

INFORMATION ABOUT THE PAPERLESS
SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENT
(SAVE) ELECTRONIC PROCESS

July 24, 2018

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND, Deputy Director
Family Engagement and Empowerment Division

SUBJECT: ELIMINATION OF THE MANUAL SAVE PROCESS AND
IMPLEMENTATION OF THE ELECTRONIC SAVE PROCESS

REFERENCE: [MEDIL I 17-14 \(September 8, 2017\)](#)

The purpose of this letter is to inform County Welfare Departments (CWDs) that effective June 1, 2018, the U.S. Citizenship and Immigration Services (USCIS) Verification Division of the Department of Homeland Security is no longer accepting paper versions of Form G-845, Verification Request. The USCIS SAVE process is now paperless, and all agencies are required to submit their initial and additional verification requests electronically.

SAVE is used to verify immigration status for federal, state, and local benefit-granting agencies. Before SAVE went paperless, to verify an applicant's immigration status, the SAVE program offered paper-based access methods. The manual verification of immigration status required mailing the completed paper USCIS forms G-845 Verification Request and G-845 Supplement to the USCIS Office and waiting for the returned response regarding the applicant's status. This past manual process returned the applicant's immigration status within 10 to 20 federal working days. Elimination of the manual verification and discontinuance of the USCIS Form G-845 reduces the verification process to 3-5 federal working days.

According to the SAVE Verifier newsletter issued in December 2017, the initial verification process generates a response within 3-5 seconds for 95 percent of all SAVE verification cases.

SAVE User Instructions

Pursuant to the Department of Health Care Services' (DHCS) Medi-Cal Eligibility Division Information Letter (MEDIL) No. I 17-14, the CWDs should use the electronic verification process through the SAVE website <https://save.uscis.gov/web/vislogin.aspx>.

CWDs shall follow the instructions in MEDIL I 17-14 regarding SAVE user groups and their responsibilities, including the monthly completion of a SAVE User Log.

If you have any questions regarding the contents of this letter, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.