



Office of Temporary and Disability Assistance

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Governor

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Commissioner

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Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

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| Transmittal: | 22 TA/DC086 Upstate and New York City |
| Date: | September 13, 2022 |
| To: | Subscribers |
| Suggested Distribution: | Commissioners, TA Directors, HEAP Coordinators, SNAP Directors, Staff Development Coordinators |
| From: | Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs |
| Subject: | New SAVE System Response "Institute Additional Verification with Document" |
| Effective Date: | July 27, 2022 |
| Contact Information: | Temporary Assistance (TA) Bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov |
| Attachment: | Attachment 1 - Institute Additional Verification with Document Response |

Section 2

The purpose of this GIS message is to inform social services districts (districts) that on July 27, 2022, the United States Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) Program enabled a new initial verification response, "Institute Additional Verification with Document," to require users to skip second-step verification (additional verification) when third-step verification (more extensive verification) is required. This change will result in faster overall response times due to cases that require a document review. Please note that this change applies only to the web browser access method. A Tip Sheet (Attachment 1) regarding this new response can be found on the Help/Resources tab in the [SAVE system](#). Users that receive the new "Institute Additional Verification with Document" response should follow the directions included in Attachment 1 to complete the verification process.

Please direct questions to the New York State Office of Temporary and Disability Assistance (OTDA) Temporary Assistance (TA) Bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov.