
The Systematic Alien Verification for Entitlements (SAVE) system is a federal information-sharing program between federal, state, tribal, and county governments that verifies immigration status and naturalized or derived citizenship for applicants of federal, state, and local public benefits. SAVE is administered by the Department of Homeland Security (DHS), United States Citizenship and Immigration Services (USCIS). Use SAVE to verify the immigration status and naturalized or derived citizenship of applicants for cash and food programs. Use SAVE to verify a change or renewal in a participant's immigration status.

Immigration Documents

- People are responsible for providing immigration documents as evidence of immigration status for each non-citizen and naturalized or derived citizen who is an eligible mandatory household member and who is applying for benefits. For MFIP, DWP, MSA, GA, GRH, or RCA, see [0014.03.03 \(Determining the Cash Assistance Unit\)](#). For SNAP, see [0014.03.06 \(Determining the SNAP Unit\)](#).
 - Until acceptable documentation is provided (immigration documentation that includes the person's full name, date of birth, and a numeric identifier), a non-citizen is ineligible for benefits.
 - Expedited SNAP: If all reasonable efforts to obtain immigration documents and verification of immigration status have been unsuccessful within the expedited SNAP processing timeframe, postpone immigration status verification and approve expedited SNAP. See [0004.04 \(Expedited SNAP\)](#) and TEMP Manual TE02.10.01 (Expedited SNAP W/ Postponed Verifs).
- If a person presents immigration documentation and it contains the required information (full name, date of birth, and a numeric identifier), use that information to run SAVE; and the agency should approve the case on the basis of immigration status. Immigration documents vary greatly in appearance. Do not require the person to present a particular immigration document, even if what is provided is unfamiliar to you. If you have questions about an immigration document, submit a policy question with a copy of the immigration document in question.
 - Pending the SAVE verification, the agency cannot deny, delay, reduce or terminate the person's eligibility on the basis of immigration status.
- If a person does not have any immigration documentation, refer the person to USCIS to obtain evidence of their immigration status.
 - Provide the person with the [Records: Fast Facts for Benefit Applicants document from SAVE](#) for more information on how to obtain, correct, renew, or replace their immigration document(s).

SAVE Has 3 Verification Levels

SAVE is an entirely electronic process. There is no longer a paper component of this process. The prompts within SAVE must be followed at each level. SAVE can typically verify an immigration document on the 1st level and users do not need to go further. If you get the necessary information from the 1st level of SAVE, do not run a 2nd level of SAVE. If a user needs to go to the 2nd or 3rd level of SAVE, benefits must continue for the duration of the time the user is waiting on SAVE to return the necessary information. See above for direction regarding what to do when a person does not produce any immigration documentation.

First Level (or Initial Verification): SAVE users can often immediately obtain the status verification and all of the needed information from the Initial SAVE Verification, or 1st level of SAVE. Note the following:

- Always type the person's name in SAVE exactly as it appears on their immigration document.
- SAVE asks for 1 of the following numeric identifiers:
 - Alien number (this is the same thing as the USCIS number or "A" number. Some immigration documents call the Alien number the USCIS number).
 - Passport number.
 - Naturalization/Citizenship number.
 - Card number.

- Visa number.

- Some immigration documents do not have any of these numbers, but have a document number instead. In this case, go to the 2nd level of SAVE and "Institute Additional Verifications".
- Some First Nations Canadians may not have a document issued by a United States Immigration agency and may present only a tribal enrollment card. If a person who is a First Nations Canadian only submits a tribal enrollment card, submit a Policy Question. The tribal enrollment card may not contain the information that is required to run a SAVE report.

Second Level: Sometimes SAVE directs the user to "Institute Additional Verifications". When SAVE prompts, follow SAVE's instructions. Do not rely on the Initial Verification (1st Level of SAVE) when SAVE prompts the user to go to the next verification level.

Even if SAVE does not prompt users to Institute Additional Verifications, users should do so if:

- The applicant or participant has any concerns about the SAVE response, including if the applicant or participant believes that the SAVE report is incorrect.
- The SAVE response does not match the applicant's immigration document information.
- There is conflicting biographic information.
- The person's immigration document does not have 1 of the numeric identifiers that SAVE specifically asks for.

- In the 2nd level of SAVE, write in the comments box that the immigration document only has a document number and list the document number. Document numbers are commonly found on receipt notices and approval notices. Document numbers begin with 3 letters followed by several numbers and may be called "Receipt Numbers" or "Notice Numbers".

Third Level: SAVE may prompt users to go to the 3rd level in the SAVE system and request copies of the person's immigration documents. Follow the SAVE prompts. Do not close a case in SAVE or MAXIS until SAVE is no longer prompting the user to move to the next level. The SAVE report must match the immigration document.

- If the 3rd level of SAVE cannot verify the person's immigration status, deny the case.
- Provide anyone whose application is denied or benefits terminated based on the SAVE response with adequate written notice of the denial and [Records: Fast Facts for Benefit Applicants document from SAVE](#) to obtain the proper immigration documentation.

Expired Documents

Most expired immigration documents cannot be used to run a SAVE report. Below are listed the only immigration documents that can be expired and still used to run a SAVE report. If users run other expired immigration documents through SAVE, SAVE may return an incorrect result and, as the user, there is no way to know if the result is correct or not.

There are some specific instances where SAVE can verify a person's immigration status based on an expired document or a document that does not list an expiration date. If a person presents one of the following documents, use it to run a SAVE report regardless of the date(s) on the document.

- Asylum grant letter.
- Trafficking Certificates.
- Lawful Permanent Residence Card (green card).
- Asylum Applicant Acknowledgement of Receipt Notices.

- Parole documents for a Cuban/Haitian Entrant.

Once SAVE has been run on one of these documents, SAVE should not be run again until the person reports an immigration status change. The immigration status/classification granted by these documents does not expire within a certain amount of time. The document may expire but the person's status does not expire.

SAVE users should review the SAVE homepage for USCIS updates and alerts, including immigration document extensions and other critical updates.

When to Run a SAVE Report:

Scenario	Yes, run a SAVE report	No, do not run a SAVE report	What should a user do?
A non-citizen household member who is not a mandatory household member and is not applying for benefits, and/or are applying for benefits only on behalf of others.		X	Do not run a SAVE report for people who are not mandatory household members and/or who are not applying for benefits. Do not ask any further questions about the person's immigration status.
A unit withdraws its application for assistance.		X	After a unit withdraws its application, do not run a SAVE report and close the case. If people have reported that they are closing their case due to fears regarding their immigration status or public charge, follow the guidance at 0011.03.17 (Non-Citizens - Public Charge) .
A unit transitions from one cash program to another without a break in eligibility, where no change in immigration status is reported.		X	Do not run a SAVE report, keep the codes on the STAT/IMIG panel in MAXIS the same as under the previous cash case.
A person presents an immigration document or immigration court order.		X	Follow the process set out in 0011.03.33 (Non-Citizens – Immigration Court Orders) , and immediately submit a policy question through PolicyQuest.
Survivor of Human Trafficking presents a Certification letter from the Department of Health and Human Services.		X	To verify a Certification Letter for a survivor of human trafficking, call the telephone number to the trafficking verification line listed in the last paragraph of the letter to verify the letter. See 0011.03.30 (Non-Citizens - Trafficking Victims) .
A unit with a non-citizen household member is up for recertification and no changes are reported.		X	Do not run a SAVE report upon every recertification as an annual check. Only run SAVE upon recertification if a person has reported a change in immigration status.
A unit with a non-citizen household member is up for recertification and changes to immigration status are reported.	X		If a person who is a non-citizen reports a change to immigration status, run SAVE. This includes a person renewing a status or obtaining a new status. SAVE needs to be run on all immigration status updates and changes. SAVE users should not guess when this is taking place. It happens when the document that SAVE was run on

			becomes expired, or when the person reports a change.
A non-citizen's Employment Authorization Document (EAD) has expired and the agency does not have any updated or unexpired immigration documents.		X	A SAVE report cannot be run on an expired Employment Authorization Document. When you first receive an Employment Authorization Document, TIKL a reminder to contact the client 10 days before expiration and ask for updated immigration documentation. When you receive the updated immigration documentation, run a SAVE report to verify the new immigration document.
A Lawful Permanent Resident (LPR) presents an expired LPR card (green card). They report that they have had no change in their immigration status since they received their LPR card.	X		SAVE may be able to verify Lawful Permanent Residence status from an expired LPR card, this is because LPR status does not expire, only the card itself expires. Run SAVE using the information on the expired LPR card.
A unit applying for benefits has 5 non-citizen household members. Two are adults and 3 are children. We only have immigration documents for the adults.	X		The household must submit immigration documents for each household member who is applying for benefits. ALWAYS run a SAVE report for each household member. SAVE must be run for both adults and children. The children are not eligible until the household submits documentation of the children's' immigration status.
A SAVE user is curious if a non-citizen's immigration status is still valid.		X	Do not run SAVE out of curiosity or as an experiment. SAVE does not allow test cases. SAVE is a federal system and should be used only in accordance with SAVE guidance.

See [0010.18 \(Mandatory Verifications\)](#), [0010.18.01 \(Mandatory Verifications - Cash Assistance\)](#), [0010.18.02 \(Mandatory Verifications - SNAP\)](#), [0010.18.11 \(Verifying Citizenship and Immigration Status\)](#). Also see TEMP Manual TE02.12.25 (SAVE System Access).