

# CalFresh: Residency, Citizenship & Immigration

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Staff Development and Training  
Wells, Marjeana



**SANTA CLARA COUNTY  
SOCIAL SERVICES AGENCY**

**Module** Residency, Citizenship, and Immigration Status

**Objectives** By the end of this lesson, participants will be able to:

- Identify the residency/citizenship requirements
- Enter residency/citizenship data into CalWIN
- Differentiate between Ineligible, Eligible/Qualified, and Sponsored Non-citizens.
- Initiate SAVE requests

# Table of Contents

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Lesson 1: Residency Requirements CF HB 14.1 .....	3
Participation Limits .....	3
Temporary Absence .....	3
Out-of-County .....	3
Out-of-State .....	4
Homeless Households.....	4
Returned Mail .....	4
CalWIN Residency Entries .....	5
Lesson 2: Citizenship Requirements CF HB 14.2 .....	8
Child Citizenship Act.....	9
Declaration of Citizenship/Non-Citizenship .....	9
Lesson 3: Non-Citizen Types .....	12
Eligible Non-Citizens CF HB 14.3 .....	12
Qualified Non-Citizen Verification .....	16
Declaration of Citizenship/Non-citizenship Status .....	16
Ineligible Non-Citizens CF HB 14.5 .....	17
Treatment of Ineligible Non-Citizens .....	17
Non-Citizen’s Status Decision Chart.....	18
Lesson 4: CalWIN data entries: .....	20
Sponsored Non-citizen.....	20
Ineligible Non-citizen .....	22
Lesson 5: Systematic Alien Verification for Entitlements (SAVE) CP HB 14 .....	24
Generating a SAVE Request in CalWIN .....	25
TMT Took and SAVE in Continuing.....	25
Viewing a SAVE Abstract.....	26
Lesson 6: Exercise.....	28
References .....	29

## **Lesson 1: Residency Requirements CF HB 14.1**

In order for a household to be potentially eligible for CalFresh (CF) benefits, they must reside in Santa Clara County. There is no duration of residency requirement, but there must be the *intent to reside permanently* within the county. However, a fixed residence is not required. Residing in migrant camp sites or publicly supported shelters for the homeless satisfy the requirements as well.

### **Participation Limits**

No individual may participate in more than one CalFresh household in any one month or, in more than one county in any one month.

**Exception:** Eligible residents of shelters for battered women and children who were CalFresh participants in the dwelling of the abuser.

### **Temporary Absence**

Temporary absences refer to CalFresh recipients who are temporarily residing in another county or state for various reasons, but intend to return to their initial county of residence. Temporary absences must not result in discontinuance unless they last longer than one year.

In the event that an EW discovers a member of a household (HH) is residing outside of the county or state (including homeless HH), they must send a *CF 387 "Request for Information" (RFI)* to formally request clarification regarding their intent to reside in that new county/state. If the HH responds timely, stating their stay is temporary then no further action is required as long as they continue to abide by all reporting responsibilities. If the HH responds to the RFI stating they intend to permanently reside in the new state, or fail to respond within 10 days, then the EW can discontinue benefits with proper notice. If the HH is planning to permanently reside in a new county within California, an Inter County Transfer (ICT) should be initiated to transfer the benefits to the new county.

### **Out-of-County**

Out-of-County refers to clients who are not in the county where they have established residency and for various reasons may intend to return to their county of residence at some point.

## **Out-of-State**

Out-of-State refers to clients who are not in the state where they have established residency and for various reasons may intend to return to their state of residence within one year.

## **Homeless Households**

Homeless recipients may move around and access their benefits in counties (or states) other than the county that they identify as their county of residence. Out-of- county or out-of-state EBT usage alone is not justification for the county to determine that the recipients are actually residing in that other county/state.

## **Returned Mail**

A discontinuance based on “whereabouts unknown” is not permitted in CalFresh. Therefore, if mail is sent to the household’s address of record and is returned as “undeliverable” or addressee unknown, the County should not assume a loss of residence in the county. The EW must attempt to contact the household by sending an RFI to the last known address.

- If the household does not respond to the RFI, the county must discontinue the benefits at the end of the month with a 10-day notice for failure to respond to the RFI.
- If the household responds to the RFI, follow the same process mentioned in the section above.

## CalWIN Residency Entries

1. Click on Intake and Case Maintenance
2. Expand Data Collection

The screenshot displays the 'Main Navigation' interface. On the left, under 'Select Function', the 'Intake and Case Maintenance' option is highlighted with a red box and a callout '1'. On the right, under 'Action', the 'Data Collection' option is expanded, highlighted with a red box, and has a callout '2'. Below the action list are 'Add', 'Open', and 'Search' buttons.

Select Function	Action
● Alerts & Broadcast Messages	Search for an Action by typing the first few letters
● Appointments	<input type="text"/>
● Authorizations Review	⊕ Authorization
● Benefit Issuance and Recovery	⊕ Case Copy/Replication
● Case Assignment	⊕ Client Correspondence
● Clearance	⊕ <b>Data Collection</b>
● Employment Services Participation	⊕ Eligibility Determination
● Hearings	⊕ Error Prone
● Inquiry	⊕ General System
⊕ <b>Intake and Case Maintenance</b>	⊕ History Maintenance
● Interface Activities	⊕ Periodic Reporting
● Program/Provider Maintenance	
● QC/QA Activities	
● Registration	
● RRR	
● Security	
● Simulation	
● System Maintenance	
● Wrap Up	
● View All	

Buttons: Add, Open, Search

3. Select Display Individual Residency Summary
4. Enter case number
5. Click on Open

**Main Navigation**

**Select Function**

- Alerts & Broadcast Messages
- Appointments
- Authorizations Review
- Benefit Issuance and Recovery
- Case Assignment
- Clearance
- Employment Services Participation
- Hearings
- Inquiry

**Intake and Case Maintenance**

- Interface Activities
- Program/Provider Maintenance
- QC/QA Activities
- Registration
- RRR
- Security
- Simulation
- System Maintenance
- Wrap Up
- View All

**Action**

Search for an Action by typing the first few letters

- Display Individual Benefit Summary
- Display Individual Demographics Summary
- Display Individual Military Service Summary
- **Display Individual Residency Summary**
- Display Individual Time Limit Clock Summary
- Display Inkind Income Summary
- Display Institutional Care Summary
- Display Life Insurance Summary
- Display Liquid Asset Summary
- Display Medical Expense Summary
- Display Medicare Expense Summary
- Display Minor Consent Summary

\* Case #:

6. Enter the client's residency information in the Collect Individual Residency Detail window
7. Click on Save button

### Collect Individual Residency Detail

[View History](#) | [View Deleted](#) | [Search Comments](#) | [Maintain Comments](#) | [Case Overview](#) | [Run EDBC](#) | [PR Details](#) | [Held Changes](#)

Save
Switch
Reset
Add
Detail
Delete
Print
Close

\* Name: Ibarra, Skyler | 35 | 028-12-3456

\* Effective Begin Date: 05/01/2018 🗓️ Effective End Date: 6

\* Home County: Santa Clara ▼
 Temporary County:  ▼

Intent to Reside [Y/N]: Yes ▼

Verification: Received ▼

\* Source: Lease Agreement ▼

\* CA Resident [Y/N]: Yes ▼

Intent to Reside [Y/N]: Yes ▼

Verification: Received ▼

\* Source: Driver's License/Id ▼

State Verification:  ▼

Source:  ▼

**Previous Residence**  
 US State:  ▼  
 Other City:  ▼

Date Arrived in State:  🗓️

Date Arrived in County:  🗓️

Right and Ability to Reside[Y/N]:  ▼

Home Leased, Owned or Maintained outside CA [Y/N]:  ▼

Planning to leave CA for more than 30 days [Y/N]:  ▼

Client Out of  Reason:  ▼ Apply CAPI Residency Logic [Y/N]:  ▼  
 State  Country

**Out of State**

Departure Date:  🗓️

Expected Return Date:  🗓️

Actual Return Date:  🗓️

Verification:  ▼

Source:  ▼

**Out of Country**

Departure Date:  🗓️

Expected Return Date:  🗓️

Actual Return Date:  🗓️

Verification:  ▼

Source:  ▼



## Lesson 2: Citizenship Requirements CF HB 14.2

Only U.S. citizens and certain categories of legal non-citizens are eligible for CF.

For the purpose of qualifying as a U.S. citizen, the US is defined as:

- All 50 states
- District of Columbia
- Puerto Rico
- Guam
- U.S. Virgin Islands

Citizens of the following islands who reside in the U.S. are also considered to have met the citizenship requirement as well:

- American Samoa
- Swain's Island
- Northern Mariana Islands

An individual is considered to be a citizen if they fall under one of these categories:

- Naturalized citizen
- Born abroad to a U.S. Citizen, and meets specific criteria
- Born abroad and adopted by a U.S. Citizen



Verification is not required unless citizenship is questionable (i.e. conflict in the case record or verbal statements during the interview).

Acceptable forms of verification include:

- Birth Certificates
- Religious records
- Naturalization Certificate
- U.S. passport

A person whose citizenship is questionable is ineligible for CF and treated as an excluded non-citizen HH member until proof of U.S. citizenship is obtained.

## **Child Citizenship Act**

The Child Citizenship Act of 2000 became effective February 27, 2001. This Act permits children born outside the U.S. (including adopted children) to automatically become U.S. citizens if they meet certain requirements.

The child must meet ALL the following conditions:

- At least one parent of the child is a U.S. citizen whether by birth or naturalization,
- The child is under 18,
- The child is residing in the U.S. in the legal & physical custody of the citizen parent,
- The child entered the U.S. legally to become a lawfully permanent resident (LPR),
- If adopted, the child must be under 16 and reside with the citizen parent for at least 2 years

While a qualified candidate is waiting for their Certificate of Citizenship, the following must be verified:

- Citizenship of at least one custodial parent
- The age of the child
- The child was lawfully admitted to the U.S. as a LPR
- The legal relationship of the child to the parent
- The adopted child must be under 16 and reside with the citizen parent for at least 2 years

Refer to CF HB Ch. 14.2.5 for more details.

## **Declaration of Citizenship/Non-Citizenship**

A CF recipient must declare their status at:

- Initial application and
- Application, when there is a break in aid of one day or more

They can use either of the forms below to declare their status:

1. SAWS 2 Plus – Application for CalFresh, Cash Aid, and/or Medi-Cal
2. CF 285 – Application for CalFresh

## CalWIN Citizenship entry:

1. Click on Intake and Case Maintenance
2. Do a “wild card” search using the “%” symbol. Type “%” on search field and type demo with no spaces.
3. Click on Display Individual Demographics Summary
4. Enter the case number
5. Click on Open button

The screenshot shows the 'Main Navigation' interface. On the left is a 'Select Function' menu with 'Intake and Case Maintenance' highlighted. On the right is an 'Action' panel with a search field containing '%demo', a dropdown menu with 'Display Individual Demographics Summary' selected, a case number field, and buttons for 'Add', 'Open', and 'Search'. Red callout boxes with numbers 1 through 5 point to these specific elements.

**Main Navigation**

**Select Function**

- Alerts & Broadcast Messages
- Appointments
- Authorizations Review
- Benefit Issuance and Recovery
- Case Assignment
- Clearance
- Employment Services Participation
- Hearings
- Inquiry
- **Intake and Case Maintenance**
- Interface Activities
- Program/Provider Maintenance
- QC/QA Activities
- Registration
- RRR
- Security
- Simulation
- System Maintenance
- Wrap Up
- View All

**Action**

Search for an Action by typing the first few letters

%demo

- Display Individual Attributes Summary
- Display Individual Benefit Summary
- **Display Individual Demographics Summary**
- Display Individual Military Service Summary
- Display Individual Residency Summary
- Display Individual Time Limit Clock Summary
- Display Inkind Income Summary
- Display Institutional Care Summary
- Display Life Insurance Summary
- Display Liquid Asset Summary
- Display Medical Expense Summary

\* Case #: [ ]

5 Add Open Search

6. Click on the Add button to enter a case record

### Display Individual Demographics Summary

View History | View Deleted | Search Comments | Maintain Comments | Case Overview | Run EDBC | PR Details

Save Switch Reset **Add** Detail Delete Print Close

**Case**

Number: **F812458** Name: Ibarra, Skycler Alerts... Programs  
 Status: Closed Status Date: 07/31/2018 Pending Alerts: 4 Archived? PR Cycle

View Format Freeze Detach

CIN	Last Name	First Name	SSN	Non-Citizen #	Primary Applicant [Y/N]
No data to Display					

- The Collect Individual Demographics Detail window will generate
- Enter the client's citizenship status along with all the required fields

### Collect Individual Demographics Detail

View History | View Deleted | Search Comments | Maintain Comments | Case Overview | Run EDBC | PR Details | Held Changes

Save Switch Reset Add Detail Delete Print Close

\* Effective Begin Date: 05/01/2018 Effective End Date:

**Demographics Detail** SSN Detail DRA Detail SOGI Detail

Name  
 \* Last: [ ] \* First: [ ] MI: [ ] Suffix: [ ] Maiden/Other: [ ]  
 Non-Citizen #: [ ] \* Sex: Male CIN: 06072276P Smart ID: [ ] Primary Applicant [Y/N]: Y

CalHEERS  
 Case #: [ ] Person #: [ ] Match Bypass [Y/N]: [ ]

\* Ethnicity: Not Hispanic, Latino or Spanish \* Race/Ethnic: Black or African American Race/Ethnic...

**Birth Information**  
 \* Place: United States \* State: Louisiana \* Verification: Received  
 \* Date: 09/27/1982 County: [ ] \* Source: Birth Certificate  
 City: New Orleans Mother's Maiden Name: [ ]

**US Citizen [Y/N]:** Yes  
 Status: US Born Citizen \* Verification: Received State Verification: [ ] \* Preferred Spoken Language: English  
 \* Source: Birth Certificate Source: [ ] Translator Needed [Y/N]: [ ]  
 Date Citizenship Status Changed: [ ] Homeless [Y/N]: No  
 Homeless Person Staying Temporarily in someone else's Home [Y/N]: [ ]  
 Temporary Stay Begin Date: [ ]  
 American Indian or Alaskan Native [Y/N]: [ ]

**Marital Information**  
 Status: Single-Never Married \* Verification: Received  
 Status Date: [ ] \* Source: Other Conclusive Verification

Reason for Separation:

**Death Information**  
 Date: [ ] Verification: [ ] State Verification: [ ]  
 County: [ ] Source: [ ]

**Previously on Foster Care [Y/N]:** [ ]  
 Received Date: [ ] State: [ ]  
 In the Foster Care System on their 18th Birthday [Y/N]: [ ] Verification Source: [ ] State Verification Source: [ ]

Same Home Address as Case [Y/N]: Yes Same Mailing Address as Case [Y/N]: Yes  
 Home Phone: (999) 005-6017 Ext: [ ] Day Phone: [ ] Ext: [ ] Message Phone: [ ] Ext: [ ]

Special Characteristics... Index Clearance... Individual Address... Individual Aliases... Prior Aid... SSI/SSP... NSLP... Re-Clear... Documents...

## **Lesson 3: Non-Citizen Types**

### **Eligible Non-Citizens CF HB 14.3**

In order to be potentially eligible for benefits, a non-citizen must be considered qualified and may need to meet one additional condition.

The following are considered to be qualified non-citizens:

- Lawfully Permanent Residents (LPR)
- Amerasians
- Refugees
- Granted Asylum
- Deportation withheld by Attorney General
- Cuban/Haitian entrants
- Conditional Entrants
- Paroled to U.S. by Attorney General
- Trafficking Victims
- A battered spouse, battered child, or parent /child of a battered person with a petition pending

Verification of non-citizen status is required in all cases prior to allowing CF benefits; the HH member is considered Ineligible until this verification is provided.

To determine whether a noncitizen meets the non-citizen requirement for CalFresh benefits refer to the following chart.

Qualified Noncitizen Eligible for Federal Benefits (Section 431 PRWORA)		
Non-Citizen Category	Description	Verifications
Lawfully Admitted for Permanent Residence (LPRs)	LPRs are holders of green cards. This category also includes "Amerasian immigrants" as defined under §584 of the Foreign Operations, Export Financing and Related Programs Appropriations Act of 1988.	<ul style="list-style-type: none"> <li>• I-151, or</li> <li>• I-551, or</li> <li>• Re-entry permit, or</li> <li>• Stamp in passport, or</li> <li>• I-94 stamped "temporary I-551", or</li> <li>• Blank I-94 with G-639, or</li> <li>• Canadian-born North American Indians may use birth records, affidavits from Tribal officials, USCIS Form I-181, or other USCIS documentation.</li> <li>• "A" number and the SAVE verification.</li> </ul> <p><b><u>For Amerasian:</u></b> I-94 stamped AM1, AM2, or AM3</p> <ul style="list-style-type: none"> <li>• I-551 stamped AM6, AM7, or AM8</li> <li>• Vietnamese Exit Visa or Passport stamped AM1, AM2 or AM3</li> <li>• "A" number and the SAVE verification.</li> </ul>
Asylees	Granted asylum under Immigration and Nationality Act (INA) §208.	<ul style="list-style-type: none"> <li>• I-94, or</li> <li>• Decision of immigration judge</li> </ul>

## Qualified Noncitizen Eligible for Federal Benefits (Section 431 PRWORA)

<b>Parolee</b>	Paroled into the U.S. under § 212(d)(5) of the INA for at least 1 year.	<ul style="list-style-type: none"> <li>• I-94 annotated with Section 212(d)(5), or</li> <li>• I-688B, or</li> <li>• Blank I-94 with G-639</li> </ul>
<b>Deportation/Removal Withheld</b>	Deportation is being withheld under §243(h) of the INA* as in effect before 4/1/97, or removal is withheld under §241(b)(3) of the INA.	<ul style="list-style-type: none"> <li>• I-94, or</li> <li>• Decision of immigration judge, or</li> <li>• USCIS letter</li> </ul>
<b>Conditional Entrants</b>	Granted conditional entry under §203(a)(7) of the INA as in effect before 4/1/80.	I-94 annotated with Section 203(a)(7)
<b>Cuban or Haitian Entrants</b>	Cuban or Haitian entrant under §501(e) of the Refugee Education Assistance Act of 1980.	<ul style="list-style-type: none"> <li>• I-94 stamped "Cuban/Haitian Entrant (Status Pending)" or Section 212(d)(5) - "Parole" or "Form I-589 Filed".</li> <li>• I-551 stamped CH6, CU6, CU7, CU8, CU9, CUO, CUP, CU7P, CNP, or CUX. or</li> <li>• I-94 stamped "Parolee into the U.S. on or after 01-12-2010</li> <li>• I-551 stamped CH6, CU6, CU7, CU8, CU9, CUO, CUP, CU7P, CNP, or CUX.</li> </ul>
<b>Batter Non-Citizens</b>	Under certain circumstances, a battered non-citizen spouse or child, non-citizen parent of a battered child or an non-citizen child of a battered parent with a petition pending.	<ul style="list-style-type: none"> <li>• Letter, notice of action, or identification card from USCIS</li> <li>• USCIS form annotated with Section 204(a)(1)(A) or 244(a)(3)</li> </ul>
<b>Refugees</b>	Refugees admitted to the United States under §207 of the INA.	<ul style="list-style-type: none"> <li>• I-94</li> </ul>
<b>Trafficking Victims</b>	Victims under the Trafficking Victims Protection Act of 2000.	<ul style="list-style-type: none"> <li>• Certification Letter from the Federal Office of Refugee Resettlement (ORR) for adults</li> <li>• Eligibility letter from the Federal ORR for children.</li> </ul>

## Qualified Noncitizen Eligible for Federal Benefits (Section 431 PRWORA)

<p><b>Iraqi and Afghan Special Immigrants (SIV)</b></p>	<p>Special immigrant status under §101(a)(27) of the INA may be granted to Iraqi and Afghan nationals who have worked on behalf of the U.S. government in Iraq or Afghanistan. Iraqi and Afghan special immigrants enter the U.S. either as LPRs with the special immigrant visa or later adjust to special immigrant status after entering the U.S. Potential eligibility for SNAP can begin when the individual was granted special immigrant status, either from the date of entry to the U.S. as an Iraqi or Afghan Special Immigrant, or the date of adjustment to special immigrant status within the U.S.</p> <p>The Department of Defense Appropriations Act of 2010 (DoDAA), P.L. 111-118, §8120 enacted on December 19, 2009, provides that SIVs are eligible for all benefits to the same extent and the same period of time as refugees.</p> <p><b>Note:</b> Iraqi and Afghan Special Immigrants are a type of LPR and are considered qualified aliens even though they are not specifically listed under PRWORA.</p>	<ul style="list-style-type: none"> <li>• I-151, or</li> <li>• I-551, or</li> <li>• I-94</li> </ul>



## Qualified Non-Citizen Verification

Verification of non-citizen status is required in all cases. A non-citizen is INELIGIBLE until acceptable documentation is provided UNLESS:

- A copy of a document provided by the household has been submitted to the United States Citizenship and Immigrations Services (USCIS) for verification. Pending such verification, the individual's benefits cannot be delayed, denied, reduced, or terminated on the basis of his/her immigration status; or
- The applicant or EW has submitted a request to a federal agency for verification of information that bears on the individual's eligible non-citizen status (e.g., to Social Security for Qualifying Quarters information, to the VA office for veteran's status, to USCIS for Highland Laotian tribal status, etc.) The individual shall be certified eligible for up to six months from the date of the original request for verification.

**Exception:** A household which qualifies for Expedited Services (ES) may have verification postponed if it cannot be obtained within the ES timeframes.

## Declaration of Citizenship/Non-citizenship Status

### Regulation

A valid declaration of citizenship/non-citizenship status is required for all CalFresh recipients:

- At initial application, and
- At application, when there is a break in benefits of one day or more.

The citizenship/non-citizenship status declaration requirement is met by completion of the forms listed below. A new form is not required when the status changes.

FORM NUMBER	FORM NAME	ADDITIONAL INFORMATION
SAWS 2 Plus	Statement of Facts For Cash Aid, CalFresh and Medi-Cal/ State-Run County Medical Services Program (CMSP)	
CF 285	Statement of Facts	

## **Ineligible Non-Citizens CF HB 14.5**

### **Definition**

The Non-Citizens sited below are NOT eligible for CalFRESH:

- Visitors, tourists, diplomats, and students who enter the U.S. temporarily with no intention of abandoning their residence in a foreign country.
- In the U.S. due to voluntary departure in lieu of deportation or an indefinite stay of deportation.
- Temporary Resident Status (TRS) non-citizens.
- Has no documentation or the USCIS annotation is not sufficient to determine eligible non-citizen status.
- PRUCOL non-citizen.
- Any sponsored non-citizen who fails to provide a complete SAR 22 with income verification.
- Any non-citizen who does not meet the criteria to be an eligible non-citizen.

### **Treatment of Ineligible Non-Citizens**

A Household with individuals excluded as ineligible non-citizens shall have its eligibility and monthly allotments for any remaining household members determined as follows:

- All of the excluded non-citizen's income, except the excluded person's prorated share, shall be counted in the CalFresh budget.
- When a CalFresh household receives combined undifferentiated payment (e.g. joint earnings) with an ineligible non-citizen excluded member, the combined payment must be prorated.

## Non-Citizen’s Status Decision Chart

To determine whether a non-citizen meets the non-citizenship requirement for CalFresh, refer to the following chart:

Step	Action
1.	Is the individual a qualified noncitizen? [Refer to “Qualified Noncitizen Verification,” page 14-14.] If YES, go to step #2. If NO, see the EXCEPTION at the end of the chart.
2.	Has this individual been granted legal status in the United States as a qualified noncitizen for 5 years or longer? If YES, this person is federally (SNAP) eligible, if otherwise eligible. Stop Here.If NO, go to step #3.
3.	Is the individual UNDER 18 years of age? If YES, this person is federally SNAP eligible, if otherwise eligible. Stop Here. If NO, go to step #4.
4.	Was the individual lawfully residing in he United States on 8/22/96 AND was he/she 65 years of age or older on 08/22/96 (i.e., born on or before 8/22/31)? If YES, this person is federally SNAP eligible, if otherwise eligible. Stop Here. If NO, go to step #5.
5.	Is this individual blind or disabled and receiving blind or disability payments or benefits through a program which uses the same disability criteria as the (SSI) program? If YES, this person is federally SNAP eligible, if otherwise eligible. Stop Here. If NO, go to step #6.
6.	Is the individual a Refugee (207), Asylee (208), Amerasian (584), Cuban-Haitian (501), or Deportee (243h, 241b3) who was admitted or granted this status, within the past 7 years? [Refer to “Additional Condition:” page 14-16.] If YES, this person is federally SNAP eligible, if otherwise eligible. Stop Here. If NO, go to step #7.
7.	Is the individual a Hmong/Highland Laotian tribal member (or the spouse, widow, or unmarried dependent child of a Hmong/Highland Laotian tribal member) who aided U.S. military personnel during the Vietnam war and who is lawfully residing in the U.S.? OR Is the individual a Cross Border Native American? If YES, this person is federally SNAP eligible, if otherwise eligible. Stop Here. If NO, go to step #8.

Step	Action
8.	<p>Is this individual in the US military, an honorably discharged veteran, or the spouse or unmarried dependent child of a US military person or honorably discharged veteran? <a href="#">[Refer to "Additional Condition.," page 14-16.]</a></p> <p>If YES, this individual is federal SNAP eligible. Stop Here.</p> <p>If NO, go to step #9.</p>
9.	<p>Does this individual have 40 credits of qualifying employment? <a href="#">[Refer to "Credits of Qualifying Employment," page 14-21.]</a></p> <p>If YES, this individual is federal SNAP eligible. Stop Here.</p> <p>If NO, this individual is NOT federal SNAP eligible. Eligibility for CFAP must be explored. <a href="#">[Refer to "CFAP Decision Chart," page 31-5]</a> for help in making this determination.]</p>
<p><b>EXCEPTION:</b> The following noncitizens are eligible, if otherwise eligible, EVEN if they are NOT QUALIFIED noncitizens as specified under Section 431 of PRWORA (See above)</p> <ul style="list-style-type: none"> <li>• A Hmong or Highland Laotian (and their spouse/children) who was a member of a tribe who aided the U.S. military (as long as the individual was a member of the tribe during the period in which the aid was provided) and who is lawfully residing in the U.S. [Many are admitted as refugees.]</li> <li>• American Indians born in Canada to which Section 289 of INA applies, and a member of an Indian tribe as defined in Section 4(e) of Indian Self-Determination and Education Assistance Act (Cross-border Indians)</li> </ul>	

## Lesson 4: CalWIN data entries:

### Sponsored Non-citizen

### Main Navigation

#### Select Function

- Alerts & Broadcast Messages
- Appointments
- Authorizations Review
- Benefit Issuance and Recovery
- Case Assignment
- Clearance
- Employment Services Participation
- Hearings
- Inquiry
- Intake and Case Maintenance
- Interface Activities
- Program/Provider Maintenance
- QC/QA Activities
- Registration
- RRR
- Security
- Simulation
- System Maintenance
- Wrap Up
- View All

#### Action

Search for an Action by typing the first few letters

- Display Non-Citizen Sponsor Summary
- Display Non-Citizen Summary
- Display Other Expense Summary
- Display Other Personal Property Summary
- Display Projected Annual Income Detail
- Display Real Property Summary
- Display Rental Income Summary
- Display Room and Board Summary
- Display Sanction/POI/Penalty Detail
- Display Shelter/Food Expense Summary
- Display Student Summary
- Display Tax Filer Detail

\* Case #:

### Display Non-Citizen Summary

[View History](#) | [View Deleted](#) | [Search Comments](#) | [Maintain Comments](#) | [Case Overview](#) | [Run EDBC](#)

#### Case

Number:  Name:     
Status: Closed Status Date: 07/31/2018 Pending Alerts: 4

View

Name	Status	Expiration Date	SAVE Batch ID	Sent Date	Country of Origin
No data to display					

## Collect Non-Citizen Detail

[View History](#) | [View Deleted](#) | [Search Comments](#) | [Maintain Comments](#) | [Case Overview](#) | [Run EDBC](#) | [PR Details](#) | [Held Changes](#)

[Save](#) [Switch](#) [Reset](#) [Add](#) [Detail](#) [Delete](#) [Print](#) [Close](#)

\* Effective Begin Date: 06/25/2018 Effective End Date:

\* Name:

Verification:

\* Status: Lawfly Admtd-Perm Res LPR

Expiration Date:

Source:

PRUCOL Category

PRUCOL State Verification:

Does Court or INS Recognize the Battery [Y/N]:

Request Submitted to INS for Verification of Non-Citizen Information [Y/N]:

Source:

Eligible Immigration Status [Y/N]:

Lawful Presence State Verification:

State Source:

Country of Origin:

LPR Status/Trujillo Case[Y/N]:

Port of Entry:

\* ORR Letter/Entry Date:  Five Year Bar Grant Date:

Lived in U.S. since 1996 [Y/N]:

Plans to apply/applied for a T or U-Visa or VAWA petition [Y/N]:

Border Crossing Card [Y/N]:

Enrolled in Refugee Relocation Program (RRP) [Y/N]:

Secondary Verification [Y/N]:

Five Year Bar

SAVE Batch ID:

Verification:

Verification:

State Verification:

Sent Date:

Source:

Verification Source:

State Verification Source:

### Qualified Non-Citizen

Attested [Y/N]:

Verification:

State Verification:

State Verification Source:

Sponsored [Y/N]:

\* Sponsorship Begin Date: 01/01/2010

Sponsorship End Date:

Sponsored by Agency/Organization [Y/N]:

Agency/Organization Still Exists [Y/N]:

Needs met by Sponsor [Y/N]:

CA 24 Complete [Y/N]:

Sponsored Non-Citizen is Indigent [Y/N]:

Indigence Determination Date:

Good Cause for Not Living with Sponsor:

Abandoned by Sponsor [Y/N]:

Affidavit of Support Document Type: I-864 (New Affidavit)

\* Signed Date:

Sponsor Regular Help

Rent

Clothes

Food

Other

Explanation:

### Non-Citizen Document

\* Type:

Number:

Verification:

Expiration Date:

Source:

Legalization Date:

Temporary Adjustment Date:

Date of Return of PRUCOL Forms:

Date Asylum Granted:

## Ineligible Non-citizen

### Main Navigation

#### Select Function

- Alerts & Broadcast Messages
- Appointments
- Authorizations Review
- Benefit Issuance and Recovery
- Case Assignment
- Clearance
- Employment Services Participation
- Hearings
- Inquiry
- **Intake and Case Maintenance**
- Interface Activities
- Program/Provider Maintenance
- QC/QA Activities
- Registration
- RRR
- Security
- Simulation
- System Maintenance
- Wrap Up
- View All

#### Action

Search for an Action by typing the first few letters

- Display Non-Citizen Sponsor Summary
- **Display Non-Citizen Summary**
- Display Other Expense Summary
- Display Other Personal Property Summary
- Display Projected Annual Income Detail
- Display Real Property Summary
- Display Rental Income Summary
- Display Room and Board Summary
- Display Sanction/POI/Penalty Detail
- Display Shelter/Food Expense Summary
- Display Student Summary
- Display Tax Filer Detail

\* Case #:

### Display Non-Citizen Summary

[View History](#) | [View Deleted](#) | [Search Comments](#) | [Maintain Comments](#) | [Case Overview](#) | [Run EDBC](#)

#### Case

Number:  Name:

Status: Closed Status Date: 07/31/2018 Pending Alerts: 4

View

Name	Status	Expiration Date	SAVE Batch ID	Sent Date	Country of Origin
No data to display					

# Collect Non-Citizen Detail

Jump:

[View History](#) | [View Deleted](#) | [Search Comments](#) | [Maintain Comments](#) | [Case Overview](#) | [Run EDBC](#) | [PR Details](#) | [Held Changes](#)

[Save](#) | [Switch](#) | [Reset](#) | [Add](#) | [Detail](#) | [Delete](#) | [Print](#) | [Close](#)

\* Effective Begin Date: 05/28/2018 Effective End Date:

\* Name: [Redacted]

\* Status: Undocumented Alien

Expiration Date:

Verification: Received

\* Source: Other Conclusive Verification

### PRUCOL Category

PRUCOL State Verification: Does Court or INS Recognize the Battery [Y/N]:

Source:

Request Submitted to INS for Verification of Non-Citizen Information [Y/N]:

Eligible Immigration Status [Y/N]:

Lawful Presence State Verification:

State Source:

Country of Origin:

LPR Status/Trujillo Case[Y/N]:

Port of Entry:

ORR Letter/Entry Date:

Five Year Bar Grant Date:

Lived in U.S. since 1996 [Y/N]:

Plans to apply/applied for a T or U-Visa or VAWA petition [Y/N]:

Border Crossing Card [Y/N]:

Enrolled in Refugee Relocation Program (RRP) [Y/N]:

### Secondary Verification [Y/N]:

### Five Year Bar

SAVE Batch ID: Verification:

Sent Date: Source:

Verification:

Verification Source:

State Verification:

State Verification Source:

### Qualified Non-Citizen

Attested [Y/N]: Verification:

State Verification:

Verification Source:

State Verification Source:

### Sponsored [Y/N]:

Sponsorship Begin Date:

Sponsorship End Date:

Sponsored by Agency/Organization [Y/N]: Agency/Organization Still Exists [Y/N]:

Needs met by Sponsor [Y/N]: CA 24 Complete [Y/N]:

Sponsored Non-Citizen is Indigent [Y/N]: Indigence Determination Date:

Good Cause for Not Living with Sponsor: Abandoned by Sponsor [Y/N]:

Affidavit of Support Document Type: Signed Date:

### Sponsor Regular Help

Rent  Clothes  Food  Other Explanation:

### Non-Citizen Document

Type: Number: Verification:

Expiration Date: Source:

Legalization Date: Temporary Adjustment Date:

Date of Return of PRUCOL Forms: Date Asylum Granted:



## **Lesson 5: Systematic Alien Verification for Entitlements (SAVE) CP HB 14**

SAVE is a program administered by the USCIS, a component of the Department of Homeland Security (DHS) and uses a web-based service to help federal, state and local benefit providers in determining non-citizen applicants' immigration status and ensures that only applicants receive public benefits. The SAVE program verifies the status of non-immigrants, immigrants, and certain naturalized and derived U.S. citizens.

CalFresh households must be given 10-calendar days to provide verification, including non-citizen verification for SAVE.

If the 10-day period ends before the 30<sup>th</sup> day following the date of application:

- Do not certify the non-citizen until acceptable verification has been provided.
- The remainder of the household shall be given the option of participating without that member or withdrawing its application.
- The non-citizen has up to 30 days from the date of application to provide the necessary verification and then be added to the household.
- Certify the entire household back to the original date of application if the applicant chooses to wait until the non-citizen can provide acceptable verification, and acceptable verification is provided within the 10-day period.
- If the remainder of the household chooses to be certified before the non-citizen provides acceptable verification, the non-citizen is not added until acceptable verification is provided. Add the non-citizen the first of the month following the month acceptable verification is provided.

When the 10-day period ends after the 30<sup>th</sup> day following the date of application:

- The EW must provide CalFresh benefits to the remainder.
- The non-citizen is:
  - Not certified until acceptable verification is provided.
  - Treated as an ineligible non-citizen, if the necessary verification is not provided.
  - Added the first of the month following the month in which verification was provided and eligibility was cleared.

SAVE does not change CalFresh issuance requirements. Expedited Services (ES) CalFresh must be provided for the household that has provided acceptable verification of non-citizen status, if otherwise EW eligible.

## Generating a SAVE Request in CalWIN

CalWIN automatically generates a SAVE request for verification when the information provided by the applicant is entered in the appropriate fields. If the applicant's Alien Registration Number ("Non-citizen #" in CalWIN) is present, a batch transaction is automatically generated to request SAVE information when:

- Application Registration is completed , or
- A person is added to an active case.

Within the two to five calendar days, a SAVE abstract will be available for viewing from the Search IEVS Applicant Reports window of CalWIN's Interface Activities subsystem.

The majority of the requests are resolved on initial verification. When status cannot be verified through the initial verification process in CalWIN, the SAVE program may require further information or copies of the applicant's immigration document in order to verify the applicant's non-immigrant, immigrant, naturalized or derived citizenship status. This does not necessarily mean that the applicant is not authorized to be in the U.S. or is ineligible to receive benefits. It simply means that the EW must now access the SAVE Online System.

## TMT Took and SAVE in Continuing

When an additional SAVE verification is needed by an EW II, a TMT request must be created for the designated EW III. In most cases this will be within the same unit.

The TMT must remain open to the EW III until a response is received from SAVE and no further verification is needed. When no further verification is needed, the TMT as well as the SAVE verification case must be closed by the designated EW III.

Who	If the SAVE Response from CalWIN	Then
EW II	Does not require further action,	<ul style="list-style-type: none"> <li>• Print results and submit to IDM to file under Permanent Verifications, Fastener 1.</li> </ul>
	Is "Institute Additional Verification",	<ul style="list-style-type: none"> <li>• A TMT request must be created for designated EW III. (In most cases this will be within the same unit.) Follow current office procedures for TMT assignment.</li> </ul>

## Viewing a SAVE Abstract

The SAVE request can be viewed in the *IEVS Applicant Reports* window.



### Note

When the SAVE response is received in CalWIN, an alert will be generated. The EW will be responsible for clearing the alert to show that action has been taken.

### View SAVE Abstract in CalWIN

View SAVE Report:

1. Interface Activities
2. Expand IEVS Data
3. Select Search IEVS Applicant Reports
4. Click Open

**Main Navigation**

Select Function

- Alerts & Broadcast Messages
- Appointments
- Authorizations Review
- Benefit Issuance and Recovery
- Case Assignment
- Clearance
- Employment Services Participation
- Hearings
- Inquiry
- Intake and Case Maintenance
- **Interface Activities**
- Program/Provider Maintenance
- QC/QA Activities
- Registration
- RRR
- Security
- Simulation
- System Maintenance
- Wrap Up
- View All

**Action**

Search for an Action by typing the first few letters

  

- ⊕ Child Support Collection Data
- ⊕ EBT Data
- ⊕ External Referral Data
- ⊕ ICT Data
- ⊕ ICT Data - Statewide
- ⊕ **IEVS Data**
- **Search IEVS Applicant Reports**
- Search IEVS Recipient Reports
- ⊕ MEDS Data
- ⊕ SCI Data

1. Select Report type
2. Enter the Case number
3. Click the Search button

Main Navigation » Display Individual Demographics Summary » Search IEVS Applicant Reports »

### Search IEVS Applicant Reports

Jump:  Go >

View History | View Deleted | Case Comments | Run EDBC | QR Details

Save Switch Reset Add Detail Delete Print Close \* Required

**Search Criteria**

\* Office: Med-Cal Service Ctr \* Unit: A7A User: Find...

\* Report: SAVE Report Application Date Period

\* From Date:

\* To Date:

Case #: 180C043 Find...

**3** Search

### Search IEVS Applicant Reports

Jump:  Go >

View History | View Deleted | Case Comments | Run EDBC | QR Details

Save Switch Reset Add Detail Delete Print Close \* Required

**Search Criteria**

\* Office: Staff Development \* Unit: AD7 **1** User: Find...

\* Report: SAVE Report Application Date Period

\* From Date:

\* To Date:

Case #: 180 Find...

**2** Search

**Search Results**

View Format Freeze Detach

User	Report Date	Case #	Case Name
CBS, CONTINUING	03/11/2009	180F1...	Huynh...

1 Displayed Rows. No More Rows. More

**3**

**4** Details...

### View IEVS Applicant SAVE Data

Jump: Go >

View History | View Deleted | Case Comments | Run EDBC | QR Details

Save Switch Reset Add Detail Delete Print Close \* Required

**Case Information**

Number: 180F... Name: Huynh, ... Report Date: 03/11/2009

View Format Freeze Detach

Last Name	First Name	Middle Initial	SSN	Date of Birth	Country of Birth
HUYNH		T	000-00-0000	12/11	VTN
LAM		L	000-00-0000	05/16	VTN

2 Displayed Rows.

IEVS County ID: 43 18...  
 IEVS Case Name: HUYNH...  
 Alien Number: 5838...  
 IEVS Batch Control Number: 2009...

Date Of Entry: 03/03/2006

Employment Eligibility Message: LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED

## Lesson 6: Exercise

Who is potentially eligible for CalFresh?

1. A Vietnamese refugee who came to the U.S. with an I-94 **Y N**
2. A tourist who came to the U.S. six months ago **Y N**
3. A non-citizen who cannot provide any legal documents **Y N**
4. A student who enters the U.S. with a student visa **Y N**
5. A sponsored non-citizen (not indigent) who provides their sponsor's document **Y N**
6. An I-551 card holder with an expiration date of 10/16/11 **Y N**
7. A battered spouse with a pending petition **Y N**
8. A Guamanian man applying for benefits after moving in with his son 2 weeks ago **Y N**
9. A child born abroad in Germany, to military parents **Y N**
10. A homeless person with no permanent address **Y N**

## **References**

CF Update 2015-11: Residency

CalFresh Handbook

- Chapter 14 Residence, Citizenship, and Immigration Status

Common Place Handbook

- Chapter 9 Citizenship
- Chapter 10 Immigration
- Chapter 11 Noncitizen Categories
- Chapter 12 USCIS Codes
- Chapter 13 Immigration Forms
- Chapter 14 SAVE