

**DATE:** April 25, 2018

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, Staff Development  
Coordinators

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Systematic Alien Verification for Entitlements (SAVE) Program: Paperless  
Processing Update

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance (TA) Bureau at: (518) 474-9344 or  
[otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov)

The purpose of this message is to inform social services districts (districts) that as of May 1, 2018, the United States Citizenship and Immigration Services (USCIS) SAVE program will no longer process mailed paper submissions of the form G-845S (Document Verification Request). All verification requests must be submitted electronically starting May 1, 2018. Any paper G-845S forms received by the USCIS after that date will be returned to the sender without a response.

To process an electronic third step request, districts must submit photocopies (front and back) of the applicant/recipient's relevant immigration documents electronically using the "Scan and Upload" function in the SAVE system. Districts should receive a response within 3-5 business days. For more information on the SAVE program, see [13 ADM-07](#), "Systematic Alien Verification for Entitlements (SAVE) Program: Replacement of Manual Form G-845 (Document Verification Request) with Verification Information System Web-3 Access."

If you have any questions on the paperless processing update, please contact the TA Bureau at: (518) 474-9344 or [otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov), or email the SAVE program at: [SAVE.Help@uscis.dhs.gov](mailto:SAVE.Help@uscis.dhs.gov).