CHAPTER 7. VERIFICATION OF ELIGIBLE IMMIGRATION STATUS.

7-1.When Verification Is To Occur. Verification of eligible immigration status shall be conducted by the HA simultaneously with verification of other aspects of eligibility for assistance under a 214 covered program. (See paragraph 6-1.) The HA shall verify eligible immigration status in accordance the INS procedures. [812.8(a); 950.310(l)(1); 912.8(a)] described in this Chapter.

7-2.   Primary Verification. [812.8(b); 950.310(l)(2); 912.8(b)]

a.Automated verification system. Primary verification of the immigration status of the person is conducted by the HA through the INS automated system, Systematic Alien Verification For Entitlements (SAVE). The SAVE system provides the following information: Alien Registration Number, Verification Number, First Name, Last Name and Immigration Status messages. See Appendix F for specific instructions for utilization of the INS SAVE program.

b.Failure of primary verification to confirm eligible immigration status. If the INS primary verification response is: "Institute Secondary Verification," secondary verification must be performed.

7-3.Secondary Verification. [812.8(c); 950.310(l)(3); 912.8(c)]

a.Manual search of INS records. Secondary verification is a manual search by the INS of its records in an attempt to determine an individual's immigration status. The HA must request secondary verification, within 10 days of receiving the results of the primary verification if the response 15 "Institute Secondary Verification."

b.Secondary verification initiated by HA. Secondary verification is initiated by the HA forwarding photocopies (front and back) of the original INS documents listed in paragraph 6-4, attached to the INS form G-845S (Document Verification Request) to a designated INS office. A reproducible copy of form G-845S is be provided in Appendix E of the INS SAVE Program Instructions Manual For HUD. A listing of INS offices is contained in Appendix a of the INS SAVE Program Instructions Manual For HUD. (See Appendix F of this Guidebook.)

c.Failure of secondary verification to confirm eligible immigration status. If the secondary verification does not confirm eligible immigration status, the HA shall issue to the family the notice described in paragraph 8-4, which includes notification of appeal to the INS of the INS finding on immigration status (see paragraph 8-4d).

7-4.Exemption From Liability For INS Verification. The HA shall not be liable for any action, delay, or failure of the INS in conducting the automated or manual verification.

7-5.INS SAVE Program Instructions Manual For HUD. Appendix F of this Guidebook contains the INS SAVE Program Instructions Manual For HUD. It was developed by INS specifically for use by HUD programs.

7-6.SAVE Primary Verification User Access Code Agreement. On page 11, the SAVE Program Instructions Manual requires that the HUD-authorized user is required to complete a Primary Verification User Access Code Agreement. A reproducible copy of this agreement is provided as Appendix D of the SAVE Program Instructions Manual. Immediately upon receipt of the user access code, the authorized HUD user shall write his or her access code on the agreement where indicated (see paragraph 7-7). The user shall review the agreement and if he/she agrees with the terms of the agreement shall sign and date it. The HUD-authorized user is required to mail this signed agreement to the following address within 10 working days of receipt:

Lockheed Martin Information Systems
MP266 INS-SAVE
12506 Lake Underhill Road
Orlando, FL 32825

If the agreement is not returned to Lockheed Martin Information Systems within ten working days, system access may be terminated by INS. Once the HUD user has received the user access code, he/she is ready to access the system.

7-7.User Access Code. The user access code for an HA is composed of 7 digits: 4 letters followed by 3 numbers. The first 2 letters have been assigned by INS/Lockheed Martin Information Systems to identify the type of HUD user involved. For this purpose, the letters "HI" have been assigned to PIH programs. The second set of letters is the HA's state code. That is, CA for California, NJ for New Jersey, etc. The final 3 numbers are the HA's unique 3-number code used for other HUD purposes. For example, the user code for the Housing Authority of the City of Brawley, California would be:

INS Prefix = HI
State Code = CA
HA's Code   = 034

Combining these, the user access code becomes: HICA034.

7-8.Accessing SAVE For Primary Verification. See pages 11-14 of the SAVE Program Instructions Manual. The following information provides supplemental instructions for touch-tone access to SAVE for primary verification.

a.SAVE Access Phone Number: 1-800-365-7620. This will connect you to the SAVE Voice Output System. From this point, please follow the instructions provided in the SAVE Program Instructions Manual.

b.SAVE Hours of Operation: 7:00 am (EST) to 11:00 pm (EST), excluding weekends and Federal holidays.

c.SAVE Customer Service Phone Number: 1-800-467-0375. Identify yourself as an INS SAVE User and explain your problem to the customer service representative.

d.User Access Code. User Access Codes are comprised of 4 letters followed by 3 numbers. Entry of letters on a touch-tone keypad is accomplished as follows:

oLetters are always preceded by an Asterisk (*).

oThe specific letter is identified by the number of the keypad key that the letter is printed on followed by the numeric position on the key. For example:

                              A = *21
                              B = *22
                              C = *23
D = *31

                              E = *32
                              etc...

oOnce the last letter is entered, depress the appropriate numeric keys.

oComplete the string of keying with a Pound sign (#).

oExample:

                    User Access Code = HICA034
                    Entry sequence = *42*43*23*21034#

7-9.Obtaining INS Secondary Verification. See pages 15-18 of the INS SAVE Program Instructions Manual For HUD. A reproducible copy of INS Form G845S, Document verification Request, is contained in Appendix E of the SAVE Program Instructions Manual.