**Policy Clarifications –**

**Other – PO 18486-740**

**Medicaid – PMA 18486-322**

**Cash Assistance – PCA 18486-122**

**SNAP – PFS 18486-522**

**Submitted: 05/2017 Agency: CAOs**

**Subject: Systematic Alien Verification for Entitlements (SAVE) – Upload and Attach Secondary Verification**

**Question:** How should a SAVE secondary verification request be sent?

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| **Response By: Division of Health Services** | **Date: 5/16/17** |

Effective immediately, the County Assistance Offices (CAOs) must upload and attach immigration documents through SAVE for secondary verification requests to obtain a response from United States Citizenship and Immigration Services (USCIS).

There is no need to upload and attach the Document Verification Request form G-845S with the immigration documentation. The CAOs must stop mailing the G-845S and immigration documentation to USCIS. USCIS plans to phase out the secondary verification manual paper process by May 2018. SAVE provides results within 3-5 federal business days for cases in which immigration documentation is electronically attached instead of mailed.

Documents may be uploaded and attached to a SAVE request if:

* User initiates second step verification.
* User initiates third step verification.
* System initiates third step verification.

CAO staff with SAVE access can find more information on the verification process, including uploading and attaching documentation, in the “SAVE Training Course” under the Resources section after logging in to SAVE.