

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

February 28, 2014

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TO: Subscribers

SUGGESTED DISTRIBUTION: TA Directors, SNAP Directors, Staff Development Coordinators

FROM: Phyllis Morris, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: SAVE Telephone Conference and Information on Training

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance (TA) Bureau at 1-800-343-8859, extension 4-9344

The SAVE telephone conference originally scheduled for February 5, 2014, has been rescheduled for Wednesday, March 12, 2014. Social Services Districts (SSDs) were originally advised in 13-ADM-07, "Systematic Alien Verification for Entitlements (SAVE) Program: Replacement of the Manual Form G-845 with Verification Information System Web-3 Access," that there would be a telephone conference to discuss the implementation of SAVE-Web-3 Access.

The telephone conference will provide an overview of the SAVE process and answer SSDs questions on:

- SAVE Web-3 Access
- SAVE User Roles
- SAVE Verification Process

The call-in schedule and conference numbers are as follows:

Date: **March 12, 2014**

Conference Telephone Number: **1-866-394-2346**

Conference Code: **7310889658**

Time: Group One -- 10:00am to 11:30am

Time: Group Two -- 1:00pm to 2:30pm

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Group One: Broome, Cattaraugus, Chautauqua, Clinton, Essex, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Monroe, Niagara, Oneida, Onondaga, Orleans, Otsego, Putnam, Rensselaer, Rockland, St Lawrence, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Tioga, Ulster, and Warren (29 SSDs)

Group Two: Albany, Allegany, Cayuga, Chemung, Chenango, Columbia, Cortland, Delaware, Dutchess, Erie, Fulton, Genesee, Greene, Madison, Montgomery, Nassau, Ontario, Orange, Oswego, Saratoga, Suffolk, Sullivan, Tompkins, Washington, Wayne, Westchester, Wyoming and Yates (28 SSDs).

SAVE Training

The Federal SAVE Program staff is redesigning the SAVE System. The first phase of the redesign will launch on February 23, 2014, and includes a new SAVE online training tutorial on how to use the SAVE System to verify a non-citizen's immigration document. This training is intuitive and highlights all of the recent enhancements made to the SAVE System. Because the SAVE online training tutorial is comprehensive and will be easy for SSD staff to navigate, OTDA will not produce its own SAVE training materials on how to use the SAVE System as previously stated in 13-ADM-07.

Access to the SAVE website is available through CentraPort by following the Link under 'Applications', 'Alien Verification-SAVE'. SSD staff must have a password to access the SAVE system website.

Following the telephone conference, SSD designated SAVE supervisors will be assigned a user name and a temporary password for initial SAVE system access. After SSD SAVE supervisors have changed their temporary password, they will have full access to the SAVE System and will be able to access the online training tutorial and create local groups and users.

SSD SAVE supervisors are responsible for creating their agency groups and users for non-citizen documentation verification, and providing passwords to SSD staff to access the SAVE system.

If your district has not designated a SAVE supervisor, please do so by the telephone conference by contacting Matthew Dennin at 518-474-9344 or by emailing the name, telephone number and email address of the designated SAVE supervisor to Matthew.Dennin@otda.ny.gov.