



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

ECONOMIC & FAMILY SERVICES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
SR. DIRECTOR FOR SOCIAL SERVICES
AND COUNTY OPERATIONS

March 7, 2017

RE: Systematic Alien Verification for Entitlements Program (SAVE) Monitoring and
Deactivation of Unused Accounts

ATTENTION: County Security Officers, Food and Nutrition Services Administrators

Dear County Director of Social Services:

The SAVE Program provides a fast, secure and efficient verification service for federal, state and local benefit-granting agencies to verify a benefit applicant's immigration status or naturalized/derived citizenship. SAVE is administered by the U.S. Citizenship and Immigration Services, a component of the Department of Homeland Security, and provides program support and customer service to participating agencies.

Effective August 1, 2016, SAVE implemented new rules regarding the use of their system. SAVE users, including Super Users, supervisors and general users who have not accessed the system within a 270-day period, will be deactivated. Security officers/supervisors must review the status of all users assigned to their agency to determine if SAVE access is still required for any of their users. Access must be terminated immediately for anyone that no longer needs access to SAVE.

SAVE has identified over 1,000 users in North Carolina that have not accessed the system for at least 270 days. A report identifying these users is attached to this letter, this report is sorted by county. Security officers/supervisors must review the report and determine if access to the system is still needed. If access is needed, users must log into SAVE immediately for their accounts to remain active.

The SAVE Program now provides a Self-Assessment Guide to help agencies perform internal monitoring and compliance assessments. The Guide offers easy to follow checklists based on SAVE requirements to assist you in developing your Agency's compliance program, the guide is attached to this letter.

WWW.NCDHHS.GOV
TEL 919-527-6300 • FAX 919-334-1265
LOCATION: 820 S. BOYLAN AVE. • MCBRYDE BUILDING • RALEIGH, NC 27603
MAILING ADDRESS: 2420 MAIL SERVICE CENTER • RALEIGH, NC 27699-2420
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

To ensure that North Carolina remains in compliance with SAVE rules and regulations, security officers/supervisors must review the attached report and take immediate action as described above. Action must be taken and a response submitted to the Division by **Friday, March 17, 2017**. An email response is sufficient to satisfy this request. Send email to Dana Allen at Dana.M.Allen@dhhs.nc.gov.

If you have any questions, please contact Ms. Allen at 919-527-6301 or via email.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a long horizontal flourish extending to the right.

David Locklear, Chief
Economic and Family Services

(2) Attachments
List of SAVE Users
SAVE Self-Assessment Guide