

Date: July 03, 2013 **MEPD Policy Bulletin Number: 13-08**

To: Eligibility Services – Regional Directors for MEPD
Regional Attorneys
Hearings Officers

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Subject: Data Broker Alien Status Verification Enhancement

The information in this bulletin is for **MEPD**. If you have any questions regarding the policy, follow regional procedures. The information in this bulletin is available at the following websites:

- Eligibility Services - <http://ofs.hhsc.state.tx.us/mepd/mepd-bulletins.aspx>, and
- MEPD Handbook - http://www.dads.state.tx.us/handbooks/mepd_policy/index.htm.

Background

HHSC must verify the status of non-citizen individuals applying for HHSC benefits who are legally admitted by the U.S. Citizenship and Immigration Services (USCIS) to reside in the U.S. and that the status meets the definition of a “qualified immigrant.”

Staff must use the Systematic Alien Verification for Entitlements (SAVE) web-based system operated by the Department of Homeland Security to verify the immigration status of non-citizens applying for Medicaid for the Elderly and People with Disabilities programs.

Policy/Procedure

The MEPD Handbook Chapter D – Non-Financial Section 8800-SAVE requires that all:

Staff **must** verify alien status:

- at application,
- when adding a new individual identified as a non-citizen, or

- when the USCIS document of an individual receiving Medicaid (except Emergency Medicaid) has expired.

Staff must obtain documentation of alien status from the applicant. Verify the USCIS documents by entering the applicant's required information in SAVE, and document the applicant's immigration status in case record. A copy of the USCIS document should be imaged and put in the individual's case. A copy of the SAVE screen is not needed as the inquiry will be stored in the Data Broker history.

NOTE: When copying the USCIS document for imaging, be sure the document is clear and copied at 200%. **Do not re-verify the non-citizen's USCIS documents if they were previously verified and documented and the documents have not expired.**

For sponsored non-citizens, use the Request Additional Verification option on the Alien Status page if the household states there is a sponsor, but does not provide the name and address of the sponsor.

Alien Status Enhancement in Data Broker

Alien Status Historical Data

- A feature has been implemented, which will search Alien Status history for up to the last 24 months, to determine if there is a previously submitted inquiry available.
- A new Alien Status inquiry will not display if any inquiry has been completed within the last 24 months. A message will display instead when this occurs. See the message example below:



If the document on file is expired and an inquiry was completed within 24-months, staff will have an option to continue with the inquiry by selecting the *perform a new initial verification* link.

Alien Status

Recent Activity

A verification was recently performed for JONAS DOE on 5/7/2013.

Alien Number: 999000999

SAVE Case Number: 2013100008888AAA

Alien Status: LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED

Comments:

Date of Entry: 4/26/1993

Date Admitted To: INDEFINITE

Expiration Date:

COA Code:

COA Description:

Country: MEXIC

If you believe the client's status has changed since the most recent verification, [perform a new initial verification.](#)

View History **Request Additional Verification**

Alien Status Initial Verification in Data Broker

An enhancement has been added to reduce the number of error messages received from an initial verification inquiry. As in the SAVE stand-alone system, in addition to the USCIS number (or Alien number) staff will be required to enter the **card number** and choose the **document type** that was provided from a drop down menu. The most common types of documents provided are listed. If the document type is not listed, choose "Other."

Staff should enter the correct alien number as listed on the document, not a default or fictitious number (i.e., AAA000000, etc.).

The screenshot shows a web application interface for DCS Information Systems. On the left is a blue sidebar with the following text: 'DCS INFORMATION SYSTEMS', 'Search Options', 'HELP', 'Standard Combined', 'Name: - Lastname - Firstname', 'Address: - Current / Historical - Neighborhood', 'Drivers License #', and 'Disqualification (eDRS)'. The main content area is titled 'Case History:' and contains the instruction: 'You must enter either the Case #, the SSN requested, or the User ID of the person who made the original request.' Below this instruction are four input fields: 'Case #:', 'SSN:', 'User ID:', and 'Date:'. A 'Submit' button is located below the 'Date:' field.

Automation

The Data Broker Alien Verification enhancement was implemented on June 1, 2013.

Handbook

MEPD Handbook Chapter D Sections 8721 and 8800 will be updated with the December 2013 revision.

Training

MEPD New Hire Training and Continuing Skills Training will be updated to reflect this new policy.

Effective Date

This policy is effective June 1, 2013.