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Authorized Signature

Number: SS-IM-09-043

Issue Date: 08/14/2009

Topic: Agency-wide Policy

Subject: Changes to SAVE for Immigration Verification

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Systematic Alien Verification for Entitlements (SAVE) is a federal website used to verify the validity of immigration documents. Staff determining program eligibility must use SAVE at application and whenever a noncitizen presents a new immigration document.

SAVE has been updated with some significant changes:

- ✓ Additional Data Sources – Six additional data sources.
- ✓ Document-Driven Selection – You must now input the applicant’s document and personal information (Last/First Name, Date of Birth) along with the alien number when submitting an initial verification request.
- ✓ Confirmation Page – The system returns a confirmation page after you submit the initial verification information. You may review this information and make any necessary corrections before submitting the verification request.
- ✓ Data Mismatch – If the initial verification request results in a data mismatch, the system will display any mismatched data fields plus a Retry Initial Verification button. You have the option to correct the data and retry the query or to proceed with a request for additional verification.

Links to the transition guide and FAQs are below:

Transition Guide: <http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-im-09-043-transition.pdf>

FAQs: <http://www.dhs.state.or.us/policy/selfsufficiency/publications/ss-im-09-043-faqs.pdf>

There are no changes in how to access SAVE. The first time you log in to the revised version, you will be redirected to a new site and required to accept the conditions of use. Information on when and how to use SAVE is in the *Family Services Manual*, [Noncitizens Section A](#) and in [SPD Worker Guide D 3](#). Specifics related to the revised system will be updated in the manual and classroom material.

If you have any questions about this information, contact:

Contact(s):	FS Policy		
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E-mail:	Policy,FS or FS.Policy@dhs.state.or		