stamp is valid until the expiration date stated on the stamp.~~

~~You will need the following information to verify the immigration status of an applicant who provides an I-551 stamp:~~

- ~~Alien Number~~
- ~~Last and First Name~~
- ~~Date of Birth (MM/DD/YYYY)~~

[I-551 Stamp \(current version\)](#)

[I-551 Stamp \(older version\)](#)

[Form I-551, Machine Readable Immigrant Visa \(MRIV\)](#)

~~The U.S. Department of State issues the MRIV overseas to lawful permanent or conditional permanent residents, and is valid as evidence of such status for one year from the admission date. The MRIV is affixed directly on a page of the individual's foreign passport.~~

~~You will need the following information to verify the immigration status of an applicant who provides a Form I-551 MRIV:~~

- Alien Number
- Foreign Passport Number
- Passport Country of Issuance
- Last and First Name
- Date of Birth (MM/DD/YYYY)

I-551 MRIV

Form I-571, Refugee Travel Document

~~USCIS issues the Form I-571 to refugees/asylees and lawful permanent residents who adjusted from refugee/asylee status. The Form I-571 is valid for only one year and may not be extended. However, expiration of the Form I-571 does not mean the applicant is out of status. A refugee or asylee may have other immigration documents, such as Form I-94, Arrival/Departure Record, or Form I-766, Employment Authorization Card.~~

~~You will need the following information to verify the immigration status of an applicant who provides a Form I-571:~~

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

I-571 (current version)

Form I-766 Employment Authorization Document

~~USCIS issues the Form I-766 to specific classes of aliens as evidence of their employment authorization in the United States. These aliens include, but are not limited to, applicants for adjustment of status, refugees/asylees, individuals with Temporary Protected Status, individuals who have been granted deferred action, including the Deferred Action for Childhood Arrivals, and F-1 students who have completed their studies and are approved for Optional Practical Training.~~

~~The expiration date is located at the bottom of the card. Although it does not relate to immigration status verification, many cards are marked "NOT VALID FOR REENTRY" and are used solely for employment, but others may show "VALID FOR REENTRY" or "SERVES AS I-512 ADVANCE PAROLE," which means they may be used as travel documents to seek re-entry to the United States.~~

~~You will need the following information to verify the immigration status of an applicant who provides a Form I-766:~~

- Alien Number
- Card Number
- Last and First Name

- Date of Birth (MM/DD/YYYY)
- Document Expiration Date (MM/DD/YYYY).

I-776 (current version, 2011; older version, 2004)

~~*Note: Forms I-688A (issued to applicants for immigration benefits under the Immigration Reform and Control Act of 1986) and Forms I-688B (predecessor to Form I-766) are older employment authorization documents. They are no longer issued and have now expired or have been replaced by the Form I-766. Many individuals who were issued these documents may have become lawful permanent residents or naturalized U.S. citizens and should have a current document showing their status.~~

Forms N-550 or N-570, Certificate of Naturalization

~~USCIS issues the Form N-550 to those persons born abroad who have become citizens of the United States through the naturalization process.~~

~~The N-570 is a replacement certificate issued when the original is lost, mutilated or destroyed, or the individual's name has legally changed. USCIS and its predecessor the INS have issued a number of versions of this document type. Some of the earlier versions may not have an Alien Number and many do not have security features that have been added over the years. Accordingly, the absence of these features does not mean the document is not valid.~~

~~You will need the following information to verify the citizenship status of an applicant who provides a Form I-550 or N-570:~~

- Alien Number
- Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

N-550 (current, 2010 version; older versions)

Form N-560 or N-561, Certificate of Citizenship

~~USCIS issues the Form N-560 to persons born outside the United States and who: (a) derived citizenship through the naturalization of their parent(s); (b) derived citizenship through adoption by U.S. citizen parents, provided certain conditions were met; or (c) acquired citizenship at birth because they were born abroad to U.S. citizen parent(s). It is also issued to certain legally qualified natives and/or residents of the Commonwealth of Northern Mariana Islands who were granted U.S. citizenship by operation of law. Unlike a Certificate of Naturalization, the Certificate of Citizenship is not automatically issued to all those who qualify. To receive a~~

~~Certificate of Citizenship, the individual or someone acting on behalf of the individual (for example, U.S. citizen parent or legal guardian) must apply for it. It is not uncommon for individuals not to have a Certificate of Citizenship even though they are U.S. citizens.~~

~~The Form N-561 is a replacement Certificate of Citizenship issued when the original is lost, mutilated, or destroyed or the individual's name has legally changed.~~

~~You will need the following information to verify the citizenship status of an applicant who provides a Form N-560 or N-561:~~

- ~~Alien Number~~
- ~~Citizenship Certificate Number~~
- ~~Last and First Name~~
- ~~Date of Birth (MM/DD/YYYY)~~

~~N-560 (current version, 2011; older version)~~

~~Form I-94 Arrival/Departure Record~~

~~The Form I-94, in either paper or electronic format, is the DHS Arrival/Departure Record issued to aliens. CBP, USCIS and U.S. Immigration and Customs Enforcement (ICE) issues the Form I-94 on various occasions including when a person is admitted or paroled into the United States, adjusting status while in the United States, or extending his or her stay.~~

~~The Form I-94 issued by CBP in paper format contains a stamp with an expiration date or notation of "D/S" for duration of status (e.g., F-1 students) or "indefinite" for individuals allowed to remain in the United States indefinitely (e.g., asylees). The Form I-94 will also indicate the person's class of admission (COA).~~

~~Beginning on April 30, 2013, CBP ceased issuing the paper version of Form I-94 to air and sea travelers, except in limited circumstances (e.g., those inspected at secondary inspection, such as parolees and refugees). The air and sea traveler is now issued a CBP admission stamp on his or her travel document, usually a foreign passport. If, however, the traveler has entered the United States since May 1, 2009, he or she may obtain his or her admission number and Form I-94 record through www.cbp.gov/i94. CBP's long term goal is to cease issuing Form I-94~~

~~You will need the following information from the Form I-94 to conduct your verification:~~

- ~~I-94 Number~~
- ~~Last and First Name~~
- ~~Date of Birth (MM/DD/YYYY)~~

~~Different versions of Form I-94 may be issued by DHS agencies. Following are examples the various versions of Form I-94.~~

~~Form I-94: Issued by CBP before Automation at Air and Sea Ports of Entry~~

~~CBP issued this version of Form I-94 to air and sea travelers before April 30, 2013—the date that the Form I-94 automation process started. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1.~~

~~Form I-94 issued by CPB before Automation at Air and Sea Ports of Entry~~

~~Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry~~

~~After the automation of air and sea ports of entry, the Form I-94 pictured below is the version issued by CBP to special classes of aliens, such as Refugees, Derivative Asylees and Parolees, who are sent to secondary inspection at ports of entry.~~

~~Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry~~

~~Form I-94A: Issued by CBP at Land Border Ports of Entry~~

~~This is the version of the Form I-94 CBP issues at both northern and southern land border ports of entry.~~

~~Form I-94A issued by CBP at Land Border Ports of Entry~~

~~Global Entry Form I-94~~

~~The Global Entry (GE) kiosk is used to issue the below version of Form I-94. GE is a CBP program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States.~~

~~Global Entry Form I-94~~

~~CBP Form I-94 Website Printout~~

~~Individuals can access their electronic Form I-94 through the CBP I-94 website if they entered the United States after May 1, 2009. The Form I-94 website printout is an official Form I-94 and agencies can use it to verify immigration status. If CBP did not issue the applicant a paper Form I-94 due to the CBP automation initiative, SAVE can also verify immigration status by foreign passport. SAVE agencies should not refer applicants to retrieve their I-94 from the website if verification by foreign passport is possible. If attempts to verify status by foreign passport are not successful, the individual still has the option of retrieving the~~

~~electronic I-94 number from the CBP website. If the applicant possesses both a current I-94 and a foreign passport, agencies should submit the verification request as a "Form I-94 (Arrival/Departure Record) in Unexpired Foreign Passport" document type.~~

[CBP Form I-94 Website Printout](#)

Form I-94 in Form I-797A

~~USCIS issues Form I-94 as a tear-off document from Form I-797A, Notice of Action, to reflect an alien's immigration status following an approved application for immigration benefits or an extension of stay. The Form I-797A may contain additional information regarding the immigration status granted, but the Form I-94 number in the Form I-797A may be verified through SAVE in the same manner as a regular Form I-94. USCIS only issues Form I-94 in paper format.~~

[Form I-94 in Form I-797A](#)

~~Note: For other versions of Form I-797, see "Notice of Actions" under Section 14. These versions of the form do not typically indicate an immigration status nor do they contain a tear-off Form I-94.~~

Form I-94 in Unexpired Foreign Passport

~~Upon an alien's arrival at a U.S. port of entry, the CBP Officer may issue the alien a paper Form I-94 and place an admission stamp on the alien's paper Form I-94. The officer then inserts and affixes the Form I-94 to the foreign passport. Most foreign travelers at sea and air ports of entry no longer receive a paper Form I-94; they receive, instead, only an admission stamp in their foreign passports. When a benefit applicant presents both a Form I-94 (whether issued by CBP or USCIS) and an unexpired foreign passport, SAVE encourages agencies to use this document type to verify the benefit applicant's immigration status.~~

~~You will need the following information to verify the immigration status of an applicant who provides a Form I-94 in an unexpired foreign passport:~~

- I-94 Number
- Passport Number
- Passport Country of Issuance
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Expiration Date (MM/DD/YYYY)

[Form I-94 in Unexpired Foreign Passport](#)

Unexpired Foreign Passport with Admission Stamp

When an alien is inspected upon arrival at a U.S. port of entry, a CBP Officer places a stamp in his or her passport and notes the date of admission, class of admission, and admitted until date. Some alien classifications have no "admitted to" date and for aliens admitted under one of these classifications, CBP writes "D/S" for "duration of status" or "indefinitely" on or near the admission stamp.

You will need the following information to verify the immigration status of an applicant who provides an unexpired foreign passport:

- Passport Number
- Country of Issuance
- Expiration Date (MM/DD/YYYY)
- Last and First Name
- Date of Birth (MM/DD/YYYY)

CBP Admission Stamp

APPENDIX A

Alien Number

Alien Numbers may also be referred to as Alien Registration Number, USCIS# and A number.

Not all Alien Numbers have nine (9) digits. If a document bears an A# with fewer than 9 digits, add in zeros in front of the number when you enter it in SAVE. Do not include the letter "A."

- Example: A72 735 827 should be input as 072735827

A Certificate of Naturalization that has been issued prior to 1956, has a certificate number, but no alien/USCIS number. In this case, enter "000000000" in place of the alien/USCIS number. This can also apply to older versions of the certificate of citizenship. If SAVE cannot verify status at initial verification, SAVE will provide an "Institute Additional Verification" (IAV) response.

Card Number

Resident Alien cards that were issued prior to August 1 1989, do NOT have a Card Number (samples below). When a benefit applicant provides a Resident Alien card without a Card Number, select "other" from the document type screen, instead of using the I-551 selection. In the other document description box, type "I-551, no card

~~number.” If SAVE cannot verify status at initial verification, SAVE will provide an “Institute Additional Verification” (IAV) response.~~

Dates

~~Dates could be laid out in various ways. For example: August 27, 2013 could be seen as 08/27/2013, 08/27/13, 27AUG2013, and 082713.~~

~~For SAVE purposes, enter dates in the following format: MM/DD/YYYY.~~

Names

~~Enter the entire surname, including prefixes or name stems (without periods). Hyphenated names and names with apostrophes are allowed.~~

- ~~Example name: Peter O'Donoghue~~
- ~~Enter as follows: Peter O'Donoghue~~
- ~~Example name: Maria Lopez-Garcia~~
- ~~Enter as follows: Maria Lopez-Garcia~~

~~Ignore all suffixes such as Jr., Sr., III, etc.~~

- ~~Example name: Roberto Garcia, Sr.~~
- ~~Enter as follows: Roberto Garcia~~

~~Do not use periods.~~

- ~~Example name: Rachel St. John~~
- ~~Enter as follows: Rachel St John~~

~~Individuals from some cultures may use their surname first and their given name last.~~

- ~~Example name: Nguyen Mai~~
- ~~Enter as follows: Mai Nguyen~~

CCAP

1. Citizenship Verification for a Child For Whom Assistance is Being Requested 400-28-50-25 – Change

Children for whom Child Care Assistance Program (CCAP) benefits are being requested must verify their citizenship. To be eligible for CCAP, a child must either be a United States citizen or an alien lawfully admitted for permanent residence. If citizenship for a child is requested and is not verified, that child is not eligible for CCAP. If at a later date verification of citizenship is provided for the child, the child's eligibility for CCAP begins the month the verification of citizenship is received and all other eligibility criteria is met.

When an applicant has presented an USCIS document containing the individual's alien admission number or alien file number, if the documents appear to be legitimate, the application must be processed within the appropriate time frame without waiting for receipt of additional verification from USCIS. A copy of the document must be included in the case file. Provided the document is in the case file, an error will not be cited should later verification result in ineligibility.

Example:

An individual applies and provides USCIS documents. When completing the SAVE inquiry, the worker is advised to request additional verification. The application must be processed within the appropriate time frame and the individual must be included in the case.

The caretaker is not subject to the citizenship requirement. A child included in the CCAP case as a household member for whom assistance **is not** being requested does not need to verify their citizenship. However, if at a later date, CCAP is requested for that child, verification of citizenship must be provided before eligibility for the child can be determined.

LIHEAP

1. Aliens Barred from LIHEAP Participation 415-20-10-50 – Change

Some aliens are barred from participation in the LIHEAP program.

Section 401 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORS), commonly known as the welfare reform law, prohibits non-qualified aliens from receiving federal public benefits.

Qualified aliens, regardless of when they entered the United States, are eligible to receive LIHEAP benefits provided that all other program requirements are met.

When a non-qualified alien is a member of a LIHEAP household, their income (minus allowable expenses) WILL be counted when determining LIHEAP eligibility. However, the non-qualified alien will NOT be counted as a member of the household.

When an applicant has presented an USCIS document containing the individual's alien admission number or alien file number, if the documents appear to be legitimate, the application must be processed within the appropriate time frame without waiting for receipt of additional verification from USCIS. A copy of the document must be included in the case file. Provided the document is in the case file, an error will not be cited should later verification result in ineligibility.

Example:

An individual applies and provides USCIS documents. When completing the SAVE inquiry, the worker is advised to request additional verification. The application must be processed within the appropriate time frame and the individual must be included in the case.

NOTE: Verification of the entry status for non-citizens may be accessed via the Systematic Alien Verification for Entitlements (SAVE).

A “qualified alien” is defined as an alien who, at the time an alien applies for, receives, or attempts to receive LIHEAP, is:

1. An alien who is lawfully admitted for permanent residence (LPR) under the Immigration and Nationality Act (INA),
2. A refugee who is admitted to the United States under section 207 of such Act,
3. An alien who is granted asylum under section 208 of such Act,
4. An alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least 1 year,
5. An alien whose deportation is being withheld under section 243(h) of such Act as in effect prior to April 1, 1997 or section 241(b)(3) of such Act,
6. An alien who is granted conditional entry under section 203(a)(7) of such Act as in effect prior to April 1, 1980,
7. An alien who is a Cuban or Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980),
8. An alien who (or whose child or parent) has been battered or subjected to extreme cruelty in the United States and otherwise satisfies the requirements of 8 U.S.C. 1641(c),
9. An Iraqi and Afghani aliens who have been granted special immigrant status under section 101(a)(27) of INA,
10. A Native American born in Canada who possesses at least 50% of blood of the American Indian race,
11. Victims of trafficking, or
12. Canadian Indians who provide a blood quantum letter which contains information from the individual's Band, Tribe, and Nation and states that the individual's blood quantum is at least 50% aboriginal blood.

The document may use the following verbiage:

-at least 50% Aboriginal blood
-at least 50% Indigenous blood
-at least 50% North American Indian blood
-at least 50% American Indian blood

See policy at 415-20-10-15 regarding eligibility of Native American households living on reservations.

13. Ukrainian citizen or national who received humanitarian parole (known as a Ukrainian Humanitarian Parolee, or UHP) or a non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole.

TANF

1. Documentation/Verification of Citizenship 400-19-45-40-45

When an applicant has presented an USCIS document containing the individual's alien admission number or alien file number, if the documents appear to be legitimate, the application must be processed within the appropriate time frame without waiting for receipt of additional verification from USCIS. A copy of the document must be included in the case file. Provided the document is in the case file, an error will not be cited should later verification result in ineligibility.

Example:

An individual applies and provides USCIS documents. When completing the SAVE inquiry, the worker is advised to request additional verification. The application must be processed within the appropriate time frame and the individual must be included in the case.

Eligibility for TANF is determined primarily by information supplied by the applicant/recipient. Certain aspects of eligibility must be supported by conclusive, documenting evidence. Following are suggested records which may be available to verify citizenship and/or alien status:

1. US Citizenship

- Birth Certificate/Hospital Birth Certificate if signed by attending physician
- Vital Records Interface
- Immigration Papers
- Naturalization Paper
- Third Party Query (TPQY) - 'Verified with positive citizenship' or 'Verified with positive citizenship; Deceased' Citizenship Verification Code for Medicaid.

Note: A screen print of the response must be placed in the case file, and the TANF Verification Code 'Interface' must be entered in the automated computer system.

2. Refugee

- USCIS Form I-94 showing entry as refugee under Section 207 of the INA and date of entry into U.S. (The arrival date is the date used to determine entry date.); or
- USCIS Form I-688B annotated 274a.12(a)(3) (The arrival date is the date used to determine entry date.); or
- USCIS Form I-766 with code A3; or
- USCIS Form I-571; or
- USCIS Form I-551 or I-151 with codes RE1, RE2, RE3, RE4, RE5, RE6, RE7, RE8, RE8b, RE9, IC6 or IC7. (These codes show the individual's status was changed from refugee to [lawful permanent resident](#).)

3. Victim of Human Trafficking

- "T" visa or Certification Document from the Office of Refugee Resettlement (victim);
- I-94 or passport containing nonimmigrant visa;
- I-688B or I-766 or other INS document indicating nonimmigrant status;
- Any verification from the INS or other authoritative document

These documents may have one of the following codes:

- Non Immigrant Code of:
 - "T-1" (Victim)
 - "T-2" (Spouse of Victim) or
 - "T-3 (Child of Victim)
- Immigrant Code of:
 - ST6 (Victim)
 - ST7 (Spouse of Victim); OR
 - ST8 (Child of Victim)

4. Asylee

- USCIS Form I-94 showing grant of asylum under section 208 (The arrival date is usually the date of designated status.); or
- USCIS Form I-766 annotated A5; or
- Grant letter from Asylum Office of the USCIS; or
- Order from immigration judge granting asylum; or
- USCIS Form I-688B annotated 274.a12(a)(5) (The arrival date is usually the date of designated status.); or
- USCIS Form I-766 with code A5; or
- USCIS Form I-551 or

- USCIS Form I-151 with codes AS6, AS7, AS8, or AS9. (These codes show the individual's status was changed from asylee to lawful permanent resident.)

5. Deportation

- Individuals whose deportation has been withheld should have a court order. The date of the court order is the designated status date.
- Immigration Judge order showing deportation withheld under section 243(h) or 241(b)(3) of the INA & date of grant; or
- USCIS Form I-688B annotated 274a.12(a)(10); or
- USCIS Form I-766 with code A10.

6. Conditional Entrant

- USCIS Form I-94 showing admission under section 203(a)(7) Refugee-Conditional Entry in effect prior to 04/01/1980; or
- USCIS Form I-688B annotated 274a.12(a)(3); or
- USCIS Form I-766 annotated A3; or
- USCIS Form I-551 with code R86; or
- USCIS Form I-151 with code R86. (This code shows the individual's status was changed to lawful permanent resident.)

7. Cuban/Haitian Entrant

- I-94 Arrival/Departure cared with one of the following:
 - A stamp showing parole at any time as a 'Cuban/Haitian Entrant (Status Pending)
 - A stamp showing parole into the U.S. on or after April 21, 1980
 - Showing parole into the United States
- I-551 with adjustment code CH6.
- A Cuban or Haitian passport with a § 212(d)(5) stamp dated after October 10, 1980.
- I-766 Employment Authorization Document with a code of A04, C08, C10 or C11.
- One of the following DHS Forms:
 - DHS Form I-221
 - DHS Form I-862
 - DHS Form I-220A
 - DHS Form I-122
 - DHS Form I-221S

- Copy of DHS Form I-589 date stamped by the Executive Office for Immigration Review (EOIR).
- DHS receipt for filing form I-589.
- Copy of DHS Form I-485 date stamped by EOIR.
- EOIR-26.
- I-688B Employment Authorization Document with the provision of law 274a.12(c)(8) or 274a.12(c)(10).
 - If an individual provides an I-688B Employment Authorization Document, which does not provide information about nationality, other documentation to confirm that the individual is a Cuban or Haitian national must be provided.
- Other applications for relief that have been date stamped by EOIR.
- Other documentation pertaining to an applicant's removal, exclusion or deportation proceedings.

8. Amerasian Entrant

- USCIS Form I-551 with code AM6, AM7, or AM8 (These codes show the individual's status was changed to lawful permanent resident.)
- USCIS Form I-94 with code AM1, AM2, or AM3 (The arrival date is usually the date of designated status.)
- Unexpired temporary I-551 stamp in foreign passport.

9. Hmong or Highland Laotian -- States tribe meets Vietnam era involvement and has:

- USCIS Form I-94 showing entry as refugee under Section 207 of INA and date of entry into the U.S.; or
- USCIS Form I-151 unless form is marked as admitted under Section 249 & entered after 01-01-72; or
- USCIS Form I-551 unless form is marked as admitted under Section 249 & entered after 01-01-72; or
- On master list located in State Office.

10. Lawfully Admitted for Residence

- Any INS document indicating individual has approval to reside in U.S. (does not have to be permanent authorization).

11. Lawfully Admitted for Permanent Residence

- USCIS Form I-551 or I-151 (Resident Alien card).
- If the individual was admitted under Section 249 and entered after January 1, 1972, no eligibility exists.

- Any status code on the I-551 is acceptable unless the I-551 is annotated with IB6, IB7, IB8 and the individual does not meet battered alien criteria.
- Unexpired Temporary I-551 stamp in foreign passport or on the I-94 form also verifies the individual is admitted for lawful permanent residence.

12. Parolee

- USCIS Form I-94 stating admission under section 212(d)(5) of the INA.

13. Battered spouse or child

- USCIS Form I-551 annotated with IB6, IB7, IB8; or
- Other INS [documentation](#) of battered status – contact State Office for clarification.

14. American Indians - [Verification](#) of 50% American Indian blood

- Enrollment documents, birth records, affidavits from tribal officials, USCIS Form I-181 or I-551 annotated with KIC, KIP or S13 or other acceptable documents can be used as verification of 50% American Indian Blood.
- A Blood Quantum Letter containing information from the individual's Band, Tribe, Nation stating the individual's blood quantum, which must be at least 50% aboriginal blood can also be used as verification of 50% American Indian blood. The document may contain the following verbiage:

... at least 50% Aboriginal blood
... at least 50% Indigenous blood
... at least 50% North American Indian blood
... at least 50% American Indian blood

Note: The Blood Quantum Letter can be used to show that an individual possesses at least 50% blood of the American Indian Race, but cannot be used to show that an individual does not possess at least 50% blood of the American Indian Race when the parents are enrolled in different Bands, Tribes, or Nations. If the letter does not show an individual possesses at least 50% blood of the American Indian Race, verification should be obtained from the Band, Tribe, or Nation where the other parent is enrolled.

15. Iraqi and Afghani Special [Immigrants](#)

- [Iraqi](#) passport with immigrant visa stamp noting the individual has been admitted under IV (Immigrant Visa) Category SQ1, SQ2, SQ3, and [Department of Homeland Security](#) (DHS) stamp or notation on passport or I-94 showing date of entry; or
- DHS Form I-551 ("green card") showing [Iraqi](#) nationality or Iraqi passport, with an IV (Immigrant Visa) code of SQ6, SQ7, SQ9.

- Afghan passport with an immigrant visa stamp noting that the individual has been admitted under IV (Immigrant Visa) Category SQ1, SI1, SQ2, SI2, SQ3, SI3, SQ4, SQ5; or
- DHS Form I-551 (“green card”) showing Afghan nationality or Afghan passport, with an IV (Immigrant Visa) code of SQ6, SI6, SQ7, SI7, SQ9 or SI9.
- I-94 noting SQ or SI Parole (per section 602(B)(1) AAPA/Sec 1059(a) NDAA 2006).

16. Ukrainian citizen or national who received humanitarian parole (known as a Ukrainian Humanitarian Parolee, or UHP)

- Form I-94 noting humanitarian parole (per INA section 212(d)(5) or 8 U.S.C. § 1182(d)(5))
- Foreign passport with DHS/CBP admission stamp noting “DT”
- Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or “U4U” Or
- Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or “UHP”
- Form I-765 Employment Authorization Document (EAD) receipt notice with code C11
- Form I-766 Employment Authorization Document (EAD) with the code C11

A non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole

- Any one of the forms or stamps listed above for UHPs
And
- Documentation of last habitual residence in Ukraine