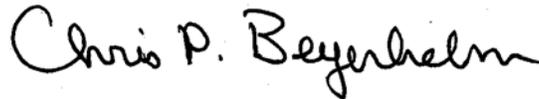


For: State and County Offices

Using the Systematic Alien Verification for Entitlements (SAVE) Program in FLP Loan Making

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Direct and guaranteed loan applicants, and buyers under land contract guarantees, must be U.S. citizens, noncitizen nationals, or qualified aliens to be eligible for FLP loans. There are many documents that may be used to verify immigration status and, as a result, it can be difficult to determine an applicant’s status. FSA has entered into a Memorandum of Agreement with the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), to use SAVE. SAVE is an intergovernmental initiative that assists Federal agencies in determining an applicant’s immigration status and thereby ensures that only entitled applicants receive Federal benefits.

SAVE may be used to verify:

- nonimmigrant status
- immigrant status
- U.S. citizenship for naturalized citizens
- U.S. citizenship for derived citizens.

Note: SAVE does **not** make determinations on an applicant’s eligibility for a specific benefit.

B Purpose

This notice establishes the interim process Field Offices will follow to request verification of immigration status through SAVE.

<p>Disposal Date</p> <p>January 1, 2013</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

B Purpose (Continued)

Using SAVE is not required. Field Offices may find SAVE advantageous to use if:

- the applicant's immigration documents:
 - are unfamiliar
 - do not clearly indicate immigration status
- USCIS verification of an applicant's immigration status is needed to make an eligibility determination.

C Contacts

If there are questions about this notice, State Offices shall contact either of the following:

- Anne Steppe, LMD by:
 - e-mail at anne.steppe@wdc.usda.gov
 - telephone at 202-690-4017
- Ann Smith, LMD by:
 - e-mail at ann.smith@wdc.usda.gov
 - telephone at 202-720-1656.

2 Using SAVE

A Documents for SAVE Verification

Applicants may provide any of the following documents for FSA to verify their status through SAVE:

- I-327 (Reentry Permit)
- I-551 (Permanent Resident Card)
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- machine readable Immigrant Visa with temporary I-551 language
- temporary I-551 stamp (on passport or I-94)
- I-94 (Arrival/Departure Record)
- Foreign Passport (unexpired)
- other (on a case-by-case basis depending on document type).

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2 Using SAVE (Continued)

A Documents for SAVE Verification (Continued)

As a general rule, FSA will use the applicant's most recent immigration document that reflects current immigration status. If the applicant presents multiple documents with current validity dates and 1 contains the Alien number and another contains an I-94 number, use the document containing the Alien number.

All data contained in immigration documents and information received from SAVE is considered sensitive, unclassified PII and must be protected as such. Follow the appropriate FSA guidance to ensure PII is protected.

B County Office Action

Effective as of the date of this notice, Field Offices will work directly with LMD staff according to subparagraph 1 C to request a SAVE search on any individual who identifies themselves as other than a U. S. Citizen.

Field Offices shall initiate a SAVE search according to the following:

- photocopy the applicant's immigration documents
- **Note:** FSA does have the lawful authority to photocopy immigration documents to verify immigration status through SAVE, even though some documents, such as a Naturalization Certificate, contain warnings that it is unlawful to make copies of the document without proper authority.
- FAX the documents to LMD at 202 690-1117
- call 202-720-3889 to verify that the FAXed documents have been received.

C National Office Action

LMD will conduct all SAVE searches by entering information from the provided immigration documents into SAVE, which in turn will check the information against records in USCIS's databases and provide a response electronically. In more than 90 percent of searches, SAVE provides responses electronically within 3-5 seconds when no additional information is needed. Field Offices should anticipate receiving feedback by e-mail from LMD within 3 work days or less.

For searches that do not provide immediate verification, SAVE may need additional information and may require a copy of the applicant's immigration documents. In these cases, SAVE will conduct a thorough check of records and provide an electronic response to FSA within 3-5 work days. If a copy of the immigration documents is needed to conduct the search in SAVE, the electronic response may take up to 20 work days.

Note: No immigration documents FAXed to LMD to initiate a SAVE search will be retained in the National Office.

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2 Using SAVE (Continued)

D Adverse Response

If information provided through the SAVE search indicates that the applicant will be ineligible for FSA assistance or if the applicant is in the country for less than the term of the loan requested, the authorized agency officials will immediately contact the applicant to discuss any issues. The applicant will be advised to contact USCIS directly with any questions or if the information provided through the SAVE search is incorrect.

Note: Applicants may contact USCIS:

- through the InfoPass web site located at <http://infopass.uscis.gov>
- by calling the National Customer Service Center at 1-800-375-5283.