

Operations Bulletin 2017-2: Verifying Noncitizen Status Using SAVE (Issued 1/17/2017)

For inclusion in a case, noncitizens must verify that they meet certain eligible noncitizen status requirements. These requirements vary between the TAFDC, EAEDC, and SNAP programs and are outlined at 106 CMR: 203.675, 320.620 and 362.220, respectively.

At application, recertification, or when the status of a noncitizen changes or is questionable, it is important to verify and document the eligible noncitizen's status by using the Systematic Alien Verification for Entitlements (SAVE) website: <https://save.uscis.gov/Web/>. For technical instructions on using the website, review the SAVE Job Aids on Training Online: http://dtaonline.es.govt.state.ma.us/training/tr_online/job_aids.asp.

Case managers must access SAVE to request:

- initial verification, by using the client's 8 or 9 digit Alien Registration Number (A-Number), if applicable. Other document types, such as an unexpired foreign passport or an Immigrant Visa, may also be used.
- additional verification, in instances when the noncitizen's status cannot be obtained during an initial verification request. Click the Request Additional Verification button and follow the prompts. A response will be returned within 3 working days.
- third level verification in cases when the additional verification results require the submission of verification documents. To save time, the SAVE System directs users to request additional and third level verification concurrently by attaching a copy of the client's immigration document (front and back) to the case being verified by SAVE. If no response is returned within 5 working days, the information must be resubmitted.

After receiving initial, additional, or third level verification, the case manager must print the case details, reference them to update the BEACON INS Designation page, and submit them to be scanned into the client's electronic case folder.

It is important to note that the information obtained using SAVE validates only a noncitizen's immigration status – not his/her eligibility for a particular Department program. Eligibility is to be determined in accordance with all applicable TAFDC, EAEDC, or SNAP financial and nonfinancial eligibility requirements.