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**DEPARTMENT  
POLICY**

The Michigan Department of Health and Human Services (MDHHS) routinely utilizes data exchanges for verification of certain eligibility factors. Information provided with MDHHS and the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) applications (MDHHS-1171, MDHHS-1010, DHS-4574, DHS-4574B, and DCH 1426) informs individuals of the data exchange process.

**OVERVIEW**

The Systematic Alien Verification for Entitlements (SAVE) Program enables federal, state, local government agencies and licensing bureaus to obtain immigration status information needed to determine a noncitizen applicant's eligibility for many public benefits. The SAVE Program is an intergovernmental information-sharing initiative designed to aid specialists in determining a noncitizen applicant's immigration status. This will ensure that only eligible noncitizen applicants receive federal, state, or local public benefits. The SAVE Program is an information service which benefits issuing agencies, institutions, licensing bureaus, and other entities. The SAVE Program does not make a determination on noncitizen applicant's eligibility for a specific benefit or license.

**All Programs**

Determine the status of noncitizens according to policy outlined in BEM 225. Apply the SAVE process at intake, add a member, and if a change in immigration status occurs. When the SAVE box is not checked, additional screens are required to complete the SAVE process.

**PROCESS**

The SAVE process is prompted in Bridges when the specialist completes the Alien Details screen.

Record all non-citizen details in Bridges that are reported by the individual and/or are supported by documentation. The data that is required is determined by the selection of the status, document type, and verification; see Verification Sources in BEM 225.

Benefits may be approved while SAVE is pending. However, if the final response from SAVE does not validate the individual's status

as reported, the specialist must contact the individual to clarify the discrepancy.

## SAVE Response

The SAVE response screen begins with the display of the Individual information as entered on the Alien-Details screen. Validation of the information is obtained from SAVE at three levels. The Level 1 process should resolve ninety percent of all requests within 3-5 seconds. The Level 2 process may be required when further information is needed and may take 3-5 federal working days. Few inquiries require the Level 3 process which takes 10-20 federal working days to resolve. The three levels of SAVE are enabled as needed in the process.

### Level 1

The specialist must submit initial verification at Level 1.

Within 3-5 seconds the SAVE response fills the data fields to complete Level 1. See table for possible responses and necessary action:

RESPONSE to LEVEL 1	ACTION
Eligibility status is confirmed	SAVE indicator is checked. No further action needed by specialist.
Submitted verification requires correction	Correct document, number or additional verification and submit corrected verification.
Institute Additional Verification	Proceed to Level 2.

**Note:** When the Class of Admission code found for the noncitizen indicates a student or exchange visitor the individual alien type/document is automatically changed to non-immigrant and SAVE is not applied.

### Level 2

When the initial verification cannot conclusively determine the non-citizen status electronically, the secondary verification prompts SAVE to perform a manual search of the individual's status. The specialist must request secondary verification when indicated by the Level 1 response. See table for possible responses and necessary action:

RESPONSE to LEVEL 2	ACTION
Eligibility status is confirmed with major code other than 15.	SAVE indicator is checked. No further action needed by specialist.
Major code is 15.	Task/reminder is generated for specialist to proceed to Level 3.

### Level 3

When Level 2 verification cannot conclusively determine the individual's non-citizen status, the Level 3 process is required. The specialist must submit the Level 3 verification when indicated by the Level 2 response.

See table for possible responses and necessary action:

RESPONSE to LEVEL 3	ACTION
Eligibility status is confirmed with major code 1, 2, 4, 5, 6, 7, 8, 9, 11, 19, or 20.	SAVE indicator is checked. No further action needed by specialist.
Major code is anything other than 1, 2, 4, 5, 6, 7, 8, 9, 11, 19, or 20.	Task/reminder is generated for specialist to review the SAVE response and change the alien type to undocumented alien. Complete verification.

### SAVE Completion

The process may be complete at any level of the SAVE process. Once complete, one of the following will occur:

- The individual's status is confirmed, the SAVE indicator is checked and eligibility status is sustained.
- The specialist changes the individual's alien status to undocumented alien and proceeds with case processing.
- The SAVE response indicates non-immigrant status and SAVE is not applicable.

**LEGAL BASE**

Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Pub. L. No. 104-193, 100 Stat. 2105, as amended.

Immigration Reform and Control Act of 1986, Pub. L. No 99-603, 100 Stat 3359 as amended (see, e.g., 8USC 1101).

Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRAIRA), P.L. 104-208, 110 Stat. 3009-546.

7 CFR 272.11