

**M E M O R A N D U M**

**DATE:** March 18, 2021

**TO:** Job Center Directors, Supplemental Nutrition Assistance Program (SNAP) Center Directors, HIV/AIDS Services Administration (HASA) Center Directors, and Regional Managers

**FROM:** James K. Whelan, Executive Deputy Commissioner  
Office of Policy, Procedures and Training (OPPT)

**SUBJECT: SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) FRAUD REFERRAL**

This Center Director (CD) Memorandum is being issued as a clarification regarding the Systematic Alien Verification for Entitlements (SAVE) system fraud referrals.

As a condition of eligibility, any applicant/participant household that has members applying for or in receipt of assistance who are not United States citizens, must provide documentation of their immigration status granted by the United States Citizenship and Immigration Services (USCIS), the Executive Office for Immigrant Review (EOIR) or any other part of the federal immigration agency. All documentation provided must be verified using the internet-based system, known as the SAVE system.

The SAVE system is available at all Job Centers, Supplemental Nutrition Assistance Program (SNAP) Centers and HIV/AIDS Services Administration (HASA) Centers.

Each Center should have a SAVE Liaison. The Center Director appoints a staff member to be a SAVE Liaison. The SAVE Liaison will conduct the SAVE clearance. The immigration status information obtained from the SAVE system may confirm that a person has the immigration status indicated by their immigration document. However, the SAVE system could also show that the person has another immigration status, not shown on their immigration document, or that a case is pending with USCIS, EOIR or any other part of the federal immigration agency. The SAVE verification results should be used by Job Opportunity Specialists (JOS)/Workers to determine a noncitizen applicant's/participant's eligibility for public benefits. The SAVE system does not provide information on a noncitizen's eligibility for benefits. It only verifies that the immigration documentation is consistent with USCIS records.

If the SAVE verification result does not reflect the information that is on the immigration documentation provided by an applicant/participant, the SAVE Liaison must obtain a further clearance from the Office of Refugee and Immigrant Affairs (ORIA).

Whenever a JOS/Worker believes that immigration documentation provided by an applicant/participant is suspected fraudulent, they should not use the fraud referral in the SAVE system. Instead, they should refer a suspicious case to the Bureau of Fraud Investigation (BFI) following the current fraud referral process described in the PD #17-16-OPE.

*Effective Immediately*

**Related Items:**     PD #17-16-OPE  
                              PD #18-09-SYS

cc: FIA Call Center  
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