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**Authorized Signature**

**Number:** SS-IM-04-009

**Issue Date:** 05/06/2004

**Topic:** Eligibility

**Subject:** SAVE

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees          | <input type="checkbox"/> County Mental Health Directors |
| X Area Agencies on Aging                            | <input type="checkbox"/> Health Services                |
| X Children, Adults and Families                     | X Seniors and People with Disabilities                  |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify):        |

**Message:**

DHS has just received notice that The Office of Homeland Security has discontinued the Systematic Alien Verification of Eligibility (SAVE) "1-800-number". You will not be able to request verification until we transition to the new Web-based (WEB1) verification system. Until then, verification cannot be made through the SAVE system and we understand that eligibility may be delayed.

DHS was aware of the need to transition to the new system however, had expected that the 1-800 number would be available until the transition was complete. Once the transition is completed you will find the WEB system to be user friendly and more efficient than the current system.

The Chief Data Stewards, who have the overall responsibility to provide access to DHS information, are currently working on providing access to the system and to the Sub-Administrators. The Sub-Administrators will then provide access to the users at the local level. We expect that by tomorrow the Sub-Administrators will be able to begin adding current users of the "800" number to the new verification system. Sub-Administrators will provide users with the URL, log-on and initial access passwords. A link to the system will also be provided on the Staff Tools page of the DHS website. For workload reasons, we are requesting that users only request access from their Sub-Administrators if there is an immediate need. Others will be added as the need indicates.

Instructional materials for field users are currently being developed. In addition, users will immediately have access to a tutorial and Help windows when they log on.

We have no ability to change the decision to disconnect. Chief Data Stewards are working as fast as they can to get the Sub-Administrators access so they can in turn provide access to the field. If you have questions about the new system please e-mail them to the groupwise address named SAVE.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Please see the information provided above.		
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			