

POST ON LISTSERV April 24, 2018

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TO: County Directors of Social Services

ATTENTION: Economic Benefits Program Administrators and Managers
Food and Nutrition Services Staff
LIEAP and CIP Staff
Medical Eligibility Services Staff
Special Assistance Program Staff
Work First Program Staff

FROM: David Locklear, Deputy Director
Division of Social Services, Economic and Family Services

Carolyn McClanahan, Associate Director
Division of Medical Assistance, Eligibility Services

John N. Bowers, Assistance Director
Division of Aging and Adult Services

RE: Systematic Alien Verification for Entitlements (SAVE) Paperless Verification Processing
(LISTSERV MESSAGE #2018-XX)

Joint Administrative Letter (DAAS NO. 18-03, DMA NO. 04-18, EFS_FNS_AL-2-2018, EFS_EA_AL-1-2018 and EFS_WF_AL-3-2018), Systematic Alien Verification for Entitlements (SAVE) Paperless Verification Processing is available online at:
<https://www2.ncdhhs.gov/info/olm/>.

The letter provides information and instructions regarding the new procedures for submitting SAVE verification requests. The SAVE system will no longer accept paper G-845 submissions for initial verification or secondary step verification, effective May 1, 2018.

Please ensure that all eligibility staff have reviewed the SAVE training by **April 30, 2018**. The link to the training is below.

https://www.uscis.gov/sites/default/files/USCIS/Verification/SAVE/TutorialFiles/SAVELesson3/SAVE_Lesson_3.swf.

Please email any questions to:

Energy, FNS and Work First staff: DSS.Policy.Questions@dhhs.nc.gov.

Medicaid Staff: Medicaid Operational Support Team representative.

Special Assistance staff: Specialassistance@dhhs.nc.gov.