



Citizenship Verification and SAVE

December 5, 2018



U.S. Citizenship Status

In accordance with the 14th amendment to the U.S. Constitution, any person born in and subject to the jurisdiction of the United States is a citizen of the U.S. at birth;

- ❖ U.S. citizenship may also be **DERIVED** through U.S. citizen parents when children are born abroad; or
- ❖ U.S. citizenship may be attained through **NATURALIZATION** after meeting the necessary residency requirements.
- ❖ **SAVE** is not used to verify citizenship (one exception*).



U.S. Citizenship-Primary Documentation (verifies **BOTH** citizenship and identity)

- ❖ Current U.S. Passport
- ❖ U.S American Indian or Alaska Native tribal enrollment or membership card with photo
- ❖ Certificate of Naturalization (N-550 or N-570)
- ❖ Certificate of U.S. Citizenship (N-560 or N-561)

With these documents, no other documentation is needed for the individual.

EXCEPTION: Some of the older Certificates of Naturalization and Citizenship were issued without an Alien Number and/or Certificate Number written on them. If an applicant presents a Certificate of Naturalization or Certificate of Citizenship that does not include an Alien Number or Certificate Number, the agency must use the SAVE system to verify it.



U.S. Citizenship-Secondary Documentation (verifies citizenship only)

Secondary documentation must be presented with a government-issued photo identification to include current driver's license, state issued identification card, or military identification card

- ❖ Certification of degree of Indian blood issued by a federally recognized Indian tribe
- ❖ U.S. public birth record (birth certificate). Must be recorded within five years of birth and show birth in one of the 50 states; District of Columbia; American Samoa; Swains Island; Puerto Rico; U.S. Virgin Islands, or Northern Mariana Islands



U.S. Citizenship-Secondary Documentation

- ❖ Certification of Report of Birth (DS-1350)
- ❖ Certification of Birth Abroad (FS-545)
- ❖ Report of birth abroad (FS-240) issued by a U.S. Embassy or Consulate
- ❖ U.S. Citizen ID Card (I-197 or I-179)
- ❖ American Indian ID Card (I-872)
- ❖ Northern Mariana ID Card (I-873)
- ❖ Final adoption decree or letter from adoption agency showing U.S. place of birth
- ❖ U.S. military record showing U.S. place of birth
- ❖ Current Texas Voter ID



U.S. Citizenship-Secondary Documentation for Children

- ❖ These examples may be used to confirm identity if no photo ID is available
- ❖ **For children under age 16:** Clinic, doctor, hospital, or school record
- ❖ **For children under age 16 in residential care facilities (RCF):** *Affidavit of Identity*
- ❖ If **none** of the above evidence of identity is available, three or more corroborating documents may be accepted if the same items were not used to document citizenship.

Lack of U.S. Citizenship Documentation

<http://www.uscis.gov/sites/default/files/USCIS/Resources/A4en.pdf>



**I am a
U.S. citizen**

A4

**How do I get proof
of my U.S. citizenship?**



U.S. Citizenship
and Immigration
Services

You may use CSBG or other available eligible funding to assist clients in obtaining documentation. Your CSBG budget should include funds for direct services, such as these.

SAVE System

SAVE Training Opportunities



SAVE offers a variety of training opportunities for our users. Training is essential and will help you get the most out of SAVE.

SAVE Tutorial

In four quick and interactive lessons, this tutorial provides important information about how SAVE works. To get the most out of SAVE, as the SAVE Program Guide explains, you must complete this tutorial before accessing the system. After each lesson, you will take a knowledge check and receive a *Certificate of Completion*.

Before beginning each lesson, please read the [SAVE Training Directions](#).

Lessons

Lesson 1: The SAVE Program Overview (SWF, 6.31 MB)



Lesson 2: Immigration Classifications and Most Common Immigration Documents (SWF, 38.12 MB)



Lesson 3: The SAVE Verification Process (SWF, 40.71 MB)



Lesson 4: Setting up Your Agency and User Roles and Responsibilities (SWF, 14.49 MB)



Final Quiz: Program Assessment of All Four Lessons (SWF, 4.02 MB)





SAVE System Navigation

❖ Access

❖ Agency Assigned Supervisor

- ❖ Add (delete)Users
- ❖ Run Reports

❖ Users

- ❖ Profile
 - ❖ Change passwords
 - ❖ Manage security

❖ Cases

- ❖ Once case entered, **do not re-enter**. Search case to upload new data



SAVE System Navigation

- ❖ Help:
 - ❖ Guidance and Manuals
 - ❖ Fact Sheets
 - ❖ FAQs
 - ❖ Interactive Training Materials
 - ❖ Benefit Application Materials
 - ❖ Forms
 - ❖ Other Materials
 - ❖ Additional help

Add to Intake Packet

- ❖ [TDHCA SAVE Applicant Certification Form for WAP and CEAP \(XLSX\)](#)
- ❖ The certification form has been revised to collect certification for all household members. The applicant will sign the form for the entire household.
- ❖ Revised [SAVE webpage](#) coming soon.

Application Questions

- ❖ How could we prove originals if we are receiving them through fax, email, and mail?
 - ❖ Documents received through fax, email, and mail are acceptable.
- ❖ How does alien status affect the priority rating? Do you still consider ALL members when deciding elderly, under 6 or disabled?
 - ❖ ONLY verified citizens/qualified aliens are eligible for benefits. ONLY citizens/qualified aliens are counted as a household member or in the priorities.
- ❖ If a person cannot prove U.S. citizen, U.S. national, or qualified alien status are they excluded from HH size?
 - ❖ YES—applicant that cannot demonstrate eligibility are excluded in HH size, but income counted.

Application Questions

Can IDs/licenses from other states or that have expired be used?

- ❖ Government issued ID cards must be current or be accompanied by proof that it has been renewed.
- ❖ A driver's license alone is not sufficient documentation of citizenship.
- ❖ Driver's licenses are listed under secondary documentation (government-issued ID) that would need to be presented, along with one of the other examples of secondary documentation.
- ❖ Out of state IDs, must be accompanied with documentation of Texas address and/or utility bill with local address in their name.



Client File Documents-US Citizens

- ❖ When a U.S. citizen submits an application, can we and should we request and keep copies of applicant's proof of citizenship status?
 - ❖ Subrecipients must request documentation that will prove status, and **MUST** retain the documentation in the client file for monitoring purposes. Be sure to protect the privacy of all applicant information at all times.
 - ❖ If client is a U.S Citizen, document identification presented on the Certification Form and deliver services. Place the Certification Form in the client file. You **MUST** retain copies of the documentation.



Client File Documents-SAVE System Verification

- ❖ If the client is verified immediately by the system, print out the results screen and place it in the client file with the Certification Form. You **MUST** keep copies of the documentation in the client file for monitoring purposes.
- ❖ If after all verification steps are completed the client is still not verified, provide information on contacting USCIS and give a denial letter explaining their rights to appeal. You **MUST** keep front and back copies of the documentation until the appeal is resolved.

Client File Documents-SAVE System Verification

What do we do if we are unable to immediately verify eligibility of all household members?

- ❖ If a member is not verified immediately, perform additional verification steps, print out the results screen and place it in the client file with the Certification Form.
- ❖ Until all household members are verified the application is considered incomplete.



Verification Exemptions

- ❖ Certain emergency and crisis situations.
- ❖ 10 TAC §6.3010(e):
 - ❖ Providing blankets for shelters.
 - ❖ Purchase of fans, air conditioners, and generators
- ❖ 10 TAC §1.5 - with TDHCA waiver
 - ❖ Transportation from disaster area to safety
- ❖ Multi-family or shelter weatherization



Application Questions

- ❖ When a representative submits the application on a client's behalf, may the representative sign the SAVE Form?
 - ❖ The client must sign the form or the application is incomplete. Exceptions are documented power of attorney, legal guardianship, or parental control.
- ❖ We are currently assisting clients that have only employment authorization, not legal status, are we able to assist them with CEAP services?
 - ❖ You may be able to, you need to check the SAVE System. The SAVE FAQs outline employment documents that are acceptable for receiving services.



Application Questions

- ❖ When both parents do not have proper documentation for SAVE, can an eligible child be used for the application? Who is the applicant? What identification is needed? Who signs the application?
 - ❖ SAVE is run for every individual in the household member who is not a US Citizen. The child needs acceptable U.S. citizenship documents.
 - ❖ An adult who can document legal control of the child is to sign the application.



Alternative Verification

- ❖ Is there any alternative verification process or allowable documentation (when the primary documents are not available) for the following populations: elderly or people with disabilities who have lost documents, victims of natural disasters or fires, people fleeing domestic violence, victims of crimes, children in foster care, children being parented by grandparents, formerly homeless individuals, and other vulnerable populations?
 - ❖ NO. However, you may use CSBG or other available eligible funding to assist clients in obtaining documentation.



Compliance

- ❖ Either establish U.S. Citizen/U.S National or have the documentation to obtain a SAVE certification form.
- ❖ Otherwise, unless exceptions apply the client cannot be served with CEAP or WAP funds.

Questions?



Contact Information

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