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Field Operations Memo 2004-18
April 14, 2004

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: Systematic Alien Verification for Entitlements (SAVE) Program

Overview

The Systematic Alien Verification for Entitlements (SAVE) Program Office, within the Department of Homeland Security, is responsible for administering the SAVE Program. The SAVE Program is used to verify a noncitizen's immigration status by using the noncitizen's alien registration number ("A" number). The noncitizen verification is provided primarily through the Verification Information System (VIS).

Purpose of Memo

The purpose of this memo is to inform users that:

- VIS has replaced the Alien Status Verification Index (ASVI) component with a web-based Customer Processing System (CPS);
- Procedures for accessing CPS and verifying a noncitizen's immigration status located in Policy Online under Related Systems Information must now be followed; and
- This web-based method of requesting information will replace the SAVE-1 form when all AU Managers receive access.

Note: SAVE access has been given to all users who currently have access to ASVI. All AU Managers will be given access within the next month. Until then, AU Managers who do not have access must complete the SAVE-1 form and submit the form to the appropriate staff person as identified by the TAO Manager. The SAVE user will query the system and return the findings to the AU Manager.

Customer Processing System (CPS)

The CPS access method is used to electronically verify a noncitizen's immigration status through an initial and, if necessary, an additional verification process. The information received from CPS verifies only the noncitizen's immigration status. It does not verify eligibility for the particular program. Use of the web-based CPS system eliminates the SAVE-1 form once all AU Managers receive access.

SAVE Documentation

SAVE program documentation will be removed from *A BEACON User's Guide* and *The Subsystems User's Guide*. SAVE program documentation is now located under Related Systems Information on Policy Online. This documentation provides instructions on how to access the SAVE website to electronically verify a noncitizen's immigration status using the noncitizen's alien registration number ("A" number).

Note: Systems Security will provide each user with their initial password. The user will then be prompted to change the password.

Obsolete Materials

Volume 5 of the *Subsystems User's Guide*, Chapter II: Alien Status Verification Index System (ASVI) is now obsolete.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.
