



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
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David A. Paterson
Governor

Local Commissioners Memorandum

Section 1

Transmittal:	09-LCM-12
To:	Local District Commissioners
Issuing Division/Office:	Office of Budget, Finance & Data Management
Date:	August 19, 2009
Subject:	Adjustment of Transaction Charges for the Federal Systematic Alien Verification for Entitlements (SAVE) Program
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Attachments:	None
Attachment Available On – Line:	

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform local districts that effective October 1, 2008, the federal Systematic Alien Verification for Entitlements (SAVE) Program adjusted its transaction charges for verification requests.

II. Background

The SAVE Program is an inter-governmental information sharing initiative designed to aid local district workers in determining a non-citizen applicant's immigration status. This ensures that only entitled non-citizen applicants receive federal, state or local public benefits. It is an information service for benefit-issuing agencies.

III. Program Implications

Effective October 1, 2008, the SAVE Program adjusted its transaction fees to reflect federally mandated increases. A uniform rate of fifty cents (\$.50, up from \$.24) applies to each request submitted electronically, with an additional fifty cent charge (\$.50, up from \$.48) if the case is referred for additional verification. A fee of \$2.00 applies to each initial manual verification request submitted via the paper-based Form G-845, Document Verification Request. The \$2.00 fee is required to be submitted with the filing of the G-845 form.

The intent of the fee is to recover a greater portion of operating costs, fund technology upgrades, and provide customers with more tools and resources.

IV. Claiming Instructions

The local districts will claim these fees as Administrative Expenditures using object of expense code 19, All Other Direct Expenditures. These fees will be claimed on the [LDSS-923, Schedule of Payments for Administrative Expenses Other than Salaries](#), as administrative expenditures classifying them as Other Direct Expenditures using object of expense code 19. See Chapter 7 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual (FRM) for detailed instructions for completing the LDSS-923.

As these verification requests deal with benefit issuance, they should be reported as F1 function expenses and claimed on the [Schedule D-1, Claiming of Intake / Case Maintenance Expenditures LDSS-2347A](#). See FRM Volume 3 (Volume 4 for NYC), Chapter 8 for instructions on completing Schedule D-1.

Based on the F1 functional designation, these non-salary costs are carried forward for allocation to applicable programs and calculation of eligible reimbursement.

For Medical Assistance-only cases, the costs may be claimed on the [Schedule D-4, Calculation of Medical Assistance Eligibility Determination / Authorization / Payments Cost Shares LDSS-2347-B2](#). See FRM Volume 3 (Volume 4 for NYC) Chapter 11 for instructions on completing Schedule D-4.

For Food Stamp-only cases, the costs may be claimed on the [Schedule D-7, Distribution of Food Stamp Expenditures Activities LDSS-2347-E](#). See FRM Volume 3 (Volume 4 for NYC) Chapter 14 for instructions on completing Schedule D-7.

V. Effective Date

October 1, 2008

Issued By

Name: Michael Normile
Title: Director
Division/Office: Office of Budget, Finance and Data Management