



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor

JUDYANN BIGBY, M.D.
Secretary

TIMOTHY P. MURRAY
Lieutenant Governor

JULIA E. KEHOE
Commissioner

Field Operations Memo 2010-36 A
September 29, 2010

To: Transitional Assistance Office Staff
From: John Augeri, Assistant Commissioner for Field Operations
Re: SNAP, TAFDC and EAEDC – Verifying Noncitizen Status

Overview

The Fiscal Year 2011 State Budget requires that the Department use the federal Systematic Alien Verification for Entitlements (SAVE) program to verify the immigration status of any noncitizen to determine whether the individual meets noncitizen requirements for benefit eligibility purposes. The Department continues its practice of verifying citizenship status prior to issuing benefits.

This Field Operations Memo is being reissued to:

- advise TAO staff how to get passwords to log in to SAVE;
- remind TAO staff how to verify noncitizen status; and
- advise TAO staff about a fact sheet to give to clients who need to correct erroneous status information.

**Obsolete
Memo**

This memo obsoletes Field Operations Memo 2010-36.

Logging In to SAVE

To log into SAVE, TAO staff must:

- Click in the User Id field and enter the letters “ma” followed by your Wel Id. For example, if your Wel Id is Welxxa, then your User ID would be mawelxxa.
 - Call the Help Desk and request a default password. Enter it in the Password field and click the Login button.
 - After successfully entering the default password you will be prompted to create a new password.
 - Click in the Old Password field and enter the Default. Then enter your new password in the next two fields.
 - Click the Submit button when finished. This will take you to the Welcome screen of the SAVE website.
- Note:** Passwords must be changed every 45 days.
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Verifying Citizenship through Verification Information System (VIS)

The SAVE Program’s Verification Information System (VIS) is used to verify the noncitizen’s immigration status, primarily by using the noncitizen’s alien registration number (“A” number), if available. The information received from VIS verifies only the noncitizen’s immigration status. It does not verify eligibility for the particular program. The noncitizen immigration status is verified with U.S. Citizenship and Immigration Services (USCIS) data through a primary or additional verification process.

The primary verification process uses the assessed person’s alien registration number. The case manager should use this website:

<https://save.uscis.gov/Web/> to access the U.S. Citizenship and Immigration Services Verification Information System (USCISVIS). After selecting the client’s document type, the case manager enters the “A number,” if applicable, without the A prefix, on the USCIS screen for an automated check with VIS. The case manager prints the “Initial Verification” screen identifying either the alien registration number if applicable, the noncitizen’s name, date and country of birth, date of entry, USCIS noncitizen status and a unique verification number that identifies the particular query, a message about employment authorization, or a message to “Institute Additional Verification” because a record could not be located.

The case manager must carefully review the printed “Initial Verification” screen and compare it with the noncitizen’s name and date of birth on the Noncitizen page on BEACON to ensure information accuracy. This information must be filed in the case record.

**Verifying
Citizenship
through
Verification
Information
System (VIS)
(continued)**

When the system response line message to “Institute Additional Verification” is displayed, the case manager must click the “Request Additional Verification” button. The case manager will be directed to complete the “Enter Additional Verification” section and click on the “Submit Additional Verification” button when done. VIS usually returns a response to a request for additional verification within three working days. Once received, this information must be filed in the case record.

**Third Step
Verification
Process –
G 845S Form**

In some rare instances, a third verification may need to take place before the citizenship status can be authenticated. When the message displayed under Additional Verification Results requires the resubmission of verification documents, click the “Resubmit Verification” button:

- print and fill out Section A of the USCIS Document Verification Request form G-845S;
- attach to the G-845S a clear, legible copy of the front and reverse sides of the documentation submitted by the noncitizen as proof of noncitizen status;
- file a copy of the G-845S in the case record;
- send the G-845S and the copies to USCIS:
U.S. Citizenship and Immigration Services (USCIS)
10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Immigration Status Verification Unit (USCIS has 20 days to respond)
- enter on the BEACON Narrative tab that the G-845S form was sent to USCIS including the date it was sent; and
- once received, review the response from USCIS indicating:
 - ✓ a valid noncitizen status,
 - ✓ further USCIS search is warranted, or
 - ✓ the documents appear to be invalid.

This information must be filed in the case record.

Important: If USCIS does not return a response within 20 days, case managers must resubmit the information.

Before any action is taken to terminate assistance due to invalid documentation, the case manager and supervisor must carefully review the documents, requesting further documents from the noncitizen if necessary. USCIS may have determined the document is invalid because of the expiration date but the noncitizen remains eligible for assistance.

Final Reminder TAO staff is also reminded that children of undocumented noncitizens who are born in this country are eligible for benefits if they meet all other eligibility factors.

USCIS Fact Sheet If your client disagrees with his or her status as it appears on SAVE, use this link to obtain an informational fact sheet the client can use to correct his or her status as it appears on SAVE:
<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=77d3feb9a2ca8210VgnVCM100000082ca60aRCRD&vgnnextchannel=1721c2ec0c7c8110VgnVCM1000004718190aRCRD>

Updated Training Job Aid Revised instructions for verifying noncitizen status can be found by logging into DTA Online from the Internet Explorer:

- opening Internet and choosing Department of Transitional Assistance from the Intranet Sites/Select Agency drop down list on the right hand side.
- clicking on Training in the blue column on the left side of the DTA Online page.
- clicking on Job Aids/Desk Guides.
- clicking on Systematic Alien Verification for Entitlements (SAVE).

The direct link is: http://dtaonline/training/tr_online/jobaidessave.pdf

Updated Systems Documentation Revised Systems Documentation for the SAVE/VIS application can be found by logging into DTA Online as described above:

- clicking on Policy Online in the blue column on the left side of the DTA Online page.
- clicking on Related Systems Information.
- clicking on SAVE

The direct link is: <http://170.154.109.59/reference/curpol/relate/save.html>.

Questions If you have any questions, please have your Hotline designee call the Policy Hotline.
