

5101:1-1-50

**Written declaration of citizenship/alien status and the use of the systematic alien verification for entitlements (SAVE) program.**

(A) The Immigration Reform and Control Act (IRCA) of 1986, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) requires the verification of immigration status of aliens applying for federally funded entitlements. The OWF, prevention, retention, and contingency (PRC) and refugee cash assistance (RCA) programs participate in a systematic verification of alien documentation. ~~The immigration and naturalization service (INS)~~~~The department of homeland security (DHS)~~ has developed the systematic alien verification for entitlements (SAVE) program to ensure that only lawfully admitted aliens receive federally subsidized benefits.

Each individual applying for OWF, PRC or RCA must provide a declaration in writing, under penalty of perjury, whether or not the individual is a citizen or national of the United States, or an alien in a satisfactory immigration status. The applicant must also declare the status of all dependent children for whom assistance is being requested. If there is an authorized representative for the assistance group, the authorized representative may sign for the assistance group making the application.

- (1) The written declaration of citizenship/alien status shall be considered met for all members of the assistance group when a required adult/minor parent assistance group member or authorized representative has signed and dated the CAF, JFS 07100, "Application for Income, Medical and Food Assistance," JFS 07200, "Request for Cash, Medical and Food Stamp Assistance," or the CRIS-E generated printed copy of information, (PCI).PCI.
- (2) Declarations on behalf of newborn children must be provided no later than at the next scheduled reapplication. The declaration requirement is met by the assistance group member's signature on the PCI printed copy of information (PCI) signed at the reapplication.

(B) Any assistance group member who is not a U.S. citizen or national must provide documentation from INS DHS of his current alien status. Required documentation must be provided at initial application, when alien status changes, or when the original documentation becomes questionable. An assistance group member who claims to be of an ineligible alien status does not have to verify his status with the INS DHS.

- (1) Only original documentation of alien registration status shall be considered acceptable verification of alien status. If an applicant or recipient claims to have lost the original documents, the CDJFS shall refer the individual to the local INS DHS office to request new documentation. The CDJFS will use

only original documents to verify alien status through the systematic alien verification entitlements system. The CDJFS should request additional verification of identify if the alien status registration card does not contain a photograph of the alien.

- (2) Alien registration cards normally have an alien registration number. This number, often called the A-number, references the individual's alien file at INS. The A-number contains seven, eight, or nine numerical digits preceded by the letter "A". The A-number is unique to the individual. Minors and infants who are aliens will have individual A-numbers assigned.
  - (3) Aliens may present other documents, such as marriage records or court orders, that indicate identity, immigration status, or U.S. residence of the holder. These documents are not considered adequate proof of current immigration status, but may be used to verify alien status through the secondary verification process.
  - (4) When the applicant provides the CDJFS with alien documentation which does not contain a photograph, the CDJFS should request that the applicant provide some valid identification which includes a photograph. While a photo identification is not required, the CDJFS should be satisfied that the applicant is properly identified.
- (C) The SAVE program makes use of ~~the alien status verification index (ASVI) database~~ ~~the automated status verification system (ASVS)~~. This ~~is a web-enabled, server-based customer processing system (CPS) which~~ database contains records on aliens within the United States. The CDJFS may access the ~~database system~~ through ~~the personal computer (Windows-based) method~~ ~~touch-tone telephones~~ with the A-number from the individual's original alien registration document.
- (D) There are two methods of verifying alien registration status. ~~Primary Initial~~ verification is an automated process used to provide alien verification within seconds of inquiry. ~~Secondary Additional~~ verification ~~is can be used when in~~ the automated process ~~which shall provide a reduction in response time. In some cases, the manual process may still be required if the ASVS system is unable to provide determination of noncitizen eligibility information quickly~~ and under other specified circumstances.
- (E) The CDJFS shall use ~~primary initial~~ verification for most applicants.
- (1) The CDJFS shall compare the information provided through ~~ASVI ASVS~~ with the data provided on the alien's documentation. The CDJFS shall ~~print a copy of the ASVS initial verification result, record the ASVI verification number~~

~~and date of the ASVI transaction on the copy of the alien documentation.~~ If there are no discrepancies between the document and the information provided through ASVS, ASVI, the copy shall be filed in the assistance group record.

- (2) If instructed during primary initial verification, institute additional secondary verification or if there are material discrepancies, additional secondary verification methods may also be data entered into the windows-based screen or manual methods must be pursued. Material discrepancies are defined as obvious irregularities in name, date of birth or country of birth. A slight difference in the spelling of a name would not normally be a material difference.

(F) Secondary Additional verification provides a more extensive validation procedure through automated and paper IHS DHS files when problems appear in the verification of alien registration status. For most alien applicants, the CDJFS shall use primary initial verification using ASVI ASVS. Secondary Additional verification will be necessary in the following situations:

- (1) When any of the items presented as documentation appear to be counterfeit or altered.
- (2) When an alien presents unfamiliar IHS DHS documentation, or a document that indicates immigration status, but does not contain an A-number.
- (3) When a document contains an A-number in the "A60 000 000" series.
- (4) When the document contains an A-number in the "A80 000 000" series.
- (5) When an alien has no immigration documentation and is hospitalized, medically disabled, or who can otherwise show good cause for their inability to present documentation, and for whom securing such documentation would constitute an undue hardship.
- (6) When an alien presents a foreign passport and/or Form I-94 and the "Admission for Permanent Residence" endorsement is more than one year old.
- (7) Whenever an automated check through ASVI ASVS returns with a response "Institute Secondary Additional Verification" or when there is material discrepancy between an alien's documentation and the record contained in ASVI ASVS.

- (8) When a Certificate of Naturalization or a Certificate of Citizenship is presented, and verification of U.S. citizen status is required.
  - (9) When an alien claims they obtained Lawful Permanent (or Conditional) Resident Status because they were a battered alien, a parent of a battered child(ren), or a victim of domestic violence.
  - (10) When sponsorship information from the alien's Affidavit of Support (Form I-864) is required.
- (G) Regardless of the method of verification used (~~primary and/or secondary~~)initial and/or additional, no eligibility determination will be delayed, denied, reduced, or terminated solely because of pending ~~ASVI ASVS~~ verification. When an individual appears to be eligible from available ~~IHS DHS~~ documentation and all other program eligibility criteria have been met, the CDJFS shall issue benefits to the alien assistance group in accordance with Rule 5101:1-2-10 of the Administrative Code while awaiting a response from the ~~IHS DHS~~. If, when a response is received from ~~ASVS ASVI~~ and material discrepancies exist, the CDJFS shall propose to reduce or terminate benefits in accordance with Chapter 5101:6 of the Administrative Code. An overpayment as a result of inappropriate receipt of benefits shall be determined in accordance with Rule 5101:1-23-70 of the Administrative Code.

(H) Procedures for obtaining manual, additional secondary requests

- (1) The CDJFS shall complete:
  - (a) A Document Verification Request, (G-845S); and,
  - (b) A "Document Verification Request Supplement" (Form G-845 Supplement), if needed may be used to obtain additional immigration information required to make a determination for benefit eligibility as a result of the PRWORA, as amended; and,
  - (c) A readable photocopy of both sides of the original immigration documentation.
  - (d) A separate "Document Verification Request" for each applicant which also shall include copies of documents for that person only.
- (2) A photo copy of all information outlined in paragraph (H)(1) of this rule shall

be attached and forwarded to the appropriate IHS DHS office.

- (3) Secondary Additional verification information may be shared routinely between the IHS DHS and CDJFS.

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**CERTIFIED ELECTRONICALLY**

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Certification

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Date

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