



Implementing PRWORA for Single Family Programs

September 10, 2026

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Housekeeping

Schedule:

- Today's webinar and open forum is scheduled from 1:00 – 4:00 p.m. but will continue until all information is presented and questions are answered.
- Single Family Programs staff will be present to answer questions.

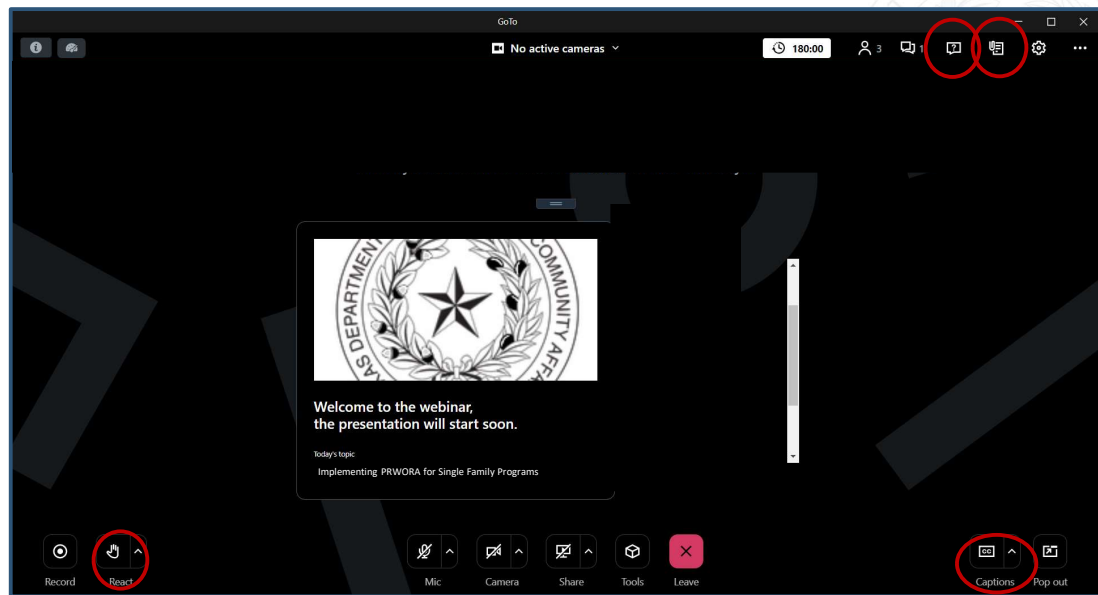
For Your Information:

- Questions and comments may be made in the "Questions Box" available in GoTo Meeting.
- Training certificates are not provided. Attendees will receive an email confirmation following the PRWORA Training from the GoTo Platform, typically within 24-hours. Please check your Junk Email folder if not received, as TDHCA staff cannot duplicate the confirmation from GoTo Meeting.
 - If attendees access today's training outside of using the access link provided to the registration email address, a follow-up email will not be sent.
- It is recommended that participants forward and/or silence phone calls during this time to avoid unnecessary interruptions during today's review of PRWORA guidelines and requirements.

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GoTo Meeting Platform



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Attendees will:

- Know regulations and requirements of PRWORA implementation for Single Family Programs
- Define two categories of immigrants as “qualified” or “nonqualified”
- Explain restricted eligibility of non-citizens for assistance
- Be familiar with application of the SAVE tool to confirm qualified legal status of household members
- Identify implementation date of PRWORA regulations

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Relevant Texas Administrative Code Rules

- [10 TAC §1.410 Determination of Alien Status for Program Beneficiaries](#)
 - [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F12%2F2026&recordId=227381](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F12%2F2026&recordId=227381)
- [10 TAC 20.4 Eligible Single Family Activities](#)
 - [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F17%2F2026&recordId=228153](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F17%2F2026&recordId=228153)
- [10 TAC 20.6 Administrator Applicant Eligibility](#)
 - [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F17%2F2026&recordId=228154](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F17%2F2026&recordId=228154)

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Resource Links

- [TDHCA Webpage for PRWORA/SAVE](#)
 - <https://www.tdhca.texas.gov/prwora-save>
- [SAVE Participation Posters for Administrators](#)
 - <https://www.tdhca.texas.gov/sites/default/files/community-affairs/docs/SAVE-AgyPoster-ES-EN.pdf>
- [Systematic Alien Verification for Entitlements \(SAVE\)](#)
 - <https://www.uscis.gov/save>
- [Guide to Understanding SAVE Verification Responses](#)
 - <https://www.uscis.gov/sites/default/files/document/guides/SAVE-Guide to Understanding SAVE Verification Responses.pdf>
- [PRWORA/SAVE FAQs](#)
 - https://www.tdhca.texas.gov/sites/default/files/community-affairs/docs/SAVE-FAQ_1.pdf
- [8 USC §1641. Definitions of Qualified Alien](#)
 - [https://uscode.house.gov/view.xhtml?req=\(title:8%20section:1641%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:8%20section:1641%20edition:prelim))
- [TDHCA YouTube Channel](#)
 - <https://www.youtube.com/TDHCA>

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Background and General Information

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Why are we talking about this?

- ❖ In 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), aka the Welfare Reform Act, created two categories of immigrants for federal public benefits eligibility purposes: **"qualified"** and **"nonqualified."** This restricted the eligibility of non-citizens from federal benefit programs but included exceptions for certain types of federal benefit programs.
- ❖ In 2025, HUD clarified that PRWORA applies to HOME, CDBG, and ESG programs. This clarification restricts eligibility for benefits to "qualified aliens."
- ❖ Under this interpretation, any person applying for benefits through the HOME, CDBG, and/or ESG programs must confirm qualified legal status (i.e., US Citizen, US National or Qualified Alien).
- ❖ 10 TAC 1.410 (Determination of Alien Status for Program Beneficiaries) was revised in January 2026 to require federal **and state** programs within the Single Family and Homeless Division to confirm qualified legal status for those applying for benefits starting April 1, 2026.



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U.S. Citizenship

- Born on U.S. soil: Every person born in the 50 states, Washington D.C., and most U.S. territories which includes individuals born in Guam, U.S. Virgin Islands, Washington D.C., Northern Mariana Islands and Puerto Rico).
- Naturalized U.S. Citizens- Born outside the U.S. but has become a U.S. Citizen through the legal process of naturalization.
- Born abroad to U.S. parents: Born abroad to at least one parent who was a U.S. citizen at time of birth. Residency in U.S. is a factor. Usually documented with a Consular Report of Birth Abroad issued by DOS.
- U.S. National - A rare status which applies mostly to people born in American Samoa and Swains Island.



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Long Form vs. Short Form Birth Certificate

Always has a Registrar's signature or stamp from state/county/city official, Official Seal (but not always raised or embossed), Parental details.

Abstract, Abbreviated, Abridged, Short Form.
Used for less formal purposes.
Simplified/Summary version of the Long Form.

LONG-FORM BIRTH CERTIFICATE

What is it?
A copy of the original document recording your birth, a.k.a. official or full-size birth certificate.

WHAT DOES IT INCLUDE?

- ✓ All information on the short-form birth certificate
- ✓ All legal information, including signatures from attending physician/midwife
- ✓ Nationality and date of birth of both parents
- ✓ File number and date

RECOMMENDED FOR:

- Applying for a U.S. Passport
- Applying for dual citizenship
- Adopting a child
- Genealogy purposes

SHORT-FORM BIRTH CERTIFICATE

What is it?
A shorter version of your birth certificate, a.k.a. abstract birth certificate. The format of the short-form may vary by state, and it may not always be accepted.

WHAT DOES IT INCLUDE?

- ✓ Name and last name
- ✓ Date of birth
- ✓ Place of birth

DOES NOT INCLUDE:

- ✗ Parents' birth information
- ✗ Exact birth location
- ✗ File number and date

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Alien Status

Qualified Alien per PRWORA

- **Lawfully Admitted for Permanent Residence (LPRs) or Green Card Holder**
- **Asylees**
- **Parolees** – More info required, but allowed to enter under certain humanitarian conditions
- **Deportation (or Removal) Withheld**
- **Conditional Entrants** – type of refugee before 1980
- **Cuban or Haitian Entrants**
- **Battered Non-Citizens** –battered non-citizen spouse or child, non-citizen parent of a battered child or a non-citizen child of a battered parent with a petition pending
- **Refugees**
- **Victims of Trafficking** – treated as Refugees but must meet the Trafficking Victims Protection Act of 2000 definition of a victim
- **Members of federally recognized Indian tribes or American Indians born in Canada**
- **Citizens of the Marshall Islands, Micronesia, and Palau who are living in a US state or territory**
- [8 USC §1641. Definitions](#)

Unqualified Alien

- **Unqualified Alien** – A person that is not a U.S. Citizen, U.S. National, or a Qualified Alien.
- Undocumented Aliens **are not** included in the SAVE database and **are not** eligible for services.



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SAVE



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SAVE Defined

- **Systematic Alien Verification for Entitlements (SAVE):** An online service for staff to verify immigration status for applicants seeking benefits.
- Uses online systems to check information about a benefit applicant's immigration status or naturalized or derived United States Citizenship against records contained in immigration databases.
- Does not determine an applicant's eligibility for benefits; benefit-issuing subrecipients make those determinations.
- Administered by: U.S Citizenship and Immigration Services (USCIS), a component of the Department of Homeland Security (DHS).
- Over 1,200 participating agencies using SAVE to determine qualified legal status in the US.
- SAVE offers online training tools and resources to assist user agencies: <https://www.uscis.gov/save/current-user-agencies>
- Free to use for subrecipients of TDHCA funding and the consultants/management companies/contractors who are given the responsibility to run SAVE verifications for applicants

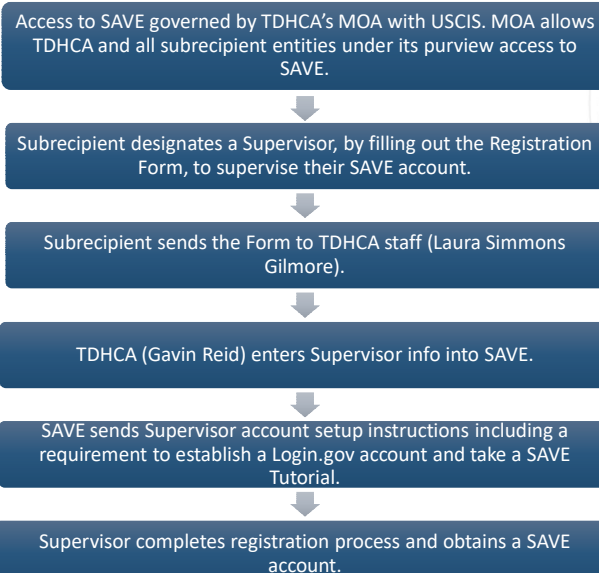


Department of Homeland Security (DHS)
U.S. Citizenship and Immigration Services (USCIS)
Immigration Records and Identity Services (IRIS)
Verification Division (VER)

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How will I register for SAVE access?



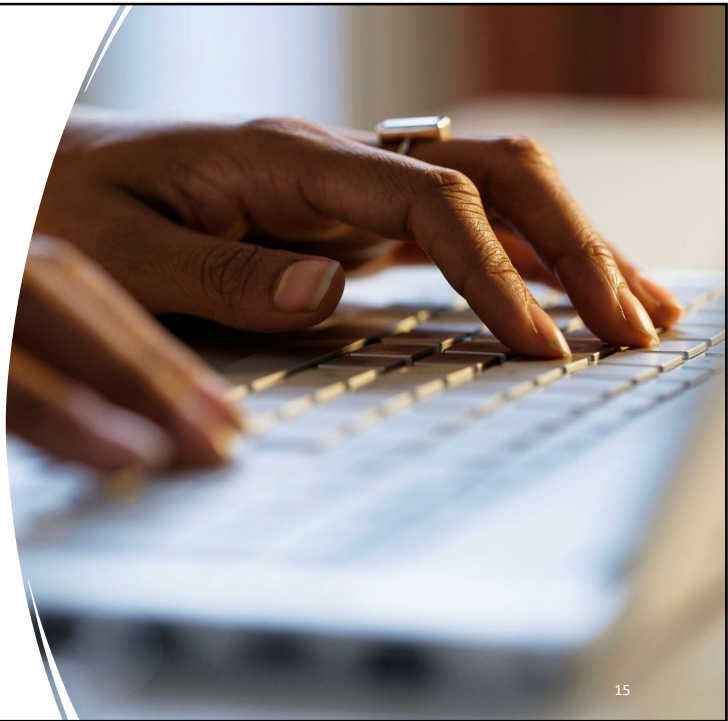
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Three Roles in SAVE:

- **Super User:** Located at TDHCA and is responsible for managing the agency's hierarchy, user roles, and accounts.
- **Supervisor:** Located at the subrecipient level and is responsible for managing the subrecipient's use of SAVE and its General Users. Initiates cases. View, complete and close cases. Add/delete Supervisors and General Users.
- **General Users:** Located at the subrecipient level. Initiates cases. View, complete and close cases.

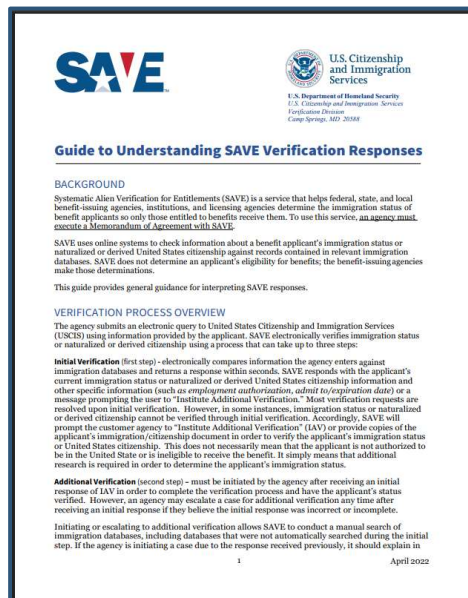
****Recommend one Supervisor and one User to start. If more are needed based on the number of applications, more can be added by Supervisor.**



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Guide to Understanding SAVE Verification Responses



Three Steps:

1. **Initial Verification** - Electronic search of database. Response returned within seconds. Most requests resolved in this step.
2. **Institute Additional Verification (IAV)** – Manual search takes 3-5 federal working days. Initiated by the User after receiving a SAVE response of IAV or if User believes the initial response was incorrect/incomplete.
3. **Third Step Verification** – User must submit photocopies (front and back) of applicant's immigration documents. Manual search of database takes 3-5 federal working days.
4. <https://www.tdhca.texas.gov/prwora-save>

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Whom and When to Verify?

Who?

Single Family (TBRA, AYBR Tenant-Occupied)	Single Family (all activities other than TBRA and AYBR Tenant-Occupied)
All Household Members including children	Any Household Member who has or will have an ownership interest in the assisted housing upon completion of the activity. Those with an ownership interest must have a Qualified status.

When?

US Citizens (US Born)	US Citizens (born abroad)	US Nationals	Naturalized Citizens	Qualified Aliens	Unqualified Aliens
At initial application verify documents, and if needed, run through SAVE once. Carry forward verifications to successive applications.				Run through SAVE at each Application	Run through SAVE at each Application

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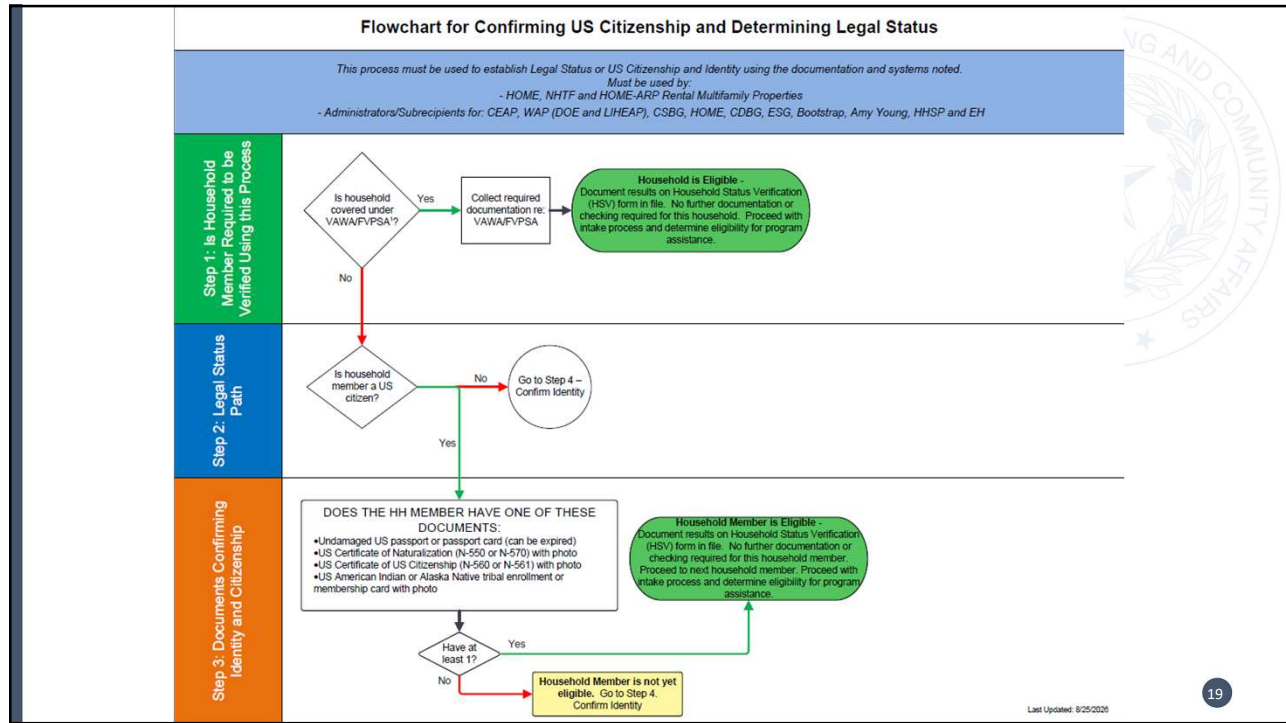
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Violence Against Women Act (VAWA)

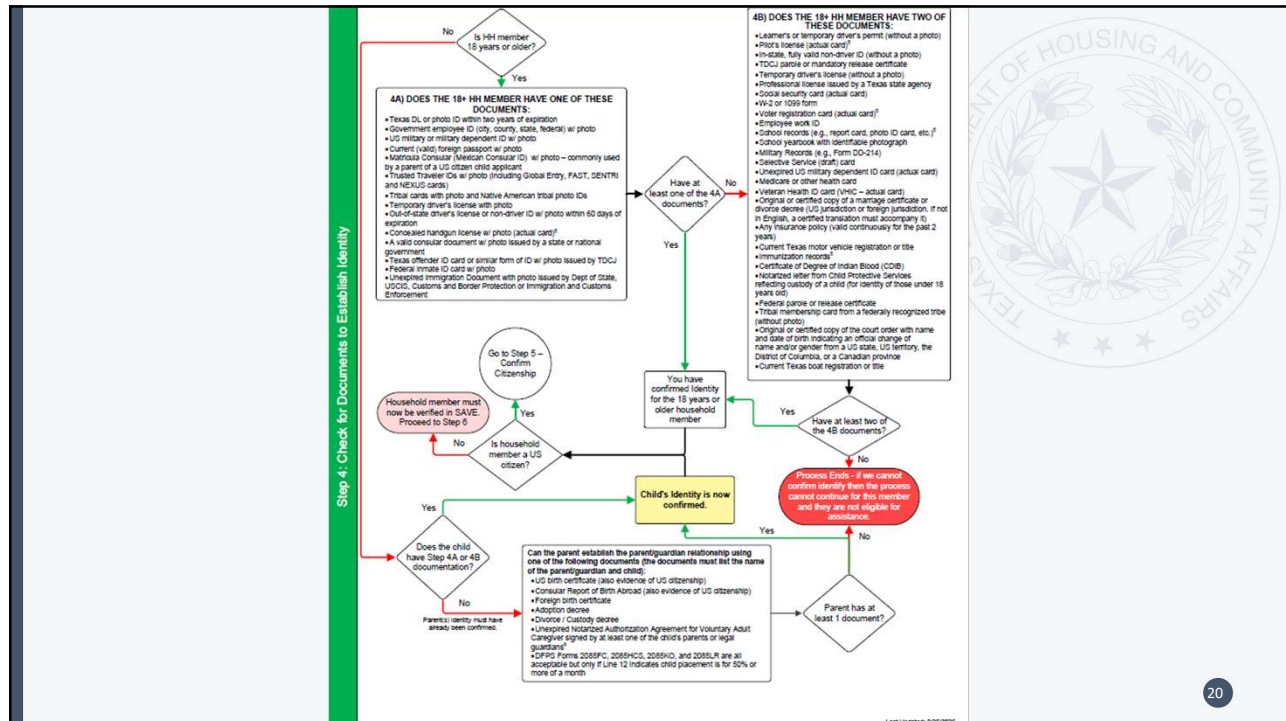
- VAWA covers the entire household even if only one member is certified as being a victim of VAWA abuse/violence.
- Victims must still be checked for Identity, but not legal status.
- Documentation as a Victim of VAWA abuse/violence?
 1. Request documentation showing that the applicant is a victim.
 2. Must request in writing and give the applicant at least 14 business days to respond.
 3. Information must be kept confidential in a file.
 4. HUD's VAWA Information page: <https://www.hud.gov/vawa#close>
 5. HUD's Notice of Occupancy Rights under VAWA ([Form HUD 5380](#))
 6. Documentation may be in the form of any of the following:
 - a) A self-certification form ([Form HUD 5382](#)) which subrecipient must provide to the applicant for the applicant to fill out;
 - b) A statement from a victim/survivor's service provider attorney, mental health professional or medical professional who has helped address the applicant's incidents of VAWA violence/abuse. The professional must state "under penalty of perjury" that he/she believes the incidents of VAWA violence/abuse are real and covered by VAWA. Must be signed by the applicant and the professional;
 - c) A police, administrative, or court record (i.e., protective order) that shows the applicant is a victim of VAWA abuse/violence; or
 - d) [USCIS Form I-360 VAWA Self-Petition](#)

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Step 5: Check for Documents that Establish US Citizenship for Adult and Child Members

DOES THE HOUSEHOLD MEMBER HAVE ONE OF THESE DOCUMENTS:

- Certified Long Form Birth Certificate indicating birth in a US State, Commonwealth or Territory²
- Original or Certified Copy of a Birth Certificate or Birth Record (including birth certificate card) issued by a State Bureau of Vital Statistics or equivalent agency from a US state or local government, a US Territory or the District of Columbia
- Original or Certified Copy of the Consular Report of Birth Abroad or Certificate of Birth (US Dept. of State Certificate of Birth Abroad Issued to US Citizens born abroad (Form FS-240, DS-1350, or FS-545)
- If under 18 years of age, acknowledgement of paternity or Certificate of Paternity registry from State Bureau of Vital Statistics and Certified Copy of Correcting a Birth Certificate Form
- Official adoption decree that lists the individual's place of birth in a US state, a US territory, or the District of Columbia
- Military record that lists the individual's place of birth in a US state, a US territory, or the District of Columbia

Have at least 1 document?

Yes

No

Household Member is Eligible -
Document results on Household Status Verification (HSV) form in file. No further documentation or checking required for this household member. Proceed to next household member. Proceed with intake process and determine eligibility for program assistance.

DOES THE HOUSEHOLD MEMBER HAVE TWO OF THESE DOCUMENTS:

- Hospital birth certificate (often shows baby's footprints)¹
- US Census record³
- Early school records³
- Doctor's records of post-natal care³
- US Baptism Certificate³
- Family bible record³
- Form DS-10: Birth Affidavit⁴
- Birth Facts form given from hospital

Have at least 2 documents?

Yes

No

Citizenship has not been established, HH member must now be verified in SAVE. Proceed to Step 6.

Last Updated: 8/25/2026

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Step 6: Check Household Member in SAVE

Was Household verified in SAVE as Qualified or Unqualified?

Qualified

Unqualified

Household member is not qualified to receive assistance. Document results on Household Status Verification (HSV) form and place SAVE response in file. Proceed to remaining household members. Owner/Subrecipient/Administrator must inform household of their appeal rights.

Household Member is Eligible -
Document results on Household Status Verification (HSV) form and place SAVE response in file. Proceed to other household members. Proceed with intake process and determine eligibility for program assistance.

Last Updated: 8/25/2026

1. Populations that are documented by the Administrator, Subrecipient, or Owner as covered by the Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVPSA) are exempt.
 2. Puerto Rico, US Virgin Islands, American Samoa (including the Swains Islands), Guam, Panama Canal Zone between Feb 26, 1904 – Oct 1, 1970 (if at least 1 parent was a US Citizen), Commonwealth of Northern Mariana Islands after Nov 3, 1986, the Philippines before July 4, 1946.
 3. Early public or private documents are documents that were created and/or issued early in the applicant's life, preferably in the first five years.
 4. Available from the US Department of State's website at <http://eforms.state.gov>
 5. Document must be issued by an institution, entity or government agency from a US state, a US territory, the District of Columbia, or a Canadian province.
 6. Available from the Texas Dept. of Family and Protective Services website at https://www.dfps.texas.gov/site_map/forms.asp
- *For HHSP and ESG, activities that do not provide direct housing or financial assistance (e.g., Emergency Shelter, case management, Street Outreach, in-kind disaster relief) are exempt from PRWORA.

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Online Tool for Confirming US Citizenship and Determining Legal Status

1. An online tool modeled after the Flowchart
2. Found on TDHCA's website at <https://www.tdhca.texas.gov/prwora-save>
3. Helps navigate documentation step-by-step
4. Outputs a PDF version of the Household Status Verification (HSV) form with key data filled in
5. YouTube videos tailored to Single Family with Ownership Interest (<https://youtu.be/8zu6Sm8CgyU>) and All Other Single Family Programs (https://youtu.be/3wFctic_YJg?si=RrM2vNGZb-OiDzF7)

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Myths

- Social Security and Medicare Benefits confirm U.S. Citizenship.
 - not true
- Driver's licenses (including Real ID) confirm U.S. Citizenship.
 - not true
- SAVE is used to share information to other agencies for administrative immigration enforcement purposes.
 - not true
- All immigrants are unqualified for public benefits.
 - not true
- DACA and students with Student Visas are qualified to receive public benefits.
 - not true
- Voter registration cards confirm U.S. Citizenship.
 - not true

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SAVE Case Creation

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Options for Case Creation

There are two ways to create a case in SAVE:

- ☆ **Individually:** Select “Create New Case” to create one case in SAVE.
- OR**
- ☆ **Bulk:** Select “Bulk Uploader” to create multiple cases in SAVE through an import process.



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Individual Case Creation

How to create a case individually:

- ☆ Enter the applicant's information from the documents presented to you. Required information is marked with a red asterisk:
 - First Name
 - Last Name
 - Date of Birth
- ☆ Enter at least one unique numeric identifier. (Select the “?” icon for information about the identifier.)
- ☆ Providing more than one numeric identifier increases the likelihood that SAVE will provide an immigration status response at initial verification.

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Individual Case Creation – Select the Benefit

- Select the benefit “*Housing Assistance*” or “*Rent Assistance*”.
- Select any additional pieces of information needed to continue with verification.
- In some cases, SAVE may require a document upload of the applicant’s immigration documentation.

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Individual Case Creation - Review Case Details

- ☆ Before Initiating Verification, double check the data to ensure everything was entered properly.
- ☆ Everything matches – click “Initiate Verification”
- ☆ Changes Needed – click “Go Back”

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Individual Case Creation - Photo Match

- ☆ Depending upon the information USCIS has about the applicant, a photo might be displayed.
- ☆ Compare the photo displayed in SAVE to the photo in the document provided by the applicant. Make a confirmation using the following options:

If you selected...	SAVE will respond with...
Yes, this photo matches	Initial Verification Response
No, this photo does not match	Institute Additional Verification
No photo displayed	Initial Verification Response

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SAVE Response

- Once a case is submitted, SAVE electronically compares the info submitted against federal records available to SAVE to return a response.
- Responses vary.
- Screenshot, PDF, or printout of SAVE Response must be saved for each Alien, Qualified or Unqualified, verified through SAVE. To be monitored by Compliance.

1 Case Creation 2 Photo Match 3 Additional Verification 4 Case Result 5 Case Closure

SAVE Response

✓ **Applicant Status:** Lawful Permanent Resident - Employment Authorized

The applicant is a non-national of the U.S. who has been granted authorization to live and work in the United States permanently as an immigrant. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. Follow your agency's policy when determining whether this applicant is eligible for benefits.

1 Case Creation 2 Photo Match 3 Additional Verification 4 Case Result 5 Case Closure

SAVE Response

⚠ **Institute Additional Verification**

SAVE was unable to verify the applicant's status on electronic initial verification. There may have been an issue electronically locating the records or additional verification may be required due to conflicting data or the nature of the applicant's status. This is not a final response and should not be used to determine benefit eligibility. Please Institute Additional Verification so SAVE can conduct more research and return the correct status.

For questions, contact SAVE Customer Support: 877-469-2563 or SAVE.help@uscis.dhs.gov

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Qualified vs. Unqualified

- Responses vary and must be translated into Qualified vs. Unqualified
- Refer to the SAVE response table found at <https://www.tdhca.texas.gov/prwora-save>
- Can be one of three categories:
 - Qualified
 - Unqualified
 - More Info Required = Unqualified

This table assists in determining whether a household member is Qualified or Unqualified for PRWORA purposes. The results seen in the SAVE System are reflected in the "SAVE RESPONSE" column. To the right will indicate if that household member is in fact Qualified, Unqualified, or if more information is required, which will mean the household member is Unqualified until the information gets provided and supports a Qualified Status.

	SAVE RESPONSE	QUALIFIED or UNQUALIFIED for PRWORA
1	UNITED STATES CITIZEN	QUALIFIED
2	LAWFUL PERMANENT RESIDENT (LPR) - EMPLOYMENT AUTHORIZED	QUALIFIED
3	TEMPORARY EMPLOYMENT AUTHORIZED	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
4	VERIFICATION IN PROCESS	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
5	APPLICATION PENDING - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
6	CONDITIONAL RESIDENT - EMPLOYMENT AUTHORIZED	QUALIFIED
7	CONDITIONAL RESIDENT	QUALIFIED
8	NON-IMMIGRANT - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
9	NON-IMMIGRANT	UNQUALIFIED
10	NON-IMMIGRANT - EMPLOYMENT AUTHORIZED CNMI ONLY	UNQUALIFIED
11	STUDENT STATUS TEMPORARY AUTHORIZED	UNQUALIFIED
12	IF PRINCIPAL - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
13	IF PRINCIPAL OR SPOUSE - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
14	ASYLEE - EMPLOYMENT AUTHORIZED	QUALIFIED
15	REFUGEE - EMPLOYMENT AUTHORIZED	QUALIFIED
16	PAROLEE	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
17	TEMPORARY RESIDENT - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
18	FAMILY UNITY - TEMPORARY EMPLOYMENT AUTHORIZED	QUALIFIED
19	DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) - EMPLOYMENT AUTHORIZED	UNQUALIFIED
20	TEMPORARY PROTECTED STATUS (TPS) - EMPLOYMENT AUTHORIZED	UNQUALIFIED
21	APPLICATION PENDING (I-901-485 ADJUSTMENT OF STATUS) - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
22	APPLICATION PENDING (I-901-589 ASYLUM) - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
23	AMERICAN INDIAN BORN IN CANADA	QUALIFIED
24	UNABLE TO PROCESS	MORE INFO REQUIRED. UNQUALIFIED UNTIL THIS OCCURS.
25	LAWFUL PERMANENT RESIDENT (LPR) - EMPLOYMENT AUTHORIZED INDEFINITELY	QUALIFIED
26	APPLICATION PENDING	UNQUALIFIED
27	APPLICATION PENDING - NOT TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
28	PAROLEE INDEFINITE - NOT TEMPORARY EMPLOYMENT AUTHORIZED	QUALIFIED

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SAVE Response Examples

Case Result | Case Status: Status Returned

SAVE
SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Application Pending (asylum) - Temp Emp Auth
The applicant is not a citizen or national of the U.S. and has filed a Form I-589 application for asylum, but a decision on the application has not yet been made. This response also indicates that SAVE verified the applicant has a valid EAD. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. You will need to follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response Details	Agency Submitted Details
Case Verification Number: 00265110526 Class of Admission (COA) Code: AO Country of Birth: CUB - CUBA Employment Authorization Document (EAD) Expiration Date: 11/06/2029 Provision of Law Code: C08	Full Name: Nailant Date of Birth: 220543 Alien Number: 03/25/2026 Initiated By: RUBEF243 Point of Contact Name: Point of Contact Phone Number: (Requested Benefits: Energy Assistance Attached Document: No

UNQUALIFIED

22 APPLICATION PENDING (FORM I-589 ASYLUM) - TEMPORARY EMPLOYMENT AUTHORIZED UNQUALIFIED

Case Result | Case Status: Status Returned

SAVE
SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: United States Citizen
Applicant has a record of naturalized or derived citizenship with USCIS, usually documented by a Certificate of Naturalization or Certificate of Citizenship. See the [Guide to Understanding SAVE Verification Responses](#) for additional information.

SAVE Response Details	Agency Submitted Details
Case Verification Number: 0025237201611VR Class of Admission (COA) Code: USC Country of Birth: MEX - MEXICO Date Admitted To: INDEFINITE	Full Name: Karla V Date of Birth: 09/21/ Naturalization/Citizenship Number: A15686017 Initiated By: 06/25/2025 Initiated By: OGUT9032 Point of Contact Name: Point of Contact Phone Number: Requested Benefits: Energy Assistance Attached Document: No

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services
Accessibility: Browser Support Plug-ins Site Map V37.1 ICA V30 ICA - Draft

QUALIFIED

1 UNITED STATES CITIZEN QUALIFIED 33

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SAVE Response Examples

Case Result | Case Status: Status Returned

SAVE
SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Lawful Permanent Resident - Employment Authorized
The applicant is a non national of the U.S. who has been granted authorization to live and work in the United States permanently as an immigrant. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. Follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response Details	Agency Submitted Details
Case Verification Number: 0026022215688TY Class of Admission (COA) Code: IR1 Country of Birth: MEX - MEXICO Date Admitted To: INDEFINITE	Full Name: AURORA Date of Birth: / Alien Number: 063573778 Initiated On: 01/22/2026 Initiated By: CGART212 Point of Contact Name: Point of Contact Phone Number: Requested Benefits: Energy Assistance Attached Document: No

QUALIFIED

2 LAWFUL PERMANENT RESIDENT (LPR) - EMPLOYMENT AUTHORIZED QUALIFIED

Case Result | Case Status: Status Returned

SAVE
SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Deferred Action - Temporary Employment Authorized

SAVE Response Details	Agency Submitted Details
Case Verification Number: 00264745087755Q Employment Authorization Document (EAD) Expiration Date: 11/24/2029 Provision of Law Code: C14	Full Name: ALICIA Date of Birth: 06/23/1967 Alien Number: 206870244 Initiated On: 03/05/2026 Initiated By: EGAR9846 Point of Contact Name: Emilio Garza Point of Contact Phone Number: (512) 854-5025 Requested Benefits: Energy Assistance Attached Document: No

UNQUALIFIED

40 DEFERRED ACTION STATUS (DAS) - TEMPORARY EMPLOYMENT AUTHORIZED UNQUALIFIED 34

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Household Status Verification Form

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for CA & SFHP programs



The program for which you are applying requires verification that you are a U.S. citizen, U.S. national, or qualified alien of the United States. Documentation of your status is required. The Systematic Alien Verification for Entitlements (SAVE) System is used to verify the status of non-citizens.

Household Status Verification Form

Every file must have this form completed for each applicant.

Household Member Name	Identification Documentation Provided	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Citizenship Documentation Provided	Qualified Alien (Yes/No)	SAVE Response
Gavin Reid	US Passport	Yes	US Passport		NA
Laura Simmons-Gilmore	TX Driver's License	Yes	Birth Certificate		NA
Chad Landry	Current Mexico Passport w/ photo	No	NA	Yes	Lawful Permanent Resident - Employment Authorized
Dana Garrett	Federal Inmate ID card w/ photo	No	NA	Yes	Asylee-Employment Authorized
Abigail Versyp	Unexpired I-765 Employment Authorization	No	NA	Yes	Conditional Resident-Employment Authorized
Brooke Boston	GA Driver's License	No	NA	No	Non-Immigrant
Bobby Wilkinson	TX Temporary Driver's License with photo	No	NA	No	Application Pending

To add additional household members, use another copy of this form.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Gavin Reid	9/10/26
Applicant's Signature	Date
John Smith	John Smith
Signature of staff certifying they verified the above documents	Print Staff Name
	Date

8/3/2026

<https://www.tdhca.texas.gov/prwora-save>

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In Review... for the File

- Household Status Verification Form for **ALL Household Members**.
- SAVE Response for each Qualified or Unqualified Alien (if necessary).

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for CA & SFHP programs

The program for which you are applying requires verification that you are a U.S. citizen, U.S. national, or qualified alien of the United States. Documentation of your status is required. The Systematic Alien Verification for Entitlements (SAVE) System is used to verify the status of non-citizens.

Household Member Name	Identification Documentation Provided	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Citizenship Documentation Provided	Qualified Alien (Yes/No)	SAVE Response
Gavin Reid	US Passport	Yes	US Passport		NA
Laura Simmons-Gilmore	TX Driver's License	Yes	Birth Certificate		NA
Chad Landry	Current Mexico Passport w/ photo	No	NA	Yes	Lawful Permanent Resident - Employment Authorized
Dana Garrett	Federal Inmate ID card w/ photo	No	NA	Yes	Asylee-Employment Authorized
Abigail Versyp	Unexpired I-765 Employment Authorization	No	NA	Yes	Conditional Resident-Employment Authorized
Brooke Boston	GA Driver's License	No	NA	No	Non-Immigrant
Bobby Wilkinson	TX Temporary Driver's License with photo	No	NA	No	Application Pending

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Gavin Reid	9/10/26
Applicant's Signature	Date
John Smith	John Smith
Signature of staff certifying they verified the above documents	Print Staff Name
	Date

8/3/2026

1 Case Creation 2 Photo Match 3 Additional Verification 4 Case Result 5 Case Closure

SAVE Response

Applicant Status: Lawful Permanent Resident - Employment Authorized

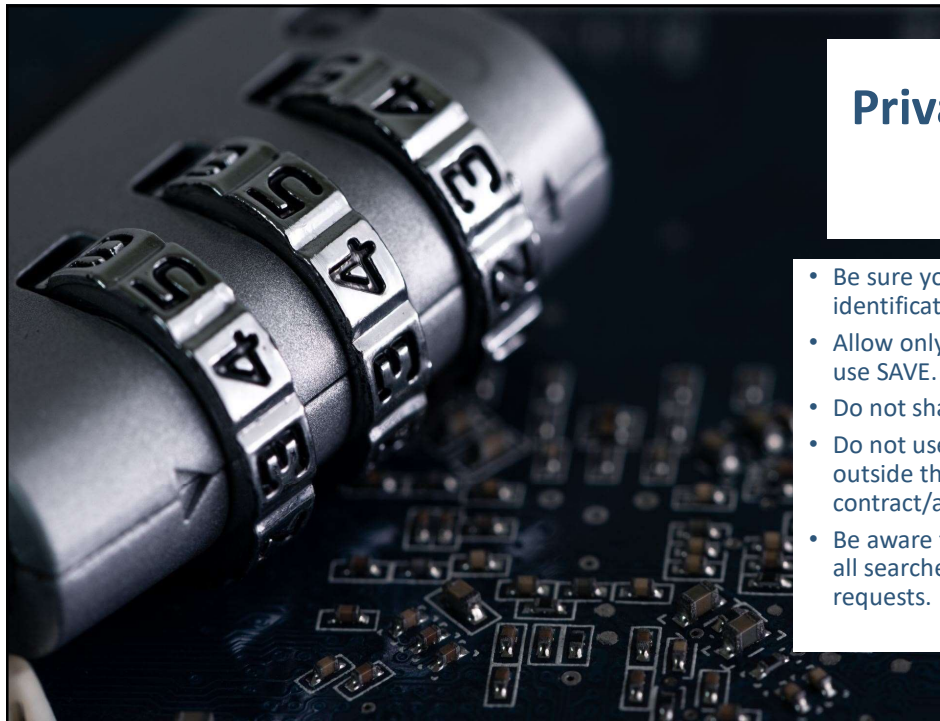
The applicant is a non-national of the U.S. who has been granted authorization to live and work in the United States permanently as an immigrant. See the Guide to Understanding SAVE Verification Responses for additional information. Follow your agency's policy when determining whether this applicant is eligible for benefits.

SAVE Response

Institute Additional Verifications

SAVE was unable to verify the applicant's status on electronic initial verification. There may have been an issue electronically locating the records or additional verification may be required due to conflicting data on the nature of the applicant's status. This is not a final response and should not be used to determine benefit eligibility. Please Institute Additional Verification so SAVE can conduct more research and return the correct status.

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Privacy Steps To Take:

- Be sure you are not storing applicant identification records.
- Allow only authorized employees to use SAVE.
- Do not share passwords.
- Do not use SAVE for any purpose outside the scope of contract/agreement.
- Be aware that USCIS keeps records on all searches and additional verification requests.

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SAVE User and Case Management:

- Delete Supervisors and Users who no longer need access.
- Close cases that are no longer needed.
- Promptly take action on cases requiring additional verification (when required).
- Double check the data you input into SAVE (i.e., USCIS #).
- Email save.help@uscis.dhs.gov for questions.

Your agency has a user account(s) which are not current. SAVE automatically deactivates and deletes user accounts based on the following timeline:

- After 240 days of inactivity – SAVE sends an Initial Deactivation Warning email.
- After 263 days of inactivity – SAVE sends a Final Deactivation Warning email.
- After 270 days of inactivity – SAVE user account is deactivated.
- After 550 days of inactivity – SAVE user account is deleted.

Your SAVE account has an open case that requires further action.

• 0026055190645YQ

Verification_Username	Verification_Number
YTER4485	0025295133133VV
ISAL1192	0025289143436TT
ICAN8415	0025363171598SN
CPHA0304	0026016162795UN
ESTE0508	0026044152636VT
YLOZ0626	0025357203264QY
YTER4485	0025295133234WX
LFAN6332	0025293204634TS
GGON3280	0025303210116SR
AENR2846	0025283192386UX
ABAL2581	0025314224193NN
JWESB341	0026027175087KU
MFIE7756	0025296164512YW
JWESB341	0026021171329UT
FRAME638	0025329165071UZ
ASIN3992	0025304172981ZT
KMAR1572	0025293224848RP
KDUN6989	0025303152036TW
JWESB341	0026027151185PY
JWESB341	0025307213966NX
UHAR1933	002539221227YN
JARI5489	0026095164329QS
DBRO3489	0025296162086TN
JARI5489	0026037211165NU
ISAL1192	0025289143234RW
JWESB341	0025304152895YY
JARI5489	0025323231281US
LGIL4061	0026022145947SN
ESTE0508	0025303211386SS
RGAR2543	0025309161713VS
LFAN6332	0025310160896RT
LFAN6332	0025293204430YS
DRAM3328	0025293134800RN
CPHA0304	0025308202945XU

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SAVE Resources



The USCIS website offers information about SAVE
<https://www.uscis.gov/save/about-save/about-save>

For questions, contact SAVE Customer Support:
 877-469-2563 or SAVE.help@uscis.dhs.gov

You can download posters and forms at:
<https://www.tdhca.texas.gov/prwora-save>

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Posters provided on TDHCA Website

THIS AGENCY USES

SAVE™

This agency may use SAVE to verify your United States citizenship or immigration status.

If you are an alien or a naturalized or derived citizen, this agency may check your immigration status using SAVE before granting you a public benefit.

SAVE is an online service administered by U.S. Citizenship and Immigration Services, an agency within the Department of Homeland Security.

SAVE helps us check YOUR status as WE determine your eligibility for benefits. SAVE does not decide whether you are eligible for a specific benefit. We do!

 U.S. Citizenship and Immigration Services

Learn more about SAVE at www.uscis.gov/SAVE.

ESTA AGENCIA UTILIZA

SAVE™

Esta agencia puede usar SAVE, la Verificación Electrónica de Estatus de Inmigración para verificar su ciudadanía o estatus de inmigración en Estados Unidos.

Si usted es extranjero o ciudadano naturalizado o por derivación, esta agencia podría verificar su estatus migratorio mediante SAVE antes de otorgarle un beneficio público.

SAVE es un servicio en línea administrado por el Servicio de Ciudadanía e Inmigración de los EE. UU., una agencia del Departamento de Seguridad Nacional.

SAVE nos ayuda a verificar SU estatus mientras NOSOTROS determinamos si usted reúne los requisitos para recibir beneficios. SAVE no decide si usted es elegible para un beneficio específico. ¡Nosotros sí!

 U.S. Citizenship and Immigration Services

Learn more about SAVE at www.uscis.gov/SAVE.

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PRWORA/SAVE Webpage

<https://www.tdhca.texas.gov/prwora-save>



Texas Department of Housing and
Community Affairs

Programs

Services

Agency Information

Board

Help for Texans

Manufactured Housing

PRWORA-SAVE

If you or someone you know is in need of assistance, please visit our Help for Texans Page.

Help for Texans

Information on this page provides guidance, forms and tools necessary for the implementation of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and the use of the Systematic Alien Verification for Entitlements (SAVE) system across applicable programs at TDHCA.

Guidance, Forms and Tools

- [SAVE Supervisor Account Request Form](#)
- [Flowchart for Confirming US Citizenship and Determining Legal Status](#)
- [Online Tool for Confirming US Citizenship and Determining Legal Status](#)
- [Multifamily - Trainee Video - Online Tool for Confirming US Citizenship and Determining Legal Status](#)
- [SAVE Responses](#)
- [Guide to Understanding SAVE Verification Responses](#)
- [HIV Form - CAA, SEHP](#)
- [HIV Form - Multifamily](#)
- [Attestation Form](#)
- [FAQs](#)
- [SAVE Poster for Agencies - English & Spanish](#)
- [SAVE Poster for Properties - English & Spanish](#)
- [August 5, 2026, PRWORA/SAVE Implementation for HOME, HOME ARP Rental, and NHTF Multifamily Properties](#)
- [Slides used for August 5, 2026, PRWORA/SAVE Implementation for HOME, HOME ARP Rental, and NHTF Multifamily Properties](#)
- [For CEAPICSBG WAP only: Supervisor User to SAVE](#)

Important SAVE Links at USCIS.gov

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Compliance

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Noncompliance with PRWORA/SAVE

Potential debarment for the following noncompliance:

- Failure to sign any applicable PRWORA Agreement, SAVE Legal Agreement, or Contract Amendment
- Repeated noncompliance with the PRWORA provisions in the Agreement or Contract Amendment will cause referral for debarment
- Subrecipients who defer to Consultants or Contractors and don't adequately supervise their PRWORA/SAVE practices take on risk. Consequences are for the Subrecipient, not others.
- Rule (10 TAC §2.302 & §2.401) effective July 29th



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Single Family Programs & PRWORA-SAVE



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Applicability of PRWORA

- This rule is effective April 1, 2026 and immediately enacted for any Activity setups submitted after September 10, 2026 PRWORA Training, as subject to the Rule
- Applies to both current and future Single Family Program Administrators for their state and federal affordability periods, including:
 - HOME Programs:
 - Contract for Deed (CFD)
 - Homebuyer Assistance with New Construction (HANC)
 - Homeowner Reconstruction Assistance (HRA)
 - Single Family Development (SFD)
 - Tenant-Based Rental Assistance (TBRA)
 - Housing Trust Fund Programs:
 - Amy Young Barrier Removal Program (AYBRP)
 - Texas Bootstrap Loan Program
 - Community Development Block Grant (CDBG) Program:
 - Colonia Self-Help Center Program (CSHC)
- Households covered by the Violence Against Women Act (VAWA) or the Family Violence Prevention and Services Act (FVPSA) are exempt from having verification under this rule performed

10 TAC 1.410 (c)(2); (e)(3)

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Implementation of PRWORA

- Administrators must confirm qualified legal status for:
 - TBRA and AYBRP (rental unit) – all Household members including children
 - Single Family Programs – Household members that have or will have ownership interest
 - AYBRP (owner unit)
 - Colonia Self-Help Center (CSHC)
 - Construction Projects – Household members that have or will have ownership interest
 - General Public Service Projects are exempt from this PRWORA requirement
- After initial verification has occurred:
 - For **citizens**: no further information is required at annual recertification and/or revision.
 - For **noncitizens**: the household member must be reconfirmed at time of recertification and/or revision.
- Administrator must use the results of the verification in determining household eligibility.

10 TAC 1.410 (e)(1); (f)(1); (h)
10 TAC 20.4

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Verification Process of PRWORA

PRWORA provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

- Administrators must verify U.S. Citizen, U.S. National, or Qualified Alien status (legal status) for all:
 - Household members, including children, for TBRA assisted activities and AYBRP rental units
 - Household members who have or will have ownership interest in the assisted housing upon completion of the activity
- Administrators must **first** attempt to verify the legal status:
 - Review documentation and follow the flowchart provided by the Department.

10 TAC 1.410 (a)

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Verification Process of PRWORA

- If the Administrator is unable to verify legal status through documentation and by following the flowchart, the Administrator must then complete verification through SAVE by being granted access through the Department:
 - Nonprofit Charitable Organizations must select from 3 options
 - Public Organizations are required to conduct verification
 - Colonia Self-Help Centers are contracted with Units of General Local Government, and the UGLG will designate county representative(s) on designating SAVE access.
- All Administrators must execute an agreement with the Department and, if Administrator doesn't already have a SAVE account, designate a staff member to be granted access to the SAVE system

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Identifying Administrators

- Nonprofit Charitable Organizations are entities that are organized and operated for purposes other than making gains or profits for the organization, its members or its shareholders, and is precluded from distributing any gains or profits to its members or shareholders; and is organized and operated for charitable purposes.
- Public Organizations are entities that are a Unit of Government or an organization established by a Unit of Government.

10 TAC 1.410 (b) (3) and (4)

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SAVE Option Selection and User Designation Form for Nonprofit Charitable Organizations

- Nonprofit Administrators will be required to select one Option for verification and identify a staff member who will conduct SAVE verifications

SAVE Option Selection and User Designation Form - Nonprofits

Pursuant to 10 TAC §1.410 Determination of Alien Status for Program Beneficiaries, Contracts administered through the Single Family and Homeless Division are subject to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) which provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

Please select one of the three options below to ensure compliance with PRWORA and §10 TAC 1.410 (Determination of Alien Status for Program Beneficiaries) and provide the corresponding information below the option chosen. Refer to the attached Options Information Sheet for a detailed description of each option.

Subrecipient Name:

☐ **Option 1. Subrecipient Full Verification**
 Subrecipient elects to perform the verifications through SAVE; Subrecipient access to SAVE is enabled through the Department's access. This is the recommended method for verification of legal status. It is the most efficient method, creates the least delay in providing services to clients, reduces risk of sensitive information storage, and reduces work for Subrecipient staff.

☐ This organization already has a SAVE Account which we currently use to run SAVE verifications and therefore do not need TDHCA to register us for another SAVE account.
 OR
☐ This organization needs TDHCA to grant us access to SAVE. Please grant the individual below access to a SAVE account as a SAVE Supervisor:

First Name: Last Name:
 Phone #: Email:

☐ **Option 2. Subrecipient Review and Transmittal: Department Performs SAVE Status Check**
 The Subrecipient performs the initial check for and confirmation of identity and the first steps of verification. Only when reaching the point at which a SAVE verification would be required, will it be necessary for the documentation to be transmitted to the Department for SAVE verification. This option is the least efficient method, which creates the most work for subrecipient staff and creates the most delay in providing services to clients.

List name(s) of staff member(s) to be granted access to Serv-U (the Department's electronic delivery system) and transmit/receive documents to/from the Department:
 First Name: Last Name:
 Phone #: Email:

☐ **Option 3. Procured or Subgranted Provider.**
 The Subrecipient will procure or subgrant (to the extent allowed by the Contract's funding source) an eligible qualified organization to perform such verifications on their behalf, subject to Department approval.

Authorized Signature: Date:

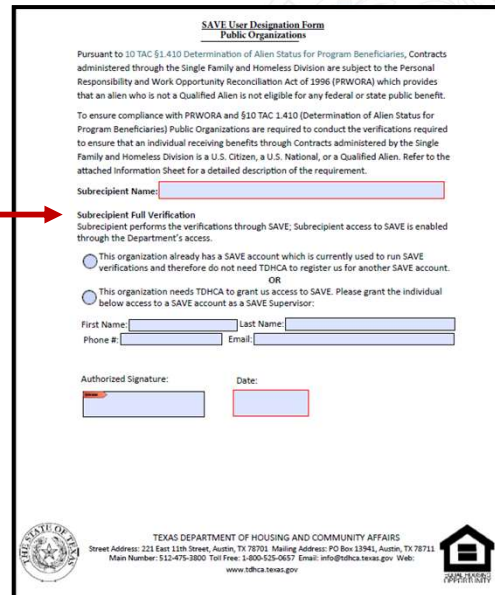
10 TAC 1.410 (f)(3)(E)

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SAVE User Designation Form for Public Organizations

- Public Organizations have *only* Option 1 and are required to perform the SAVE verifications



SAVE User Designation Form
Public Organizations

Pursuant to 10 TAC §1.410 Determination of Alien Status for Program Beneficiaries, Contracts administered through the Single Family and Homeless Division are subject to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) which provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

To ensure compliance with PRWORA and §10 TAC 1.410 (Determination of Alien Status for Program Beneficiaries) Public Organizations are required to conduct the verifications required to ensure that an individual receiving benefits through Contracts administered by the Single Family and Homeless Division is a U.S. Citizen, a U.S. National, or a Qualified Alien. Refer to the attached Information Sheet for a detailed description of the requirement.

Subrecipient Name:

Subrecipient Full Verification
Subrecipient performs the verifications through SAVE. Subrecipient access to SAVE is enabled through the Department's access.

☐ This organization already has a SAVE account which is currently used to run SAVE verifications and therefore do not need TDHCA to register us for another SAVE account.
OR
☐ This organization needs TDHCA to grant us access to SAVE. Please grant the individual below access to a SAVE account as a SAVE supervisor:

First Name: Last Name:
Phone #: Email:

Authorized Signature: Date:

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711
Main Number: 512-475-2800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov

10 TAC 1.410 (f)(2)

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Household Setup Packet Requirement

Documents required to be uploaded as a complete Setup Packet include:

1. Household Status Verification Form
2. SAVE Response as applicable

For CSHC activities, verification documents will be included in activity Draw Packets.

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Calculation for Households with Combination Status

TBRA Activities may have a Household with combination status of both Qualified and Unqualified Status of household members:

- Each Household member must be evaluated prior to submission of the activity.
- Assistance for mixed status Households must be prorated based on the fraction below:

$$\text{Calculation:} \quad \text{Rental Subsidy} \times \frac{\text{\# of eligible HH members}}{\text{total \# of people in HH}}$$

10 TAC 20.4 (c)(1); 24 CFR 5.520 (c)(2)

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Example Calculation for Households with Combination Status

TBRA Activities may have a Household with combination status of both Qualified and Unqualified Status of household members:

- The Smith household has applied for TBRA assistance and are eligible based on their combined gross annual income being at 63% AMFI. John and Johanna are a married couple with two children, David and Hannah, and Johanna's elderly father, Hans, lives with them. Upon verification of each household member, it is determined that John, Johanna, David, and Hannah have qualified status, while Hans has unqualified status.

$$\text{Prorated Calculation:} \quad \underset{\text{(Rental Subsidy)}}{\$1,150} \times \frac{\underset{\text{(Total \# HH Members)}}{4}}{\underset{\text{(Total \# HH Members)}}{5}} = \underset{\text{(Prorated Rental Subsidy)}}{\$920}$$

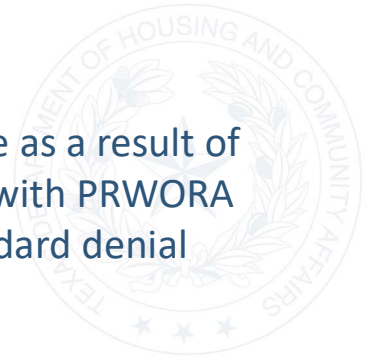
10 TAC 20.4 (c)(1); 24 CFR 5.520 (c)(2)

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Denials of Assistance

In cases where Households are denied assistance as a result of determination of ineligibility and in compliance with PRWORA regulations, Administrators will follow their standard denial process as written in their Program Design.



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Time for
Questions



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Implementing PRWORA for Single Family Programs

Dana Garrett, Single Family Programs Training and
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Gavin Reid, Compliance Eligibility Manager

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Chad Landry, Manager of Single Family Programs

Chad.Landry@TDHCA.TEXAS.GOV

(512) 475-2135

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

221 EAST 11TH STREET, AUSTIN, TEXAS 78701

PO BOX 13941, AUSTIN, TEXAS 78711

(512) 475-3800 OR (800) 525-0657

RELAY TEXAS (TDD) (800) 735-2989 OR 7-1-1 (VOICE)

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