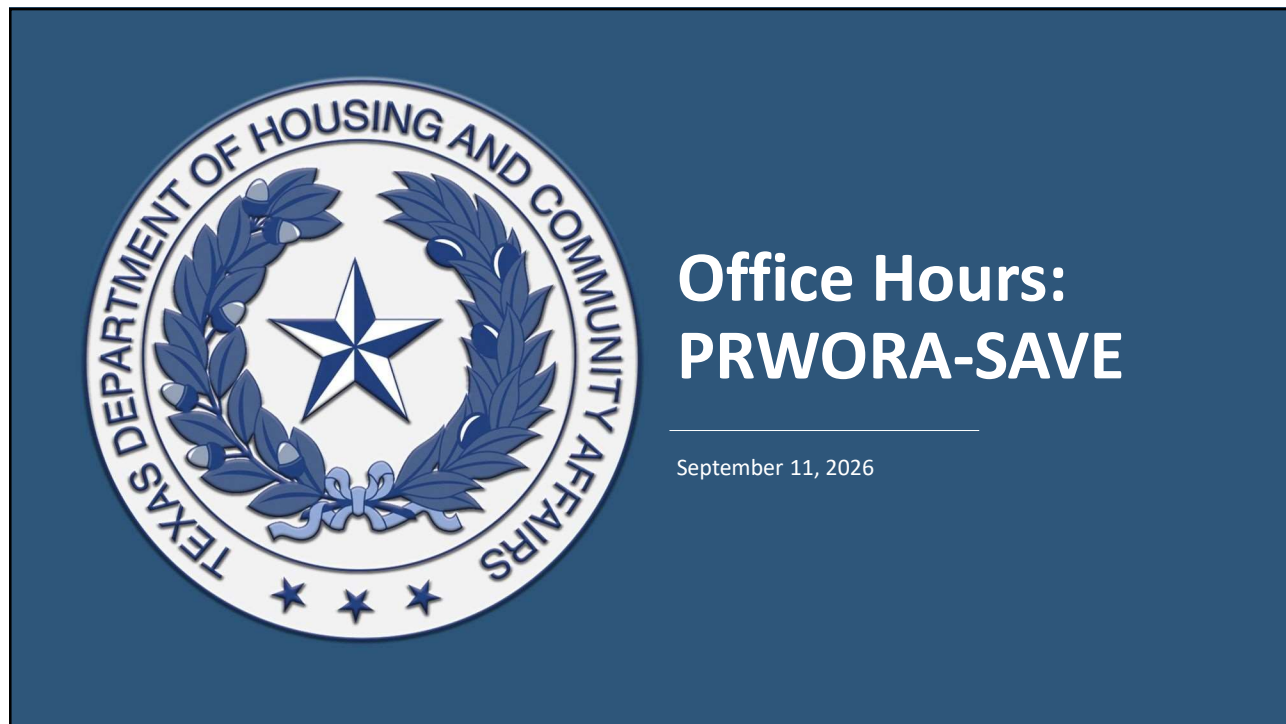




1

Contact Information

Mailing Address:

TDHCA
PO Box 13941
Austin, TX 78711-3941

Physical Address:

TDHCA
221 East 11th Street
Austin, TX 78701

Website: <https://www.tdhca.texas.gov>

Email: multifamilycompliance@tdhca.texas.gov

Division Phone Number: (512) 305-8869
or (800) 525-0657 (toll free in Texas only)

2

2

Announcements

Schedule:

- The webinar and open forum will run from 9:00 am until approximately 11:00 am
- Staff will be present to answer any questions

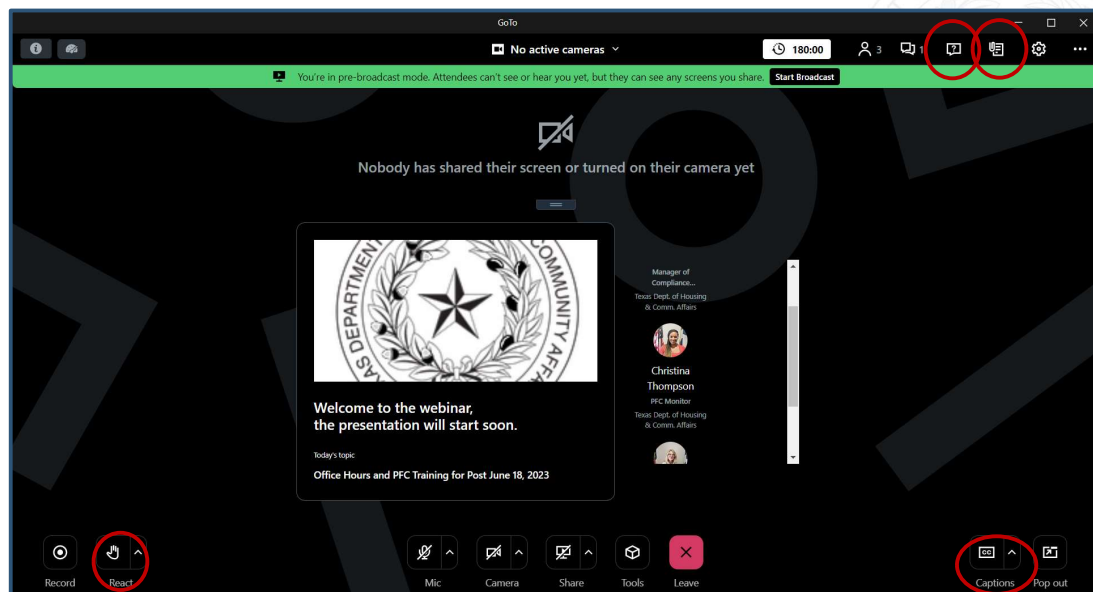
Housekeeping:

- **Certificates will not be issued** but you will receive an email confirming your attendance, usually within 24-hours in an email from the GoTo Platform, please check your “junk” folders as we cannot reissue these emails
 - If you did not use your emailed link for the training from your registration you will not receive a follow-up email or show as having attended the webinar
- We suggest you silence your phones and put an “out of office” email response to help avoid distractions during the training
- Please pose questions and comments to the “Questions Box”

3

3

GoTo Meeting Platform



4

4

If You or Your Tenants Need Housing Assistance:

If you need housing assistance, such as rental assistance, utility assistance or finding affordable apartments, please contact:

Phone: (800) 525-0657

Email: info@tdhca.texas.gov

Or visit Help For Texans:

<https://www.tdhca.texas.gov/help-for-texans>



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Office Hours: Remainder of 2026

- At this time, there are no office hours planned for October or December.
- We plan to have office hours in November to discuss 811 changes; however, this is a moving target and may be moved to the new year.
- We will be recording our podcast, Coffee Chat, monthly and posting to the website and YouTube channel.
- Office hours will be offered on a quarterly basis in 2027, but we will have more sessions of our podcast, so you will not miss us too much!

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6



Resources

7

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General Resources

- **Housing and Urban Development (HUD)**

- <https://www.hud.gov/>
- <https://www.hud.gov/hudclips/handbooks/housing-4350-3>
- https://www.hud.gov/program_offices/public_indian_housing/hotmaresources
- <https://www.hudexchange.info/programs/home-arp/>
- <https://www.ecfr.gov/current/title-24/subtitle-A/part-92>

- **Texas Department of Housing and Community Affairs (TDHCA)**

- <https://www.tdhca.texas.gov/>
- <https://www.tdhca.texas.gov/compliance>
- <https://www.tdhca.texas.gov/compliance-manuals-and-rules>
- <https://www.tdhca.texas.gov/compliance-division-staff>
- <https://www.tdhca.texas.gov/programs/multifamily-housing-programs>
- <https://www.tdhca.texas.gov/programs/home-american-rescue-plan>
- https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=10&interface=VIEW_TAC&part=1&subchapter=F&title=10

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PRWORA/SAVE Resources and Links

- 10 TAC §10.612: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228348](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228348)
- 10 TAC §10.628: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228349](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=06%2F24%2F2026&recordId=228349)
- 10 TAC §10.802: [https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=07%2F31%2F2026&recordId=228969](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=07%2F31%2F2026&recordId=228969)
- SAVE: <https://www.uscis.gov/save>
- Guide to Understanding SAVE Verification Responses: <https://www.uscis.gov/sites/default/files/document/guides/SAVE-Guide%20to%20Understanding%20SAVE%20Verification%20Responses.pdf>

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PRWORA/SAVE Resources and Links

- Household Status Verification Information: <https://www.tdhca.texas.gov/household-status-verification-information>
- TDHCA YouTube Channel: <https://www.youtube.com/TDHCA>
- Department Webpage for PRWORA/SAVE: <https://www.tdhca.texas.gov/prwora-save>
- 8 USC §1641. Definitions: [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))
- Department Contacts:
 - Gavin Reid: gavin.reid@tdhca.texas.gov
 - Cara Pollei: cara.pollei@tdhca.texas.gov
 - Nancy Dennis: nancy.dennis@tdhca.texas.gov
 - Contract Amendment – Developments with Active Contracts
 - Kay Fairbanks: kay.fairbanks@tdhca.texas.gov
 - Legal Agreement – Developments without Active Contracts

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PRWORA/SAVE Implementation for HOME, HOME-ARP Rental, and NHTF Multifamily Properties



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Contract Amendment vs. Legal Agreement Developments

Contract Amendment – Developments with Active Contracts

Upload these 5 items into CMTS:

- Screenshot of active UEI in SAM.GOV
- Screenshot demonstrating the Owner or Owner's general partner or managing member are both registered with the TX Sec of State
- Corporate Resolution for Signature Authority
- Updated Organizational Chart
- SAVE Supervisor Registration Form

POC: nancy.dennis@tdhca.texas.gov

Legal Agreement – Developments without Active Contracts

Upload these 3 items into CMTS:

- SAVE Legal Agreement
- Corporate Resolution for Signature Authority
- SAVE Supervisor Registration Form

POC: kay.fairbanks@tdhca.texas.gov

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Verifications begin October 1st, regardless of whether a Legal Agreement or Contract Amendment is executed.

Therefore, at minimum, upload the SAVE Supervisor Account Registration Form into CMTS.

SAVE Supervisor Account Registration

The Systematic Alien Verifications for Entitlements (SAVE) system has organizational levels and user roles to manage users and review case submissions. There are three main roles within SAVE as depicted here:

```

graph TD
    SuperUser[SuperUser (TDHCA)] --> SupervisorA[Supervisor (Development A)]
    SuperUser --> SupervisorB[Supervisor (Development B)]
    SupervisorA --> GeneralUser1[General User]
    SupervisorA --> GeneralUser2[General User]
    SupervisorB --> GeneralUser3[General User]
  
```

Each role (SuperUser, Supervisor, User) has different functions within SAVE.

SuperUser: Located at TDHCA and is responsible for managing the agency's hierarchy, user roles, and accounts.

Supervisor: Located at the Development and is responsible for managing the Development's use of SAVE and its General Users. Initiates cases. View, complete and close verification cases. Add/delete Supervisors and General Users.

General Users: Located at the Development. Initiates cases. View, complete and close verification cases.

Please provide the information below for the individual at your Development you'd like to set up as the SAVE Supervisor.

Name of Development:

First Name: Last Name:

Phone #: Email:



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What do I need to do on October 1st?

- New applicants need to be run through the Flow Chart/Online Tool starting **October 1st**.
- For households with a lease renewal/recertification:
 - If renewal/recert is on or before October 27, 2026, they do not need to be verified.
 - 90-day rule – must initiate verifications at least 90 days in advance of renewal/recert to provide time for delays or any appeals.
 - If renewal/recert is after October 27, 2026, they need to be verified.



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What are the steps of this whole process for a NEW APPLICANT?

- 1) Inform the applicant in writing that
 - A. The unit for which they are applying is 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 a HOME or NHTF assisted unit and that your development must confirm legal status for each person signing the lease
 - B. Request the Identification/Citizenship/Immigration documentation listed on the Flowchart be provided to you
 - C. Disclose the Attestation Form that will be required to be signed by each Lessee
 - D. Right to appeal
- 2) Run each Lessee through the Flowchart/Online Tool.
- 3) Fill out, complete, sign, save, and file the following three documents:
 - A. Household Status Verification Form
 - B. Attestation Form for each Lessee
 - C. SAVE Response for each Qualified or Unqualified Alien

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What are the steps of this whole process for an EXISTING OCCUPANT?

- 1) Identify which units on your Development need to be verified.
- 2) Develop a timeline/spreadsheet of when those unit's renewal/recerts are due.
- 3) Identify the date which is 90 days prior to each unit's renewal/recert.
- 4) At the 90-day prior date, notify the unit in writing:
 - A. Verification needs to take place prior to renewal/recert
 - B. Request the Identification/Citizenship/Immigration documentation listed on the Flowchart be provided to you
 - C. Disclose the Attestation Form that will be required to be signed by each Lessee
 - D. Right to appeal
- 5) Run each Lessee through the Flowchart/Online Tool.
- 6) Fill out, complete, sign, save, and file the following three documents:
 - A. Household Status Verification Form
 - B. Attestation Form for each Lessee
 - C. SAVE Response for each Qualified or Unqualified Alien

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What if a New Applicant or Current Occupant is unable to be verified as a US Citizen or Qualified Alien?

1. During verification, once you find that a lease signer is Unqualified, unable to be verified (i.e., no documentation), or SAVE needs more info that is not readily available, you must provide a Notice to the Household within 2 business days of the receipt of determination for both new applicants and current lessees, and at least 60 days prior to any renewal/recert if applicable.
2. The Notice must:
 - A. State the results received from SAVE
 - B. State whether any other documentation/info is required to complete verification to contest the result or cure the deficiency
 - C. Notify the household that they may seek correction of records with the agency that issued or maintains their immigration record
 - D. Notify the applicant of their appeal rights and applicable deadlines allowing 30 days (if they choose to appeal or correct their records) from the date of notification before seeking reverification
 - E. State the consequence if household doesn't respond or if verification cannot be completed after the cure and appeal period
 - F. Consequence is that for new applicants the application is denied and for existing occupants they must be provided with at least 30 days' notice of nonrenewal

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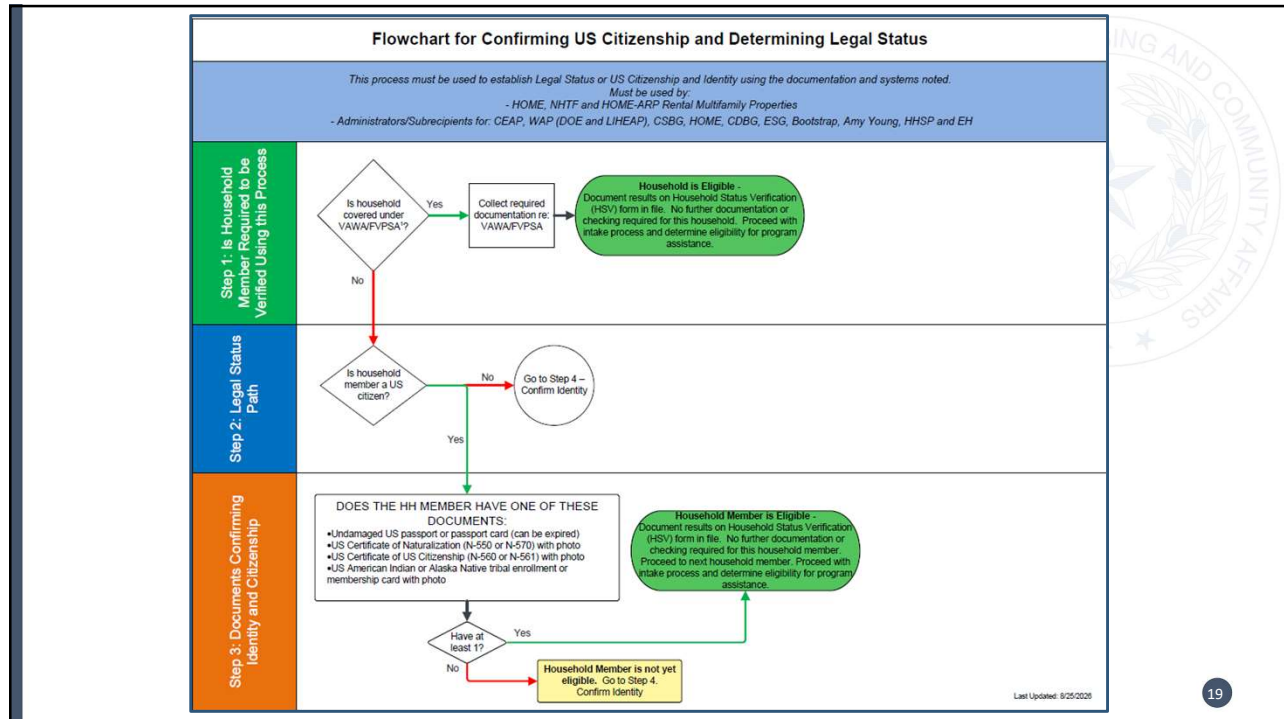
17

Appeals?

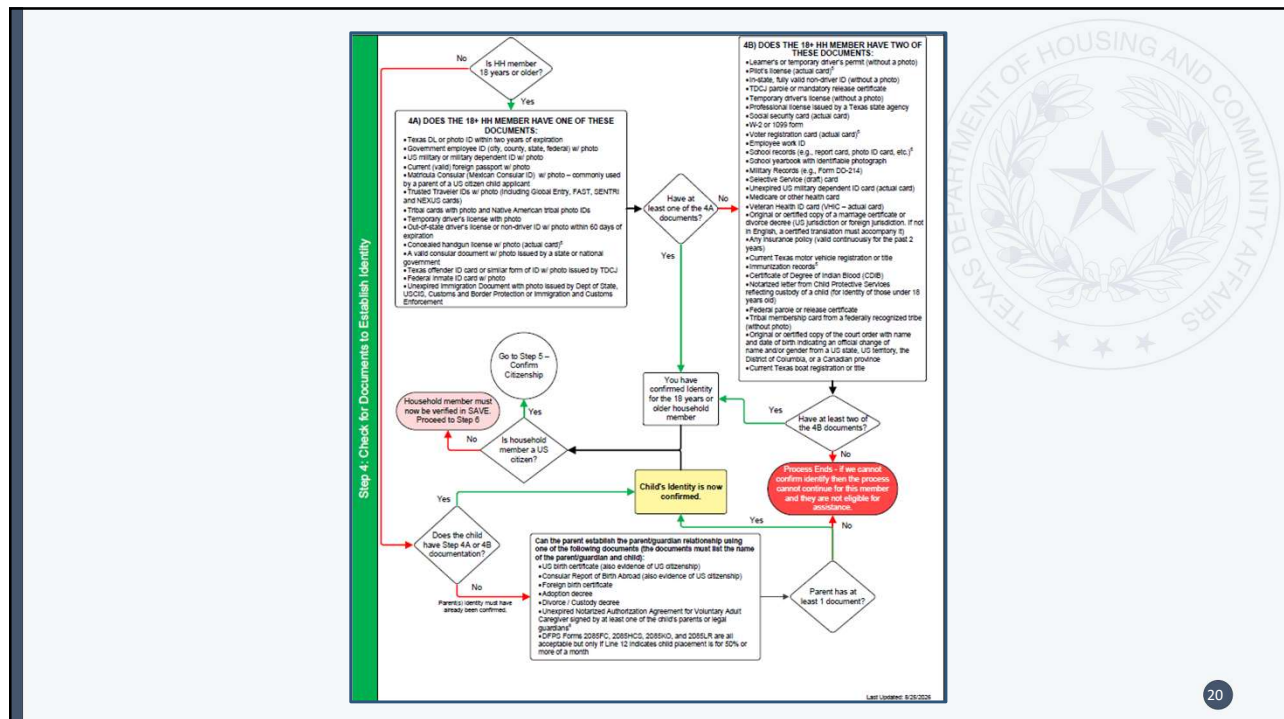
1. Property must have a written procedure to address appeals.
2. Appeal period must allow for a minimum of 14 days from the receipt of Notice of Denial/Nonrenewal for the applicant/lessee to file an appeal to the Property Owner or Management.
3. Owner or Management Company must investigate and make a final decision notifying appellant of the results, the reasoning for the decision and instruction for how to file a further appeal with TDHCA. This investigation, decision, and notification to the appellant must take place within 10 days of receiving the appeal.
4. If not satisfied with the Owner/Management Company's decision, the appellant may appeal to TDHCA. Owner/Management Company must not proceed with a denial/nonrenewal until a final decision is reached by TDHCA.
5. TDHCA will only determine whether the Owner/Management Company followed proper procedures and guidance from the Department and correctly applied the verification result.

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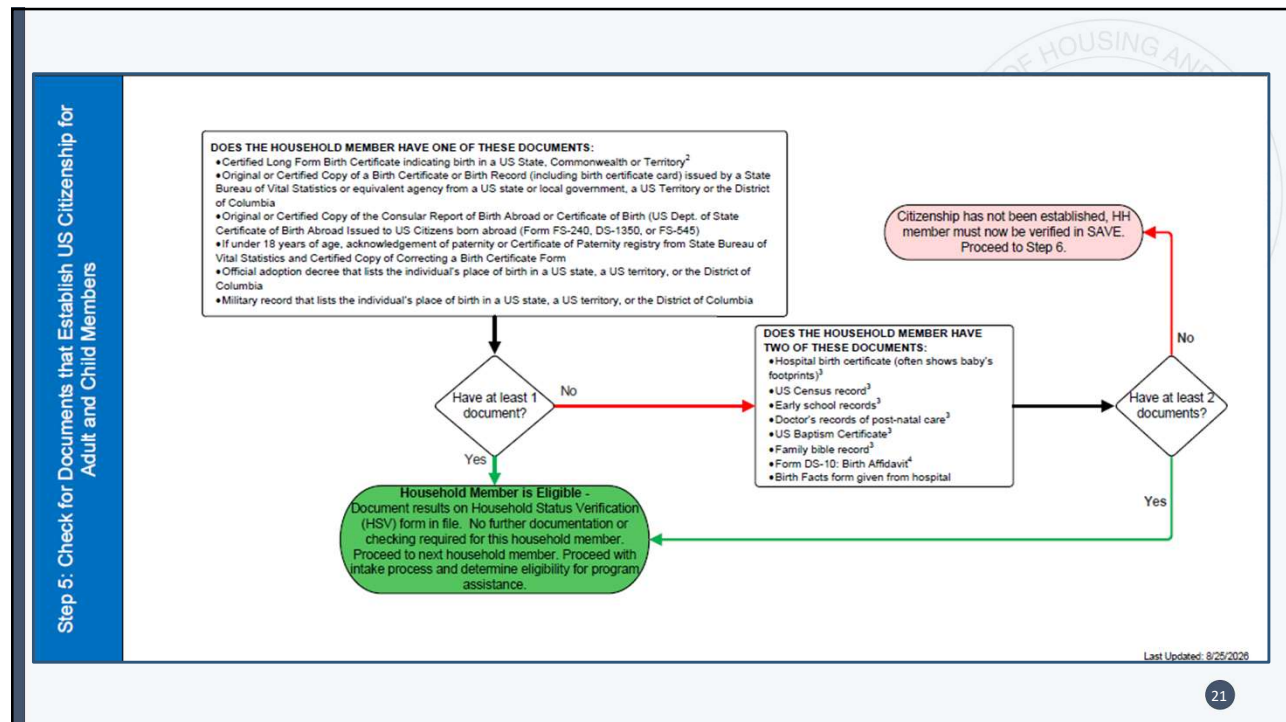
18



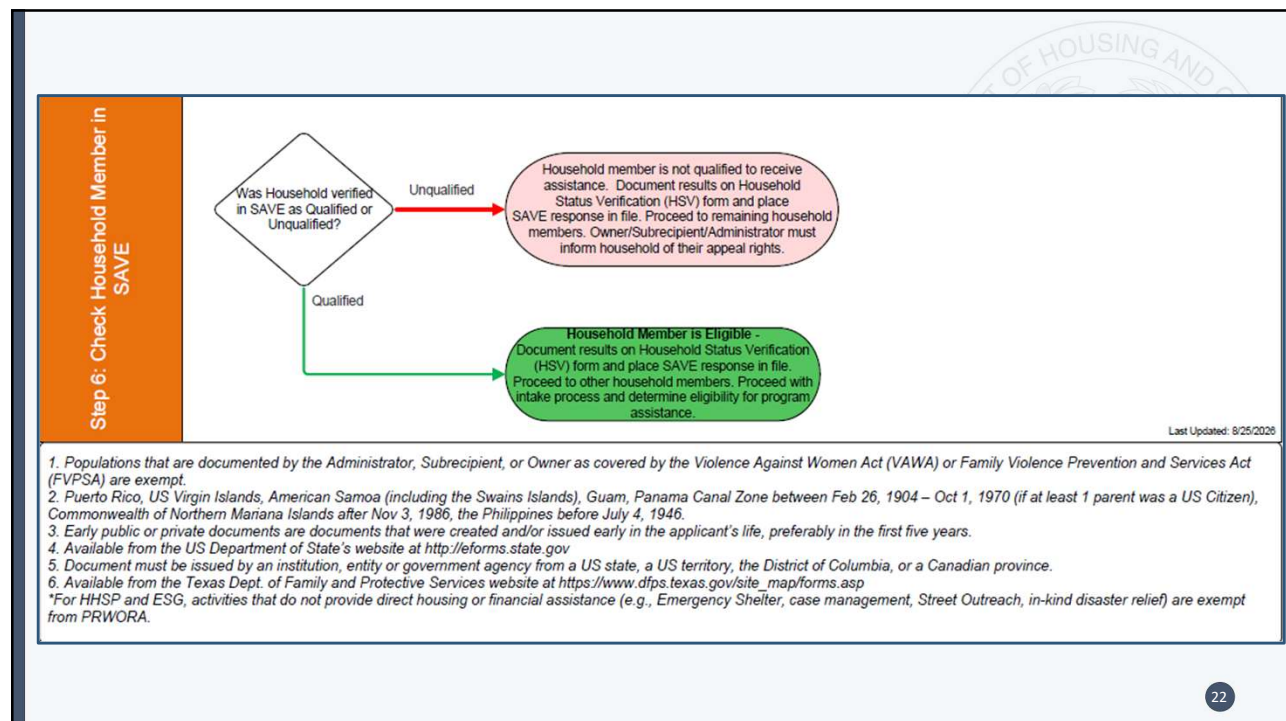
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Long Form vs. Short Form Birth Certificate

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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Household Status Verification Example

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for Multifamily HOME, HOME-ARP Rental, and IHHTF

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.

	Lease Signer 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	Signature
#1	David Johnson	Military ID w/ Photo	Yes	NY Birth Certificate		NA	David Johnson
#2	Amy Hammond	Social Security Card & Current TX Boat Registration/Title	No	NA	Yes	Conditional Resident	Amy Hammond
#3	Brooke Boston	US Passport	Yes	US Passport		NA	Brooke Boston
#4	Wendy Quackenbush	US Certificate of Naturalization but No photo	Yes	TX Birth Certificate		NA	Wendy Quackenbush
#5	Cara Pollei	Unexpired Lawful Permanent Resident Card with Photo	No	NA	Yes	Lawful Permanent Resident-Employment Authorized	Cara Pollei

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.

David Johnson Gavin Reid 9/11/26

Signature of staff certifying they verified the above documents Printed Staff Name Date

8/3/2026

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Don't forget about the Online Tool...it produces an HSV Form for you!!

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Household Status Verification Form
Applicant Certification Form for Multifamily HOME, HOME-ARP Rental, and NHTF

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. Only U.S. Citizens, U.S. Nationals, and Qualified Aliens are permitted to sign the lease per 10 TAC §10.628.

Property Name: Oakwood Properties
Program type: Multifamily Properties

Lease Signers Confirmed Through Standard Documentation

Lease Signer Name	Identification Documentation Provided	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Citizenship Documentation Provided
David Johnson	US American Indian or Alaska Native Tribal Enrollment or Membership Card w/ Photo	Yes	US American Indian or Alaska Native Tribal Enrollment or Membership Card w/ Photo
Cara Poller	Professional license issued by a Texas state agency, Medicare or other health card	Yes	Certified Long Form Birth Certificate

Lease Signers Requiring SAVE Confirmation

Name	SAVE Response	SAVE Source Documentation	QUALIFIED or UNQUALIFIED
Amy Hammond	v	v	
Gavin Reid	v	v	

Lease signers in the SAVE confirmation table must have their citizenship and identity confirmed in SAVE prior to this form being complete and valid. To add additional household members, use another copy of this form.
Required documentation for the file consists of this Household Status Verification Form, completed and signed by both the applicant and the staff member conducting the verifications, and the SAVE response for each lease signer verified through SAVE (qualified or unqualified).
Copies of Identification and Citizenship documentation should not be retained.

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.

David Johnson's signature _____ Date _____

Amy Hammond's signature _____ Date _____

Cara Poller's signature _____ Date _____

Gavin Reid's signature _____ Date _____

Signature of staff certifying they verified the above documents _____ Print Staff Name _____ Date _____

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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 property 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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How do I fill out a Household Status Verification form for VAWA?

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for Multifamily HOME, HOME-ARP Rental, and NHTF

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.

	Lease Signer 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	Signature
#1	Margie Phillips	TX Driver's License		VAWA-HUD 5382		NA	Margie Phillips
#2	Cindy Phillips	Military ID		NA		NA	Cindy Phillips
#3	Joe Chavez	Concealed Handgun License		NA		NA	Joe Chavez
#4							
#5							

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 Gavin Reid 9/11/26

Signature of staff certifying they verified the above documents Printed Staff Name Date

8/3/2026

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The Online Tool...it produces an HSV for you.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Household Status Verification Form
Applicant Certification Form for Multifamily HOME, HOME-ARP Rental, and NHTF

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. Only U.S. Citizens, U.S. Nationals, and Qualified Aliens are permitted to sign the lease per 10 TAC §10.628.

Property Name: Oakwood Properties
Program type: Multifamily Properties

Lease Signers Confirmed Through Standard Documentation

Lease Signer Name	Identification Documentation Provided	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Citizenship Documentation Provided
Bobby Wilkinson	Texas DL or ID w/ Photo no older than two years past expiration	Exempt	Exempt VAWA / FVPSA — VAWA — HUD Form 5382 (Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking)
Brooke Boston	Unexpired immigration document with photo (no older than two years past expiration) issued by Department of State, USCIS, Customs and Border Protection, or Immigration and Customs Enforcement	Exempt	Exempt (household VAWA / FVPSA)
Wendy Quackenbush	Maticula Consular w/ Photo	Exempt	Exempt (household VAWA / FVPSA)

To add additional household members, use another copy of this form.
Required documentation for the file consists of this Household Status Verification Form, completed and signed by both the applicant and the staff member conducting the verifications, and the SAVE response for each lease signer verified through SAVE (qualified or unqualified).
Copies of Identification and Citizenship documentation should not be retained.

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.

Bobby Wilkinson's signature

Brooke Boston's signature

Wendy Quackenbush's signature

Signature of staff certifying they verified the above documents

Print Staff Name

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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 (FORM I-405 ADJUSTMENT OF STATUS) - TEMPORARY EMPLOYMENT AUTHORIZED	UNQUALIFIED
22 APPLICATION PENDING (FORM I-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 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: 00255110526	Full Name: Nailat
Class of Admission (COA) Code: AO	Date of Birth: 220543
Country of Birth: CUB - CUBA	Alien Number: 03/25/2026
Employment Authorization Document (EAD) Expiration Date: 11/06/2029	Initiated On: 03/25/2026
Provision of Law Code: C08	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: 002527201611VR	Full Name: Karla V
Class of Admission (COA) Code: USC	Date of Birth: 09/21/
Country of Birth: MEX - MEXICO	Naturalization/Citizenship Number: A15686017
Date Admitted To: INDEFINITE	Initiated On: 08/25/2025
	Initiated By: OGU19032
	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 V38 ICA - Draft

QUALIFIED

1 UNITED STATES CITIZEN QUALIFIED

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SAVE Response Examples

Case Result | Case Status: Status Returned



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

Case Verification Number: 0026022215688TY
Class of Admission (COA) Code: IRI
Country of Birth: MEX - MEXICO
Date Admitted To: INDEFINITE

Agency Submitted Details

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



SENSITIVE BUT UNCLASSIFIED

SAVE Response

Applicant Status: Deferred Action - Temporary Employment Authorized

SAVE Response Details

Case Verification Number: 00264745087755Q
Employment Authorization Document (EAD) Expiration Date: 11/24/2029
Provision of Law Code: C14

Agency Submitted Details

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

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Whom and When to Verify?

Properties must verify U.S. Citizenship, U.S. National status, or Qualified Alien Status for each applicant signing the lease, or when adding any new lease signer to a unit, using the [Household Status Verification \(HSV\) Form](#). The SAVE result/response must also be saved in the file as well as an Attestation Form.

US Citizens (US Born)	US Citizens (born abroad)	US Nationals	Naturalized Citizens	Qualified Aliens	Unqualified Aliens
Verify documents, and if needed, run through SAVE once				Run through SAVE at each Lease Renewal	Run through SAVE at each Lease Renewal

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Attestation Form

- Each person signing the lease must fill out an Attestation Form
- Found at <https://www.tdhca.texas.gov/prwora-save>



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
www.tdhca.texas.gov

In accordance with 10 TAC §10.612(a)(6), Tenant File Requirements, in the Compliance rules of the Texas Department of Housing and Community Affairs (the Department), every person signing a lease in a HOME, HOME-ASR Rental, or NHTF Development, must provide an attestation, that to their knowledge there are no occupants of the Unit that would be required to be included on the lease under the property's lease stipulations, that do not have qualified legal status under PRWORA. PRWORA is Section 401(a) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 which provides that an alien who is not a Qualified Alien is not eligible for any federal or state public benefit.

By signing below, I certify that:

- For the Unit I am signing a lease for, to the best of my knowledge there are no other occupants of the Unit – signing the lease, otherwise listed on the lease, or occupying the Unit and that should be included on the lease under the lease stipulations I am signing – that do not have qualified legal status under PRWORA and therefore would not be eligible to reside in the Unit.
- The information I have provided is true and accurate. I understand that providing false, incomplete, or inaccurate information on this attestation, may result in nonrenewal of my lease or denial of an application for a unit.

Tenant Name _____

Tenant Signature _____

Date _____

TEXAS 250 221 East 11th Street P.O. Box 13941 Austin, Texas 78711-3941 (800) 525-0657 (512) 475-3800

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Posters provided on TDHCA Website



THIS PROPERTY USES

SAVE™

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

If you are an alien or a naturalized or derived citizen, this property 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!



Learn more about SAVE at www.uscis.gov/benefit-and-housing-applicants



ESTA PROPIEDAD UTILIZA

SAVE™

Esta propiedad 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 propiedad 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 es elegible para un beneficio específico. ¡Nosotros sí!

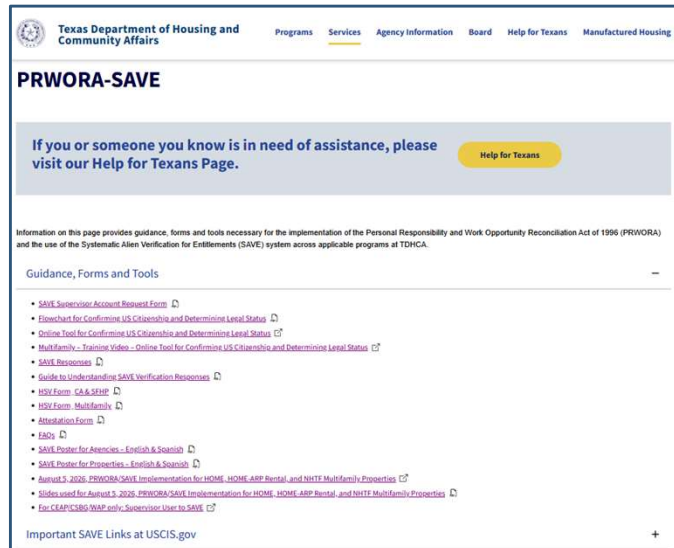


Obtenga más información sobre SAVE en www.uscis.gov/benefit-and-housing-applicants

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PRWORA/SAVE Webpage

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



The screenshot shows the PRWORA-SAVE webpage. At the top, there is a navigation bar with links: Programs, Services, Agency Information, Board, Help for Texans, and Manufactured Housing. Below this, the page title "PRWORA-SAVE" is displayed. A prominent message states: "If you or someone you know is in need of assistance, please visit our Help for Texans Page." with a corresponding "Help for Texans" button. Below this message, a section titled "Guidance, Forms and Tools" provides a list of resources, including:

- SAVE Supervisor Account Request Form
- Flowchart for Confirming US Citizenship and Determining Legal Status
- Online Tool for Confirming US Citizenship and Determining Legal Status
- Multi-Family - Trainee Video - Online Tool for Confirming US Citizenship and Determining Legal Status
- SAVE Brochure
- Guide to Understanding SAVE Verification Responses
- ISVI Form - CA & SHIP
- ISVI Form - Multifamily
- Attestation Form
- FAQs
- SAVE Poster for Agencies - English & Spanish
- SAVE Poster for Properties - English & Spanish
- August 3, 2025: PRWORA/SAVE Implementation for HOME, HOME-ARP Rental, and NHTF Multifamily Properties
- Slides used for August 3, 2025: PRWORA/SAVE Implementation for HOME, HOME-ARP Rental, and NHTF Multifamily Properties
- For CEAP/CSB/WAP only: Supervisor User to SAVE

 At the bottom, there is a section for "Important SAVE Links at USCIS.gov".

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Compliance Monitoring



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Compliance Monitoring: What programs have PRWORA?

TDHCA Multifamily Programs with PRWORA Requirements:

- HOME
- HOME-ARP
- National Housing Trust Fund (NHTF)
- *If the development is layered with Section 811 PRA, those units may not be layered with HOME, HOME-ARP or NHTF*

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Compliance Monitoring: Tenant File Requirements

What needs to be in the tenant file for each lease-signer?

- Attestation Form
- SAVE Response
- Household Status Verification (HSV) Form
- 90-day notice of SAVE Verification

Do not keep copies of the Personally Identifiable Information (PII) in the tenant files.

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In Review... for the File

- Household Status Verification (HSV) Form for **ONLY** those signing the lease.
- SAVE Response for each Qualified Alien **signing the lease, if applicable.**
- **SAVE Response for Unqualified Aliens for the Denial file, if applicable.**
- Attestation Form for **each individual signing the lease.**
- 90-day notice used for renewal/recertifications.

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Questions and Answers: Answers from the August Training

In a layered development with Housing Tax Credit (HTC) and HOME/HOME-ARP/NHTF, are the PRWORA requirements only for the HOME/HOME-ARP/NHTF units?

If the HOME/HOME-ARP/NHTF units are floating and all unit types are represented, PRWORA verification is applicable to all units in the development.

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Questions and Answers: Answers from the August Training

Will the development deny eligible HTC households in layered developments that do not qualify under PRWORA?

When the HOME/HOME ARP/NHTF units float throughout the development, and the household would not qualify.

This is because the household must be eligible to be designated as a HOME/HOME ARP/NHTF household any time during the household's occupancy.

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Questions and Answers: Answers from the August Training

If at renewal the household in a layered development doesn't qualify under the PRWORA requirements, are we to give them a 30-day notice to vacate (NTV)?

If the HOME/HOME-ARP/NHTF units float throughout the development, and the development is layered with another program like HTC or BOND, and the household doesn't qualify under the PRWORA requirements at renewal, but the household was first certified before October 1, 2026, the unit may be redesignated under one of the other programs and not given a Notice to Vacate.

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Questions and Answers: Answers from the August Training

If at renewal the household in a layered development doesn't qualify under the PRWORA requirements, are we to give them a 30-day notice to vacate (NTV)?

If the household was first certified on or after October 1, 2026, they are in noncompliance because the household would have never qualified to live on the property as the tenant selection criteria would be required to have U.S. Citizen, U.S. National, or Qualified Alien as a condition of occupancy for the entire Development, so it would be good cause for termination of the lease/non-renewal no matter if it is HOME/HOME ARP/NHTF designated Unit or not.

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Questions and Answers: Answers from the August Training

HOME/ HTC	HTC	HTC	Mkt	Mkt	HTC	HTC	HTC	HTC	HOME/ HTC	Mkt	HTC
HTC	HOME/ HTC	Mkt	HTC	Mkt	HTC	HTC	HTC	HTC	HTC	HOME/ HTC	HTC
HOME/ HTC	HTC	HOME/ HTC	HTC	HTC	HTC	HTC	HTC	Mkt	HTC	HTC	HTC

Because the HOME program units float throughout the development, all affordable units must meet PRWORA requirements.

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Questions and Answers: Answers from the August Training



HOME/HTC Effective Date 9/30/2026	HTC <u>Move-In</u> Date 10/2/2026	HTC Effective Date 8/31/2026	Mkt
HTC Effective Date 10/6/2026	HOME/HTC Effective Date 7/31/2026	Mkt	HTC Effective Date 8/15/2026
HOME/HTC Effective Date 10/1/2026	HTC Effective Date 10/6/2026	HOME/HTC <u>Move-In</u> Date 9/29/2026	HTC <u>Move-In</u> Date 12/1/2025

Because the HOME program units float throughout the development, all affordable units must meet PRWORA requirements.

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Questions and Answers: What do you want to know?

What if the development completes the recert before October 1, 2026, but the effective date is on/after 10/1?

The Certification must comply with PRWORA requirements.

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Questions and Answers: What do you want to know?

If someone is completely unrelated to a VAWA qualifying household member and living in the same household, are they also exempt from the PRWORA requirements?

Yes, the VAWA status is federally applicable to a household.

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Questions and Answers: What do you want to know?

Questions from attendees...

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Office Hours Resources

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Office Hours; September 11, 2026

Staff Present:

- Wendy Quackenbush, Director of MF Compliance; wendy.quackenbush@tdhca.texas.gov
- Amy Hammond, Manager of MF Compliance; amy.hammond@tdhca.texas.gov
- Manuel Pena, Jr., Manager of Physical Inspections; manuel.pena@tdhca.texas.gov
- Carolyn Metzger, Team Leader; carolyn.metzger@tdhca.texas.gov
- Cara Pollei, Team Leader; cara.pollei@tdhca.texas.gov
- Justin Merrill, Team Leader; justin.merrill@tdhca.texas.gov
- Christina Thompson, Compliance Monitor; christina.thompson@tdhca.texas.gov
- Diana Alicea, Compliance Complaint Coordinator; diana.alicea@tdhca.texas.gov

TDHCA website: <https://www.tdhca.texas.gov/>
 General Mailbox: multifamilycompliance@tdhca.texas.gov

Staff will remain online and available for questions until 11:30 am. Please put your questions in the "Questions Box." There is no presentation for this webinar. This portion of the webinar will not be recorded and posted as it is intended to be an open forum for housing partners to ask questions of Department staff and receive real-time answers. Thank you for joining us.

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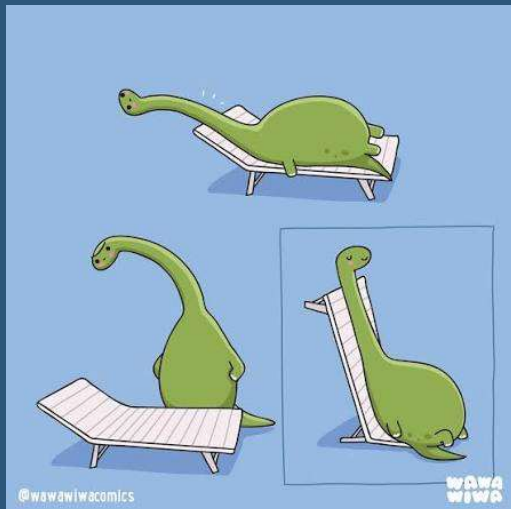
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Due Dates to Remember

- January 10th – Quarterly Vacancy Report #1 Due
- April 10th – Quarterly Vacancy Report #2 Due
- April 30th – Annual Owner's Compliance Report (All Parts) Due
- June 1st – HFC and PFC Reports Due
- July 10th – Quarterly Vacancy Report #3 Due
- August 1st – Actual Use Utility Allowance Submissions Due, if applicable
- **October 1st – Energy Consumption Model, Written Local Estimate and HUD Model Utility Allowance Submissions Due, if applicable**
- **October 1st – For MFDL properties which are approved to use PHA, the Utility Allowance submission is due if the Owner wishes to continue using the PHA method**
- **October 1st – PRWORA Implementation Date for HOME, HOME ARP and NHTF**
- October 10th – Quarterly Vacancy Report #4 Due
- Other dates may come up annually through monitoring reviews, physical inspections, fair housing reviews, complaints, etc.

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Thank you!

September Office Hours:
PRWORA/SAVE

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

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MULTIFAMILYCOMPLIANCE@TDHCA.TEXAS.GOV



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