

M E M O R A N D U M

DATE: April 5, 2022

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

FROM: DSS Office of Procedures

**SUBJECT: Disposal of Dated Systematic Alien Verification for Entitlements
(SAVE) Records**

The purpose of this Center Director (CD) Memorandum is to inform all Systematic Alien Verification for Entitlements (SAVE) system users that on May 7, 2022, United States Citizenship and Immigration Services (USCIS) will dispose of SAVE records that are more than ten (10) years old, those dated on or before December 31, 2011. SAVE users will have until April 30, 2022 to download information from the Historic Records Report if they want to retain information about those cases.

The SAVE Program provides Federal, State, and City agencies with access to an internet-based system, known as the SAVE system, to obtain verification of immigration status information for noncitizen applicants/participants.

As a reminder, staff must continue to scan and index all results from the SAVE system into the Human Resources Administration (HRA) OneViewer.

Effective Immediately

Reference:

[22 TA/DC028](#)

Related Item:

[HRA-PB #2022-003](#)