

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-23

Date: September 21, 1999

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: Implementation of the Systematic Alien Verification
for Entitlements (SAVE) Program - Interim Process

ATTACHMENTS: Listing of INS Contact Offices (On-line)
INS Form G-845 "Document Verification Request"
(Not on-line)

I. PURPOSE AND BACKGROUND

Consistent with the provisions of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) New York State will participate in the federal Systematic Alien Verification for Entitlements (SAVE) Program effective October 1, 1999. The purpose of this interim process is to verify alien eligibility for temporary assistance (Family Assistance, Safety Net, and Emergency Assistance) cases that include aliens. Failure to implement these provisions may result in significant financial penalties to the State and local districts.

An automated process for SAVE is now being developed by WMS and should be available sometime next year. When it becomes available, the automated process will include two components:

- 1) A one-time run against the WMS database to identify all individuals active in temporary assistance cases who are aliens. We will then submit a tape of all such individuals to the Immigration and Naturalization Service (INS), who will update the tape and return it to this Office with either the alien status verified or a message that the status was not verified and that manual verification is required by local district staff.

- 2) The SAVE automated process will also be used for all new applicants for benefits. A new option will be added to WMS allowing local district workers to initiate SAVE inquiries. This will be a host function similar to the current 40 Quarters Inquiry System. The local district worker will initiate an inquiry for all aliens who are applying for temporary assistance by accessing the new SAVE inquiry function and entering the appropriate data (client name, application registration or case number, alien registration number, etc.).

II. REQUIRED ACTION

As previously mentioned, the automated SAVE process has not yet been implemented. In the interim, in order to comply with federal requirements, effective October 1, 1999 local districts are required to manually complete an INS G-845 "Document Verification Request" and send this completed form along with photocopies of the front and back of all INS documents to their respective INS Office for the following situations:

- _ all aliens who are applying for temporary assistance,
- _ when an alien is being added to the assistance unit, and
- _ any time there is a change in alien status in a temporary assistance case.

Note: This does not apply to Medicaid-only cases.

Many local districts have been using INS G-845 for alien status verification for some time. INS will review and respond to each verification request. When the verification requests are returned by INS, the verified information should be reviewed, and appropriate action taken. It should be noted that benefits must not be delayed, denied, reduced or terminated pending verification of the alien's documentation through SAVE. Therefore, if all other factors of eligibility have been established and the alien is otherwise eligible, benefits must be granted while awaiting the INS response.

Attached is a copy of form INS G-845 which should be copied for local use. Also attached is a listing of the respective INS contact office for each of the local social services districts. Questions regarding this release should be directed to your regional representatives: Region I: (518) 473-0332; Region II: (518) 474-9344; Region III: (518) 474-9307; Region IV: (518) 474-9300; Region V: (518) 473-1469; Region VI: (212) 383-1658.

An Administrative Directive containing this information will be forthcoming.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance

The following districts would send their G-845 requests to the Buffalo office at: Immigration & Naturalization, Federal Center, 130 Delaware Avenue, Buffalo, New York 14202:

Allegany	Monroe
Cattaraugus	Niagara
Cayuga	Onondaga
Chautauqua	Ontario
Chemung	Orleans
Clinton	Oswego
Cortland	St. Lawrence
Erie	Schuyler
Essex	Seneca
Franklin	Steuben
Genesee	Tompkins
Jefferson	Wayne
Lewis	Wyoming
Livingston	Yates

The following districts would send their G-845 requests to the Albany office at: Immigration & Naturalization, U.S. Post Office & Courthouse, 445 Broadway, Room 227, Albany, New York 12207:

Albany	Montgomery
Broome	Oneida
Chenango	Otsego
Columbia	Rensselaer
Delaware	Saratoga
Fulton	Schenectady
Greene	Schoharie
Hamilton	Tioga
Herkimer	Warren
Madison	Washington

The following districts would send their G-845 requests to the New York City office at: Immigration & Naturalization, 26 Federal Plaza, New York, New York 10007:

Dutchess	Rockland
Nassau	Suffolk
New York City	Sullivan
Orange	Ulster
Putnam	Westchester