



General Information System (GIS) Message

Section 1

Transmittal:	23DC062 Upstate and New York City
Date:	August 29, 2023
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, HEAP Coordinators, SNAP Directors, Employment Coordinators, Fair Hearing Officers, Staff Development Coordinators, WMS Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	SAVE System Expansion of Card Number Label to Include Form I-797 Receipt Number
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau at: 518-474-9344 or: tabureau@otda.ny.gov

Section 2

The purpose of this GIS message is to inform social services districts (districts) that the Systematic Alien Verification for Entitlements (SAVE) system recently expanded the Card Number Field Label to indicate that it can accept a receipt number listed on a Form I-797, Notice of Action.

The United States Citizenship and Immigration Services (USCIS) issues several types of [Form I-797, Notice of Action](#). Most of these include a receipt number. An example of a Form I-797 is available in the [SAVE Commonly Used Immigration Documents webpage](#).

SAVE system users are encouraged to follow best practices when submitting a receipt number and other data to the SAVE system:

- Enter the receipt number when the applicant/recipient (A/R) provides it in their Temporary Assistance (TA)/Supplemental Nutrition Assistance Program (SNAP) application or by presenting a Form I-797.
- If the A/R provides more than one immigration enumerator, enter all the immigration enumerators the A/R provides. For example, if the A/R presents a Form I-797 and a foreign passport, provide both the receipt number and foreign passport number rather than just one.
- Ensure the A/R's name, date of birth, and immigration enumerators provided via the SAVE system exactly match the data in the A/R's immigration documentation.

Districts are encouraged to fill out as many enumerators that are available to them as possible prior to submitting their inquiry.

As a reminder, in accordance with [13-ADM-07](#), when determining TA and/or SNAP eligibility, districts must use the SAVE system to verify a non-citizen's immigration documentation. Benefits must not be

delayed, denied, reduced, or terminated, pending verification of the non-citizen/s documentation through the SAVE system. If all other factors of eligibility have been established and the non-citizen is otherwise eligible, benefits must be granted while awaiting a response from the SAVE system.

In instances where a non-citizen applies for TA and/or SNAP and is denied because they are unable to provide immigration documentation supporting a non-citizen status that would be satisfactory for benefit eligibility, districts are encouraged to direct those non-citizens to contact their immigration attorney and/or call the New York State Office for New Americans (ONA) hotline: 1-800-566-7636.

If a district has eligibility questions regarding any type of immigration documentation that a non-citizen presents, the district may contact the TA Bureau by calling: 518-474-9344 or emailing: tabureau@otda.ny.gov.